

GREEK COUNCIL CONSTITUTION



Greek Council Constitution

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Introduction

We, the undergraduate members of the Greek Life Community at Montclair State University:

- Strive to maintain a physically and emotionally healthy environment in which Greek members and organizations can positively develop;
- Consider problems of mutual interest in its member organizations;
- Strive to build strong brotherhood, sisterhood, and siblinghood through friendships, incorporating trust, loyalty, honesty, integrity, and companionship;
- Strive to help each other accomplish goals, foster personal growth, and keep each other focused;
- Recognize that the primary objective of a university education is academic achievement, and support academic excellence among members;
- Strive to maturely engage in the social aspects of Greek Life, which is a vital aspect of the campus community atmosphere;
- Strive to provide opportunities to develop leadership skills which are building blocks and stepping stones for future career opportunities;
- Strive to serve the university and community through volunteer efforts and philanthropic work;
- Strive to provide opportunities for members to pursue many philanthropic efforts;
- Strive to create an unbiased community without prejudice due to race, ethnicity, religion, gender, or sexual orientation;
- Strive to respect differences of opinion and freedom of speech by understanding and fostering goodwill among all individuals and groups;
- Strive to eradicate any behavior which devalues persons through physical, mental, or verbal abuse, harassment, or discrimination;
- Strive to have Local and National organizations conduct themselves in a manner that portrays academic, philanthropic and social achievement while behaving themselves in membership that presents equal opportunity for all students of the Montclair State University campus.

We, as one unified Greek community, do hereby ordain and establish this Handbook of the Greek Council.

Article One

Section I: Name

- A. The Greek Council is comprised of Greek organizations that have approved chapters of Montclair State University through the Office of Greek Life and the Center for Student Involvement

Section II: Membership

- A. Membership in the Greek Council is open to any Greek organization of a lawfully chartered or provisional Greek organization, approved by Montclair State University that is in compliance with this Greek Council Handbook, Office of Greek Life Policies and any other applicable University policies

Section III: Purpose

- A. To provide the means whereby the members of the Greek community may express themselves in the programs of Greek Life which directly affect their intellectual, social, physical, and spiritual welfare;
- B. To promote better brotherhood, sisterhood, and siblinghood by developing and promoting student responsibility and accountability;
- C. To coordinate and regulate the activities of all Greek lettered organizations and their members;
- D. To oversee and govern the six Greek Sub-Councils. These sub-councils are:
 - 1. Interfraternity Council (IFC)
 - 2. The Local Council (TLC)
 - 3. National Pan-Hellenic Council (NPHC)
 - 4. National Panhellenic Conference (NPC)
 - 5. Independent Greek Council (IGC)
 - 6. United Greek Coalition (UGC)

Section IV: Voting

- A. All voting will be in accordance with the rules set forth in the Greek Council Handbook

Article Two

Section I: Legislative Powers

- A. All legislative powers herein grant, shall be vested in the Greek Council
Legislature

Section II: Composition of the Legislature

- A. The legislature shall be composed of one representative from each chartered Greek lettered organization, including provisional chapters which are non-voting members in a probationary period;
- B. The elected representative must be an active member in good standing with the Office of Greek Life to be a voting representative for their organization on the Greek Council;
- C. The appointment of the representative to the Greek Legislature shall be conducted according to the Greek Council Handbook

Section III: Duties and Responsibilities

The Greek Council Legislature, in accordance with the Handbook, shall:

- A. Act as a formal representative for the undergraduate Greek community
- B. Provide a compiled publication of the legislation, in order that the members of the Greek Council are informed;
- C. Approve or disapprove pending Greek lettered organization charter requests, to provide for the regulation of Greek lettered organizations of Montclair State University campus;
- D. Allow a Greek Council representative to submit to the undergraduate Greek Council Legislature, any bill, event proposal or issue which it feels the Greek Legislature should act upon collectively. This act must be voted upon and passed by a two-thirds majority vote of the Legislature;
- E. Have the power to remove the Executive President and Leadership Team members by proceedings initiated by a two-thirds vote of the entire Greek Legislature at the following regular meeting;
- F. Have the power to make rules and regulations necessary for the proper administration of elections within the guidelines established by the Greek Council;

- G. Have the power to make legislation necessary to promote the general welfare of the Greek student body;
- H. Have the power to petition the Executive President or call a special meeting, by a two-thirds majority vote of the Greek Legislature

Section IV: Meetings

- A. The Greek Legislature shall convene every week beginning the second week of each semester until two weeks before finals each semester (excluding Winter, Spring, and Summer recesses) on such day and time as stated in accordance with the Greek Council Handbook;
- B. The Executive President shall call the Greek Council Legislature into session for the first meeting in September no more than one week after the start of classes
- C. The Executive President may call the Greek Legislature into emergency session notifying organizations a minimum of twelve hours in advance. In the case that an emergency meeting is called and the organization's original representative cannot attend, the organization must submit notification of the new representative to the Office of Greek Life and the Executive President six hours in advance
- D. All regular meetings of the Greek Council Legislature shall be open to all undergraduate students of Montclair State University except those meetings which, by majority vote of the Legislature, are declared to be executive sessions
- E. Executive session can be called at any point in time before or during a meeting and no advance notice needs to be given
- F. The procedure for order in the Greek Council Legislature shall be as governed by Robert's Rules of Order, Revised
- G. All members of chartered organizations in the Greek Legislature shall have one vote; voting shall be based on the total votes present, unless otherwise specified. The Executive President is required to vote in case of a tie and shall only vote in such a case

Section V: Quorum

- A. Quorum shall be two-thirds of the voting representatives of the Greek Council

Section VI: Absences

- A. General Meetings
 - 1. No unexcused absences will be permitted for any representative. An unexcused absence is defined as an absence without representation of either the primary representative or the alternate representative. If neither the primary or alternate representative can be present and the organization must send another member

of their organization, the Executive President must be notified 24 hours in advance and give approval

2. In the event of a representative's excused absence, the organization's alternate representative must serve. To be excused, the Executive President and Vice President of Marketing and Administration must be notified that the primary representative is unable to attend the given Greek Council meeting prior to it being called to order. The organization's primary representative must provide a justifiable reason for their absence. After providing notification and justification to the Executive President, the organization representative will be informed as to whether or not their absence will be excused.
3. Use of an alternate will not count as an unexcused absence for the Organization.
4. Tardiness is not permitted and the accumulation of three tardies by any representative (primary or secondary) will result in an unexcused absence for their organization. Tardies will be given out to any representative that arrives 10 minutes after the Executive President calls a meeting to order and they will sign in with the Sergeant at Arms. Representatives that arrive after the completion of the Leadership Team's reports will receive an unexcused absence.

Section VII: Advisors

- A. Montclair State University will provide to the Greek Council Legislature a faculty/administrative advisor(s). The advisor(s) assigned will be the Coordinator for Greek Life and/or the Graduate Coordinators of Greek Life. The advisor(s) will be qualified in administrative, financial, and Greek Affairs. At least one advisor(s) must be present at all regular open meetings of the Greek Council Legislature. If no representative of The Office of Greek Life is available, someone from The Center for Student Involvement (CSI) will take their place

Article Three

Section I: Leadership Team

- A. The will assist in the governing of Greek Council from academic year to academic year beginning on June 1st and ending on May 30th of the following year. The Team shall consist of The Executive President, Executive Vice President, Vice President of Programming, Vice President of Finance, Vice President of Marketing and Administration and Sergeant at Arms.
- B. Elections for the Leadership Team shall take place in the spring semester and forms will be collected through Engage. Candidates are required to complete an elections packet and meet all of the criteria outlined within the provided documents. Documents can be accessed through the Office of Greek Life Engage page.
 - a. Leadership Team applications will be available 5 weeks prior to the final Greek Council meeting of the semester and be available for 4 weeks.
 - b. Eligible candidates are required to attend the final two Greek Council meetings of the semester. Candidate presentations will be conducted at the final Greek Council meeting of the semester.
- C. To be eligible for a position on the Greek Council Leadership Team, candidates must have a 3.0 GPA and be an active member of their respective organization in accordance with the Office of Greek Life records. Candidates may not serve on the Executive Board of the Student Government Association, Inc. (SGA) during their Greek Council Leadership Team term of office.
- D. A Leadership Team member may be removed (impeached) by a three-fourths vote of the Greek Legislature. Just Cause for removal shall be:
 - 1. Failure to maintain undergraduate status at Montclair
 - 2. Failure to uphold and fulfill the purpose and policies of the Greek Council Hand Book and the Office of Greek Life Policies
 - 3. Malfeasance, misfeasance, or nonfeasance in the functioning of Greek Council.
 - 4. Found to be in violation of the Montclair State University Student Code of conduct

Section II: The Executive President

- A. The Greek Council Executive President shall be selected through an election period by the vote of one Greek representative from any provisional Greek organization on campus. Appointment shall take place at the final Greek Council meeting before their term, and they shall assume the role on June 1st

- B. The Executive President, in consultation with the Leadership Team, shall appoint members of the Leadership Team for positions that were not voted upon during the election period.
- C. The Executive President shall coordinate and operate Greek Council Meetings following Robert's Rules of Order Revised and shall follow the laws of the Montclair State Greek Life Policies
- D. The Executive President shall be granted a budget which they must manage and oversee in the best interests of Greek Life at Montclair State University.
- E. The Executive President shall assist with all operations alongside the Coordinator of Greek Life and be an exemplary and model Greek for the community
- F. The Executive President shall serve as a liaison to the campus community for Greek Affairs, as well as representing Greek Life as a liaison to the Student Government Association at Montclair State University
- G. The Executive President is responsible for maintaining a minimum of three office hours weekly, as well as monitoring office hours for the other members of the Leadership Team
- H. The Executive President is expected to collaboratively work with the Presidents of each sub-council through effective communication, to ensure best practices in the Greek community. These practices include programming, accountability for each organization and members, and overall representation for the image of Greek Life.
- I. The Executive President shall preside over all meetings, exercise all powers pertaining to the calling of meetings and the conduct of business in accordance with this Greek Council Handbook, and coordinate the performance of the duties by the Leadership Team members and the Sub-Councils;
- J. The Executive President shall faithfully execute the laws of the Greek Council Handbook and Office of Greek Life Policies
- K. The Executive President shall inform and recommend to the Greek Legislature, matters concerning Greek Student welfare;
- L. The Executive President shall be responsible for appointing and presiding over the Greek Unity Task Force.
- M. The Executive President shall have the power to sign or veto acts, or any part thereof, of the Greek Council Legislature and amendments to this handbook proposed by that body, provided that such power is exercised no later than on the fourteenth day of passage. The first day of passage is considered to be the day it was passed by the Greek Legislature. A bill shall become law if:
 - 1. The Executive President approves and signs it within the period allowed for consideration, or

2. Upon reconsideration of the bill objected to by the Executive President of the Greek Council, two-thirds of the Greek Legislature agrees to pass the bill, or three-quarters of the legislation originally approved by a two-thirds majority. The Executive President of the Greek Council objection shall be entered into the minutes of the proceedings at the next regular meeting of the Greek Legislature, or
3. The Executive President of the Greek Council signs legislation which has been amended and reenacted by the Greek Legislature after the Executive President of the Greek Council objects within six days after being re-forwarded by the Executive President of Greek Council. No bill shall be returned by the Executive President of the Greek Council a second time

Section III: The Executive Vice President

- A. The Executive Vice President will be responsible for the new transition of Chartering policies for Greek Organizations. They shall also work with organizations that are not meeting requirements to help them prepare for re-charterment
- B. The Executive Vice President shall assist with communication and organization of new organizations that are intending to join the community
- C. The Executive Vice President shall maintain all records of chartering and re-chartering Greek organizations
- D. The Executive Vice President shall conduct meetings with their committee to hear presentations for chartering or re-chartering Greek organizations.
- E. The Executive Vice president is responsible with updating and reviewing Red Hawk Accreditation every fall and spring semester. The Executive Vice President should have a committee to assist in the review and updating of Red Hawk Accreditation
- F. The Executive Vice President shall serve in the role of Executive President, if the Executive President is unavailable
- G. The Executive Vice President shall maintain a minimum of three office hours to be readily available to the Greek Community
- H. The Executive Vice President shall have the power to investigate and report in any area of Greek Life by use of the Greek Judicial Court

Section IV: The Vice President of Marketing and Administration

- A. The VP of Marketing and Administration will maintain all records and files of the Greek Council and shall arrange for permanent preservation of its archives;

- a. The VP of Marketing and Administration shall compile bills for inclusion in the Greek Council agenda and maintain a database of such documents.
- B. The VP of Marketing and Administration shall keep full and accurate minutes of the proceedings of the Greek Legislature, and perform other duties as the Greek Legislature and the Executive Secretary may direct. They will also be responsible for making meeting minutes available 24 hours after a Greek Council meeting takes place, with the Executive President's approval
- C. The VP of Marketing and Administration shall be responsible for all correspondence and office operations of the Greek Council
- D. The VP of Marketing and Administration shall co-manage with the Office all social media outlets and create advertisements, with a positive image of Greek Life at Montclair State University and in the local community, through several media outlets as appropriate.
- E. The VP of Marketing and Administration shall maintain a minimum of three office hours and keep a schedule for all Leadership members to assist the Executive President and Executive Vice President in conducting Team meetings
- F. The VP of Marketing and Administration shall maintain open channels of positive communication between the Greek community, campus community, and the administration of Montclair State University
- G. If the VP of Marketing and Administration is not present at a Greek Council Meeting, a temporary VP of Marketing and Administration will be appointed by the Greek Council by a majority vote in order to record meeting minutes

Section V: Vice President of Programming

- A. The Vice President of Programming shall plan Meet the Greeks, Greek Week, and large scale campus programming for the entire Greek community, including Greek Unity events.
- B. The Vice President of Programming shall work with the Office of Alumni Relations to plan alumni events
- C. The Vice President of Programming shall assist with Students Today Alumni Tomorrow committee
- D. The Vice President of Programming shall research and share community service opportunities with Greek community (weekly advertise them at meetings).
- E. The Vice President of Programming shall be a liaison for the Volunteer Center to the Greek community and organize Community Service events open to Greeks, on and off of Montclair State University's Campus

- F. The Vice President of Programming shall Work with Greek community about fundraising throughout the year, towards a philanthropy in the name of the Greek community
- G. The Vice President of Programming shall communicate the details and requirements for Greek organizations regarding Relay for Life, as well as assisting in fundraising for organizations
- H. The Vice President of Programming shall inform each organization of the Greek Council that they are responsible for executing one major philanthropic event per semester
- I. The Vice President of Programming shall maintain a minimum of three office hours

Section VI: Vice President of Finance

- A. The Vice President of Finance shall work with the Office of Greek Life to properly maintain records and track the financial statements of the Greek Council.
- B. The Vice President of Finance shall keep diligent records of money being distributed and spent through Greek Council
- C. The Vice President of Finance shall assist with the collection and invoicing of Greek Council dues
- D. The Vice President of Finance shall provide weekly reports to the Greek community about current expenses.
- E. The Vice President of Finance shall assist other team members, including the Office of Greek Life, with budgeting for events as well as fundraising.
- F. The Vice President of Finance must collect records from Red Hawk Accreditation to report the total dollar amount of money fundraised by organization members for each academic semester and inform the Greek Council of the total dollar amount fundraised by the Greek Council and its subsidiary organizations each academic semester and year.
- G. The Vice President of Finance shall maintain a minimum of three office hours

Section VII: Sergeant at Arms

- A. The Sergeant at Arms shall assist with the orderly operations of Greek Council meetings in accordance with Roberts Rules, including management of all voting procedures.
- B. The Sergeant at Arms shall assist the Executive President in ensuring all organizations adhere to the Office of Greek Life Policies and the Greek Council Handbook at Montclair State University.

- C. The Sergeant at Arms shall be responsible for updating the Greek Life Handbook annually, and alterations must be approved by a two thirds majority vote of the Greek Council
- D. The Sergeant at Arms shall have one representative from the Office of Greek Life and the Executive Vice President as ex-officio members on their Judicial Committee
- E. The Sergeant at Arms shall be responsible for planning and hosting Greek Life Study Hours every week. The Sergeant at Arms must provide a minimum of 4 hours per week for study hours. The Sergeant at Arms must post these dates on Engage at the beginning of every semester. Planned study hours can coincide with the required office hours.
- F. The Sergeant at Arms shall maintain a minimum of three office hours.

Section VIII: Ad Hoc Committees

- A. The Greek Council may form an Ad Hoc Committee, by two-thirds majority vote, to discuss event proposals or issues that extend beyond those encompassed by the existing standing committees. If an Ad Hoc Committee is formed:
 - 1. A chairperson will be approved by the Greek Council.
 - 2. A time limit will be set on any such committee.
 - 3. The committee shall make a written report of their findings, within that specified time to the Greek Council.

Section IX: Officer Compensation

- A. Officials of the Greek Council and its subsidiary organizations shall not receive as a reward for performed duties, financial or material remuneration in the performance of said duties.

Section X: Term of Office

- A. The term of office for the Leadership Team representatives shall begin June 1st and/or the first week of June, of their election year, and terminate on May 31st of the following year.

Article Four

Section I: Disciplinary Procedures for Greek Students and Organizations

- A. The judicial power of the Greek Council shall be vested in the Judicial Court.
- B. Greek Students and Organizations found in violation of Montclair State University Greek Life Policies or the Greek Council Handbook shall undergo the process of the Greek Judicial Court.

Section II: The Greek Judicial Court

The Greek Judicial Court shall consist of;

- A. The Sergeant at Arms
 - 1. Shall be the chair of the Court
 - 2. Shall be an unbiased non-voting member
 - 3. Should an issue arise involving the organization that the Sergeant at Arms is a member of, the Executive President shall appoint an alternate chair within the Executive President's Cabinet.
- B. The Executive Vice President
 - 1. Shall be an ex-officio member of all judicial proceedings
 - 2. Shall be a non-voting member
 - 3. Shall ensure Greek Council Handbook is being adhered to
 - 4. Shall ensure due process through the observation of the court
- C. Representative for the Office of Greek Life
 - 1. Shall be an ex-officio member
 - 2. Shall be a non-voting member
 - 3. Shall provide the Judicial Court with University recommendation(s) upon request of the Sergeant at Arms
- D. One Representative of each Greek Sub-Council
 - 1. Each representative must have an alternate representative, the alternate must be from another organization in the same council
 - 2. Each representative will serve for one academic year
 - 3. Each representative shall have one vote
- E. Duties of All Court Representatives
 - 1. Shall attend all Greek Judicial Board meetings and forums.
 - 2. Shall treat alleged student violators with courtesy and have the utmost concern for the privileges of students, with fairness during proceedings.
 - 3. Shall be prepared to arrive at a fair decision and recommend appropriate sanctions, with the consensus of the group.
 - 4. Must uphold the confidentiality of the case, the proceedings, and the outcome.

5. Representatives of the Greek Judicial Court shall be removed at the discretion of the Sergeant of Arms, Executive Vice President or the, Representative for the Office of Greek Life, for violations of the aforementioned requirements/responsibilities.
- F. Should the accused organization or individual believe that a member on the Greek Council Judicial Court is biased, the accused may object to any two (2) members on the court.

Section III: Activation of the Greek Judicial Court

- A. The Greek Judicial Court will remain inactive until a situation arises that provides it necessary to initiate the Court.
- B. Any action by a member or members of a recognized Greek organization casting an unfavorable reflection on the Greek Community, may be considered sufficient reason for activating the Court.
- C. Should an issue arise with a chartered or provisional Greek organization, a complaint must be filed with either a Representative for the Office of Greek Life, Sergeant at Arms, or Executive Vice President.
- D. Sufficient basis for the activation of the Greek Judicial Court shall be vested through authorities outlined in the Greek Council Handbook (two-thirds majority vote of the Greek Council Legislature, Executive VP, Sergeant at Arms)
- E. Upon the convening of the Judicial Court, any laws expressed in this Greek Council Handbook and Office of Greek Life Policies will be duly enforced and appropriate sanctions will be handed down by the Judicial Court.
- F. Any individual or organization suspected to be in violation of the 2C: 40-3 - NJ Aggravated Hazing, will not go through the Greek Judicial Court. The investigation and sanctioning will go through University Police, the Office of Greek Life, and the Office of Student Conduct.

Section IV: Formal Proceedings

- A. Notification
 1. The Sergeant at Arms shall notify the member or organization of the complaint made against them.
 2. Notification of a complaint will be sent within three days from the Office of Greek Life, the Sergeant at Arms, or Executive Vice Presidents, attention to the complaint.
 3. Notification shall include a description of the complaint and an outline of the process moving forward.

B. Collection of Evidence

1. Evidence shall be collected by the Sergeant at Arms, the Executive Vice President, and the Representative for the Office of Greek Life leading up to the date of the Hearing.
2. All collected evidence must be disclosed to the accused student and/or organization prior to the hearing.

C. Hearing

1. The Hearing shall take place no later than seven business days after notification is sent to all members of the Greek Judicial Court.
2. Members involved include: accused, court justices, and any necessary administrators.
3. The Sergeant at Arms shall present all charges against the accused to the court.
4. Accused member(s) will be asked to submit a plea of responsible or not responsible;
5. If guilty, the court shall move directly to closed session for
 - a. deliberation of sanctions.
 - b. if not guilty continue as prescribed.
6. The Representative for the Office of Greek Life will present all evidence against the accused.
7. Accused member(s) will be able to ask questions and make their defense.
8. Witnesses may be called and both parties may question them.
9. Voting and non-Voting members of the Court may be permitted to ask questions.
10. Final statements shall be delivered by both parties.
11. The Greek Judicial Court deliberates and decides recommendation of sanctions in closed session.

D. Outcome

1. Accused will be notified via email of the decision by the court, one business day following the proceeding
2. The email will include any and/or all sanctions given as delineated in Article IV, Section V of the Greek Life Handbook
3. The email shall include the process for appeal.

E. Appeals

1. Decisions of the Greek Council Judicial Court may be overturned with the advice and consent of the Greek Council with a three-fourths majority vote.

2. A letter of appeal shall be submitted by the accused to the Executive President and a Representative for the Office of Greek Life, where a final decision on the appeal will be made.

Section V: Sanctions by the Judicial Court

- A. All possible sanctions shall fall within the outline given below; sanctions are recommended by the Greek Judicial Court and Coordinator of Greek Life, with decision handed down by the Sergeant at Arms
- B. No action: a violation has not been found; no action taken against the accused.
- C. Reprimand: indication that a chapter's actions were inappropriate and subsequent sanctions shall not occur. Formal apology may be requested as a condition of the court.
- D. Restitution: Payment for any damages incurred, including property and physical injury.
- E. Monetary Fine: A fine not in excess of \$250.00 to be paid to the Greek Council within a period of time to be determined by the Judicial Court. Does not include reimbursement for property damage.
- F. Conduct Probation under the following categories:
 1. Social Probation: Shall consist of prohibiting an organization from participating in some or all Greek events and/or some or all University events such as; Homecoming, Spring Week, Winter Week, Greek Week, etc. as determined by the Judicial Court.
 2. Activities Probation: Shall prohibit an organization from hosting events on campus. Recruitment, educational and social events are included and will be denied during this probationary period.
 3. Intramural Probation: Shall prohibit an organization from participation in any portion of the University intramural program as determined by the Judicial Court
 4. Council Probation: Suspension from council for a definite period of time. Suspended chapter loses all privileges of membership, including but not limited to: right to vote and participation in sponsored events.
 5. Character Building: Shall include and require participation in a set of constructive projects or programs. Examples are; social service projects, neighborhood clean-ups, leadership workshops, and assistance with University events.
 6. Removal of Charter: The Process for loss of charter will be initiated

- G. All sanctions shall be rendered on a case by case basis and are subject to change at the discretion of the Greek Council Sergeant at Arms and Office of Greek Life. All imposed sanctions can be overturned by three-fourths majority vote of the Greek Council Legislature.
- H. Any violation of the Student Code of Conduct, as outlined in the Montclair State University Code of Conduct (<https://www.montclair.edu/policies/student/student-conduct/code-of-conduct>) will warrant a separate due process through the involvement of the Office of Greek Life and Student Conduct Officials, potentially resulting in University Sanctions.

Article Five
Finances

Section I: Greek Council Budget Line

- A. The Greek Council budget will be determined by Student Fees each semester, therefore the budget can and will change at the start of every semester based on undergraduate student enrollment. The amount the Greek Council budget line has each semester is not guaranteed from year to year.
- B. Purchases made through Greek Council monies must be in compliance with University purchasing policies.

Section II: Council Dues

- A. Dues are not collected when funds are provided by the Student Government Association, Inc. (SGA). Dues are collected during any fall or spring semester when funds are not supplied by the Student Government Association, Inc. (SGA).
- B. An amount of \$5.00 per active member from each chartered organization shall be collected at the beginning of each semester, this number is determined by the active roster submitted to the Office of Greek Life at the beginning of each academic semester.
- C. Failure to pay by collection due dates shall result in sanctions to be determined by the Sergeant At Arms.

Section III: Collection

- A. The Vice President of Finance shall inform each organization, in writing, of budget and dues. Each organization shall pay dues (if applicable) no later than the first October meeting for the fall semester, and the last February meeting for the spring semester.

Section IV: Fundraising

- A. Fundraising on behalf of the Greek Council is at the discretion of the Vice President of Programming and the Vice President of Finance.
 - a. No later than the third Greek Council meeting of the fall semester, the Greek Council shall vote on the designated philanthropy for that academic year. Any fundraising conducted on behalf of the Greek Council shall go to that designated philanthropy.

Article Six

Section I: Distribution of the Greek Life Handbook

- A. The Greek Life Handbook shall be distributed to all voting and non-voting members at the first meeting of the fall and spring semester, by the Executive President
- B. Copies of the Greek Life Handbook shall be made available through each organizations individual HawkSync Portal under files and/or the University Website

Article Seven
Amendments to the Greek Council Handbook

Section I: Introduction of Amendment

- A. Amendments may be introduced by any member of any representative organization of the Greek Council in good standing. The proposed amendments must be introduced at least two meetings prior to voting.

Section II: Passage

- A. Three-fourths majority vote of the Greek Council Legislature shall be required for an amendment to pass.

Section III: Final Approval

- A. Amendments that are passed shall take, into effect following the last Greek Council meeting of the semester, and be made readily available for the Greek Community.

Article Eight
Structure of the Greek Council

Section I: Greek Council Legislative Representative

A. General Requirements

1. The Greek Council shall not exceed forty-five representatives.
2. Each organization shall appoint a representative to the Greek Council.
3. Representatives must be undergraduate students of Montclair State University and a recognized member of their organization. If no undergraduates are available, then a graduate may step in with voice-no vote (ability to vocalize opinions on a matter but not hold a formal vote) and must be approved prior to the meeting by the Office of Greek Life.
4. Representatives shall serve a one-year term, beginning each fall semester.
5. Representatives may sit on the Greek Council as long as they are an initiated and active member of their respective Greek organization, not on Academic Probation through the Office of Greek Life.
 - A. Verifications of this requirement must be made at the first meeting of the fall semester and must be reviewed by the Executive President.
 - B. Any representative not verified will not be allowed to sit on the Greek Council.
6. Each organization shall also select an alternate representative, who shall meet the aforementioned requirements and shall take the place of the primary in the event of their absence.
 - A. Approval request must be sent via email 24 hours in advance to the Vice President of Marketing and Administration and the Executive President.

Section II: Duties of Representatives

Greek Council Representatives shall:

- A. Establish effective communication between their organization and the Greek Council.
- B. Perform all duties required by the governing documents of Greek Life as well as other duties generally associated with the office.
- C. Be present for the entirety of all meetings of the Greek Council. Only organization members who can fulfill this requirement shall be appointed representatives. The Vice President of Marketing and Administration will take attendance at the beginning of the meeting.
- D. If for some reason a representative has to miss part of the meeting on a

particular day, they must forfeit their seat to the organization's alternate and inform the Vice President of Marketing and Administration before the commencement of the meeting.

1. In the case of an unforeseen emergency the representative has to make a point of personal privilege to be excused.

Article Nine
House Rules of the Greek Council

Section I: Procedure for Laws

- A. Bill must be submitted in their proper form on Engage no later than 11:30 am (EST) on the Monday prior to the Greek Council meeting at which the event proposal (Bill) is to be introduced:
 - 1. Bills must be reviewed by Office of Greek Life Staff to verify compliance with established guidelines
 - 2. All guidelines for chartering shall be adhered to as per the Chartering Committee procedures in Article Seven as well as the Charterment packet which can be obtained from the Office of Greek Life.
 - 3. All guidelines for charter renewals shall be adhered to as per the Greek Life Handbook.
 - 4. Bills are only to be submitted when a location has been approved through the University room booking system, 14 days prior to the event for programming and/or security funds. In the case that an organization needs to table their Bill, they can only do so with a legitimate reason at the discretion of the Executive President.
- B. The Vice President of Marketing and Administration shall appropriately number and register the Bill prior to the meeting and the Bill being placed on the agenda, as well as make a copy of the bill available to the public.
- C. The Executive President shall call for the Bill to be read by the Vice President of Marketing and Administration.
 - 1. Once a bill is being considered before the Greek Council, the author of the bill shall give a report and be questioned along with any other organization designee.
 - 2. When the Greek Council has concluded debate and discussion, the Greek Council shall vote upon the bill.
- D. If a representative is unable to post the bill in time to be considered at the next meeting and the representative feels that it is of an emergency nature, they may present it to the Executive President prior to the meeting. The Executive President shall determine whether the bill requires immediate attention. The Executive President shall give the Bill a number if it is of sufficient need to be considered immediately. The Executive President shall report the addition of the event proposal to the Greek Council before Old Business. The Executive President reserves the right to refuse any event proposal not submitted by the required time.
- E. A Bill requires a two-thirds majority vote. Votes for, against, or abstaining from

the Bill will be tabulated. Abstentions will go toward the majority of, for or against.

- F. All regulating documents or Bills shall go into effect immediately, except for Greek Council Handbook Amendments per [Article 8] Section III.

Section II: Constitutionality of Bills

- A. Upon the request of any member of the Greek Council, the Sergeant at Arms shall determine the constitutionality of any Bill. A ruling of unconstitutional by the Sergeant at Arms may be over-ridden by a motion to reconsider, by any Greek Council representative, so long as it is approved by the Greek Council with a three-fourths majority vote.

Section III: Filing of Bills

- A. The Greek Council Vice President of Marketing and Administration shall keep a file of all Bills in numerical order. Each Bill shall indicate the semester in which the bill was submitted as well as whether or not the bill passed when it was presented to the Greek Council. Each Bill shall have attached to it a statement by the Vice President of Marketing and Administration indicating the author of the Bill, the first date the Bill was read before the Greek Council, and the date the Bill was called for consideration.
 - 1. For a bill to be considered, it must be submitted by 5:00 PM on the Monday before it is expected to be brought up in New Business

Section IV: Meetings

- A. Each Greek Council Legislative session shall meet on Tuesday at 5:30 pm (EST) at a permanent location determined prior to the first meeting of the fall semester. A temporary exception may be made if the administrator or director of the meeting has deemed that area to be unsafe, due to an emergency situation. All regular meeting of the Greek Council shall be open to Montclair State University fee paying undergraduate students, an exception can be made by the Executive President. Exceptions will only be made if a non-fee paying undergraduate student requests permission to attend from the Executive President 24 hours in advance via email, and is approved
- B. The weekly agenda for legislative meetings shall be made available by twelve noon the day the meeting is to take place.

Article V: The Executive Session

- A. Procedure for the Greek Council to declare and move into an Executive Session

1. Executive session must be announced via email at least 24 hours prior to entering an executive session, by the Executive President, to all representatives of Greek Council along with the Sergeant at Arms and the Office of Greek Life.
2. The Greek Council may enter into an Executive Session without providing adequate notice upon the affirmative vote of three-fourths of the Greek Council is present at a given meeting:
 - a. Such a meeting is required in order to deal with matters of such urgency and importance that a delay providing adequate notice would result in substantial harm to the interest of the Greek Council.
 - b. The Greek Council could not reasonably have foreseen the need for such meeting as a time when adequate notice could have been provided.
 - c. The topic to be discussed in Executive Session must be announced by the individual who motions to move into the Executive Session, before the Greek Council moves into said session.
- B. The Greek Council may only discuss such business in an Executive Session as was announced prior to moving into said session.
- C. Executive sessions should be called only at meetings where the circumstances would clearly endanger the interest of the members of the Greek Council or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion or disclosure. During an Executive Session, only chartered Greek organizations with voting privileges, Greek Council Executive Branch members, and the Greek Council Advisor may be present. All others must leave the room while the Executive Session is held. The Greek Council may move into an Executive Session to discuss:
 1. Any matter which, by provision of Federal law, State statutes, or rule of court, shall be rendered confidential
 2. Any material which, if disclosed, constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance, or similar program or institution operated by a public body or the Greek Council.
3. Any material pertaining to a specific individual admitted to, or served by such institution or program, including but not limited to, information relative to the individual's personal and family circumstances, and

4. Any material pertaining to admission, discharge, treatment, progress, or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, their guardian) shall request in writing, that the same be disclosed at said Greek Council Meeting.
 5. Any tactics and techniques utilized in protecting the safety and property of the Greek Council or its members, provided that their disclosure could impair such protection or any investigations of violations or possible violations of the law (Criminal, Civil, University, SGA, or Greek Council)
 6. Any pending or anticipated litigation or contract negotiation in which the Greek Council is, or may become a party, or any matters falling within the attorney-client privilege, to the extent that confidentiality required in order for the attorney to exercise their ethical duties as a lawyer.
- D. Upon moving into an Executive Session, the Vice President of Marketing and Administration shall take minutes. Minutes taken during an Executive Session of the Greek Council, will be made available to all the members of the Greek Council after the discussion material in the minutes is no longer of a sensitive nature. Any confidential information contained in an Executive Session minutes shall be blacked out before said minutes are made available to all Greek Council members. When an Executive Session is entered to select jury members, minutes will not be made available until after said trial or review board, in which said jury members were a part of, has ended.
- E. Notice of such meeting is provided as soon as possible following the calling of such a meeting, by posting written notice at the Greek Council Office and at the Coordinator for Greek Life Office, as well as by sending e-mail notification to all Greek Council Legislators or phone calls, if possible.
- F. Minutes taken in an Executive Session must be approved in another Executive Session before being released. At this time, remaining confidential information shall be “blacked out” (e.g. personal, sensitive information, etc.) and the Greek Council shall vote on whether or not the minutes shall be accepted.

Section VI: Chartering Committee

- A. The Greek Council Chartering Committee is established to determine if current chartered organizations need to re-charter at the beginning of each semester, and

additionally serve as the initial step for new organizations to be considered for expansion.

- B. The Chartering Committee shall be comprised of the Executive Vice President and the Vice President of each governing sub-council.
 - 1. All nominated representatives must be an active member of their organization and must follow the policies defined by each sub-councils respective constitution, in regard to active membership.
 - 2. Representatives shall serve for one full semester and cannot be changed, unless otherwise approved by the Greek Council Executive Vice President.
- C. The Chartering Committee meetings shall be established by the Executive Vice President at the beginning of each semester.
- D. The Executive Vice President shall serve as the ex-officio member and chairperson of the Chartering Committee and is only permitted to vote in need to break a tie.
- E. The Chartering Committee shall review requests from organizations wishing to gain charters and recognition under the Greek Council of Montclair State University.
- F. The Chartering Committee shall oversee expansion and recognition procedures
- G. The Chartering Committee shall provide the Greek Council with a positive or negative recommendation on every organization the board questions, with a majority vote of board members approval.
- H. In the event the Vice President or the alternate representative of each council do not attend the meeting for the Chartering Committee, the following sanctions will apply:
 - 1. The first absence will result in a written formal warning by the Executive Vice President that has been verified by the Sergeant at Arms.
 - 2. The second absence will result in the loss of voting privileges of every chapter within the council, at the upcoming Greek Council Meeting.
 - 3. The third absence will result in the suspension of the sub-councils funds.
 - 4. The fourth absence will result in the loss of position within their individual council

Section VII: Charterment And Re-charterment Votes

- A. Votes on Chartering and Re-chartering organizations at Greek Council shall be conducted in a secret ballot.
- B. The Sergeant at Arms and Executive President of Greek Council shall tally the ballots before the Greek Council. Only votes for and against the motion will be counted.
- C. After the announcement of the outcome, the ballots shall be saved for the remainder of the semester.

Article Ten

Section I: Re-Chartering Organizations

- A. Organizations who are required to recharter, either due to Red Hawk Accreditation outcomes or sanctions imposed by the Office of Greek Life will need to present a formal 5-10 minute presentation to the Chartering Committee or Greek Council as a whole as outlined below.
 - a. The Chartering Committee will vote on whether the organization maintains their charter or needs to present in front of the Greek Council for recharterment, when applicable.
 - b. Organizations who earn a three star status will need to present to the Chartering Committee in the following semester following three star status.
 - i. An organization will bypass the Chartering Committee and present solely to the Greek Council if they have had two consecutive semesters of receiving a three star status on Red Hawk accreditation
 - c. Any organizations that earn two star status will bypass the chartering committee and will have to schedule a meeting with the Executive Vice President to present at Greek Council for re-chartering.
 - d. Any organization that earns a one star status is considered inactive and they must submit a reactivation request through the Office of Greek Life, and will be required to recharter through Greek Council the semester following reactivation.
 - e. Any organization above a three star status on Red Hawk Accreditation do not need to present in from of the Chartering Committee or Greek Council.
- B. Chartering Committee votes on re-chartering organizations shall be conducted in a secret ballot. Voting members of the Chartering Committee will write the organization's name on the ballot. The Executive Vice President shall tally the ballots and announce the results at the conclusion of the meeting. Only votes for and against the motion will be counted. After the announcement of the outcome, the ballots shall be saved for the remainder of the semester.

Article Eleven

Section I: Recognized Provisional Chapter

- A. To obtain recognition by the Greek Council as a recognized provisional chapter, the following procedures must be adhered to:
 - 1. The organization must submit an expansion proposal to the Office of Greek Life which can be acquired from the Office of Greek Life.
- B. Minimum requirements for provisional chapters are determined by the sub-council.
 - 1. National Pan-Hellenic Council (NPHC) 5-member minimum to apply for expansion, 5-member minimum to charter after provisional period
 - 2. United Greek Coalition (UGC) 15-member minimum to apply for expansion, 5-member minimum to charter after the provisional period
 - 3. Interfraternity Council (IFC) 20-member minimum to apply for expansion, 25-member minimum to charter after the provisional period
 - 4. Independent Greek Council (IGC) 5-member minimum to apply for expansion, 7-member minimum to charter after the provisional period
 - 5. National Panhellenic Conference (NPC) 25-member minimum to apply for expansion, 25-member minimum to charter after the provisional period
 - 6. No new local organizations will be permitted to expand or charter at Montclair State University
- C. After the organization has met the requirements for expansion laid out by the Office of Greek Life, a positive recommendation can be passed on from the Office of Greek Life to the Greek Council Executive Vice President, for the Chartering Committee to assemble
- D. After an organization has met the requirements for expansion by the Office of Greek Life, and passed with a two-thirds majority vote from the Chartering Committee, the board can offer its recommendation to the Greek Council
 - 1. If a group receives a positive recommendation, the written petition materials shall be made available to Greek Council representatives upon request of good standing organizations, with the exception of GPA and contact information

2. The board may give a positive or negative recommendation to the Greek Council when the Initial / Re-chartering organization goes before the Council
 3. If a group receives a positive recommendation, it shall be voted upon by the Greek Council to grant the group formal recognition as a provisional chapter.
 4. If the group receives a negative recommendation, they shall not be permitted to go in front of the Greek Council and must wait one semester before applying again
- E. The organization must then speak on behalf of their proposal and provide a formal presentation to the Greek Council
1. Following the group's presentation, and partaking in a question and answer session as well as Debate and Discussion with their fellow legislators, each representative shall convene to deliberate whether they will vote in favor of the presenting organization receiving formal recognition as a provisional chapter. Each voting representative shall have one vote. A two-thirds majority vote is needed for an organization to obtain provisional chapter status.
 2. Provisional chapter status indicates that organizations will:
 - A. Have a non-voting representative of their organization at each Greek Council meeting, voting rights will be established with official charter status
 - B. Follow provisional chapter guidelines outlined by the Office of Greek Life; these guidelines outline specific expectations and requirements for Red Hawk Accreditation, recruitment, new member/intake processes, etc.
 - C. Meet with the Coordinator for Greek Life for monthly updates
 - D. Complete a minimum one year of provisional chapter status and complete requirements from National Headquarters for chartering.
 3. A provisional chapter status can be revoked for the violation of any Montclair State University Policies, Office of Greek Life Policies, or the Greek Council Handbook
 4. Groups denied provisional chapter status by the Greek Council must cease all activities.
- A.. Groups are eligible to re-apply for interest group status after one academic year in accordance with the procedures established in these statutes
- B. Any violation of Montclair State University or Greek Council policies by an unrecognized group will jeopardize the opportunity

for recognition from the Greek Council in the future

Article Twelve

Section I: Requirements of Greek Organizations

A. Policies

1. Organizations must adhere to all rules and regulations of this Greek Council Handbook, and abide by the Office of Greek Life Policies located on the University website <https://www.montclair.edu/greek-life>.
2. Organizations must maintain active insurance policies as outlined in Article XIII, Section 1, Subsection C of the Greek Council Handbook
3. Organizations must attend Greek Council meeting(s) for which proper notification is given
4. Organizations are mandated to attend Greek Life retreats and events hosted by the Office of Greek Life
5. Organizations are expected to faithfully uphold the ideals expressed in the Greek Council Handbook
6. Organizations must complete all requirements listed in the Red Hawk Accreditation guidelines established by the Office of Greek Life
7. In addition to the requirements outlined in this section, chartered organizations in good standing are entitled to free campus meeting space, advertising rights, and all other such recognition and protection associated with organization charters. Any organization not in good standing with the University, in accordance with the Office of Greek Life Policies, Students Code of Conduct, or who falls in a one or two star point range as outlined in the Greek Red Hawk Accreditation Packet located on individual organizations OrgSync Portals under “files”, shall not have the right to vote, make motions, and fully participate in Greek Council unless otherwise stated by the Executive President in accordance with the Office of Greek Life

B. Recruiting Members/Intake

1. Organizations can only recruit eligible new members, the requirements for potential new member are as follows:
 - A. Shall be eligible to all undergraduate students, regardless of race, color, creed, national origin, ancestry, marital status,

disability, religious or political affiliation, or sexual orientation

- B. Only undergraduate students at Montclair State University shall be counted in membership considerations
- C. All students must have 12 MSU completed credits to be eligible for membership. All students must have a 2.7 cumulative GPA to be eligible for membership or to continue membership within an organization

C. Insurance Policies

1. The Greek organization shall secure and maintain in force for the term of the academic year, insurance coverage provided herein. All insurance coverage is subject to the approval of the University and shall be issued by an insurance company authorized to do business in the State of New Jersey and which maintains an A.M. Best rating of A- (VII) or better. The Greek organization shall provide the Office of Greek Life with current Certificates of Insurance for all coverage and renewals thereof which must contain the provision that the insurance provided in the certificate shall not be canceled for any reason except after thirty (30) days written notice to the University. All insurance required herein shall contain a waiver of subrogation in favor of the University. All insurance shall name Montclair State University, the State of New Jersey, the New Jersey Educational Facilities Authority as additional insureds. The Greek organization shall provide evidence of **Commercial General Liability** insurance written on an occurrence form. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the University. The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate.
2. If your policy expires prior to the conclusion of the academic semester you are required to submit a new certificate prior to your insurance lapsing. If your certificate is not current, all activities for the organization will cease until your new certificate is submitted

Section II: Sub-Councils

- A. There shall be six sub-councils of the Greek Council; Interfraternity Council (IFC), The Local Council (TLC), National Panhellenic Conference (NPC) , National Pan-

Hellenic Council (NPHC), United Greek Coalition (UGC), and Independent Greek Council (IGC)

- B. Each sub-council is required to submit a revised copy of their Constitution and By-Laws to the Office of Greek Life by the second Greek Council meeting of the fall semester, of each academic year
- C. Sub-Councils must meet at least once per month and submit all meeting minutes to the Vice President of Marketing and Administration and the Office of Greek Life. Failure to submit Council meeting minutes three times during the course of a semester is equivalent to one absence of each governing organization in the council, from the Greek Council general body meetings
- D. Each academic year, each Sub-Council has a \$500.00 annual limit for co-sponsorships or programs

Section III: Organization Programing

- A. Organizations will provide frequent and efficient programming open to all University undergraduates
- B. Organizations must meet the requirements of Red Hawk Accreditation for programming, as outlined in the Red Hawk Accreditation packet under Citizenship. Organizations can access this packet on their HawkSync portals, under “files”
- C. No program hosted on campus shall be exclusive of any undergraduate student, and may not discriminate based upon race, color, creed, national origin, ancestry, nationality, marital status, sex, gender identity or expression, military service, disability, religious or political affiliation, or sexual orientation