STATUTES OF THE GREEK COUNCIL
OF
MONTCLAIR STATE UNIVERSITY

GENERAL

The Greek Council shall serve as a representative body of all Greek Organizations at Montclair State University chartered and colonized by the Student Government Association. These statutes shall prevail over the precedence set by any previous acts of the Greek Council.

ARTICLE ONE

STRUCTURE OF THE LEGISLATURE

SECTION ONE: GREEK LEGISLATIVE REPRESENTATION

A. General Requirements
   1. The Legislature shall not exceed sixty-five representatives.
   2. Each organization shall appoint a representative to the Greek Council.
   3. Representatives must be undergraduate students of Montclair State University. If no undergraduates are available, then a graduate may step in with voice-no vote.
   4. Representatives shall serve a one-year term, beginning each Fall semester.
   5. All representatives shall hold and maintain a cumulative average of 2.5 as certified by the Registrar.
   6. Representatives may not sit on the Greek Council within the calendar year they go through their organization’s intake process.
      a. Verifications of this requirement must be made at the first meeting of the Fall semester and must be reviewed by the Director of Greek Council.
      b. Any representative not verified will not be allowed to sit on the Greek Council.
   7. 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 his or her absence.
   8. If an organization is found to violate the Greek Council statutes by allowing a newly initiated member to serve as their representative or by switching representatives and alternates midyear without approval from the Director of Greek Council, then the accused organization shall become a non-voting member of the council for the remainder of the academic year.
SECTION TWO: DUTIES OF REPRESENTATIVES

A. Greek Council Representatives shall:
   A. Establish effective communication between their organization and the Greek Council.
   B. Perform all duties required by the Constitution and Statutes of the Greek Council as well those other duties generally associated with the office.
   C. Serve on at least one Greek Council Standing Committee.
   D. 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 Greek Council Clerk will take attendance at the beginning of the meeting.
   E. 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 Greek Council Clerk before the commencement of the meeting.

SECTION THREE: STANDING COMMITTEES

A. There shall be six standing committees: Public Relations, Fundraising and Finance, Philanthropy and Service, Greek Life and Activities, Academics and Alumni Relations, and Government and Administration.
   1. The committee shall be chaired by the corresponding Assistant Director. No representative shall be chairperson of more than one committee during a semester, excluding Ad Hoc committees.
   2. All committee members will be volunteer based but must be the standing representatives of the Greek Council Legislature.
   3. A secretary shall be elected by the committee to document committee attendance as well as all committee minutes. Attendance and meeting minutes must be submitted to the Greek Council Clerk each week.
   4. All committees must meet prior to Greek Council and are required to make a report every meeting. Failure to submit a report three times during an academic semester will be equivalent to missing one Greek Council meeting.
   5. Each committee shall promote and cater to all areas of Greek life as outlined by said committee’s description.
   6. Missing one committee meeting is equivalent to missing one Greek Council meeting.

B. Duties of the Assistant Directors
   A. Shall coordinate the activities of their respective committees.
B. Shall schedule all meetings and hearings of the committee.
C. Shall chair all meetings.
D. Shall report all findings and recommendations to the Greek Council Legislature.
E. Shall perform all duties inherent to the office of the chair.
F. Failure to attend a Committee Chair meeting without the consent of the Director of Greek Council will result in an unexcused legislative absence.

C. Duties of the Committee Secretary
A. Shall keep and post all records of the deliberations of the committee and shall forward copies of all records to the Clerk of the Greek Council.
B. Shall serve as committee chair in the event of the regular chair’s absence.
C. Shall keep accurate accounts of committee member attendance and provide formal documentation of attendance to the Greek Council Clerk on a weekly basis.
D. Shall perform all duties inherent to the office of committee Secretary.

E. Public Relations Committee
1. Shall consistently strive to promote a positive image of Greek Life throughout the campus community as well as the local community. Public Relations may do so through programming and by making use of various media means such as social media outlets, newspapers and local television stations.
2. Shall maintain open channels of positive communication between the Greek community, campus community, and the administration of Montclair State University.
3. Shall be responsible for the effective, accurate and timely compilation and distribution of publicity, in all its forms, throughout the academic year.
4. Shall be responsible for ensuring that there will be no derogatory or degrading information about any organization at any time.
5. Shall formulate and maintain a portfolio that showcases Greek Life at Montclair State University.
6. Shall be chaired by the Assistant Director of Public Relations.

F. Fundraising and Finance Committee
1. Shall establish fundraising activities at least twice per semester for the Greek Council to partake in as a whole.
2. Shall raise funds to subsidize the various expenses for the council.
3. Must collect records from the President of each Greek organization indicating the total dollar amount of money fundraised by the organization’s members for each academic semester. These records shall be compiled and reviewed by the Fundraising committee so that the committee can inform the council of the total dollar amount fundraised by the Greek Council and its subsidiary organizations each academic semester and year.

4. Shall be chaired by the Assistant Director of Fundraising and Finance.

G. Philanthropy and Service Committee

1. Shall initiate philanthropic fundraising activities a minimum of once every semester in which the Greek community as a whole can participate.

2. Is charged with informing each organization of the Greek Council that they are responsible for executing two major philanthropic events each year, one per semester.

3. Compile documentation of each organization’s two philanthropic events as well as the total number of community service hours completed by each organization, represented on the council, each semester. The Philanthropy Committee shall formulate a report detailing the total number of community service hours performed by the Greek community and total number donated each semester and year.

4. Shall formulate a donation goal for each council’s philanthropy and implement fundraisers to reach said goal.

5. Shall be chaired by the Assistant Director of Philanthropy and Service.

H. Greek Life and Activities Committee

1. Shall utilize all means necessary to promote and maintain unification and cooperation between all Greek organizations.

2. Shall organize a minimum of one “Wear Your Letters” days as well as one Greek unity picture per semester.

3. Shall plan and implement one Greek unity event per semester in addition to, the “Wear Your Letters” day(s), Greek unity pictures, and Greek Week.

4. Shall be chaired by the Assistant Director of Greek Life and Activities.

I. Academics and Alumni Relations Committee

1. Shall promote all aspects of academic excellence for members of the Greek community, including, but not limited to, time management, stress management, and study skills.

2. Shall plan and implement academic lectures, a minimum of one per semester that teaches the Greek community the importance of academia.
3. Shall create a sample academic plan for the council with incentives and sanctions that organizations can bring back to their organizations and implement.

4. Shall be chaired by the Assistant Director of Academics.

**J. Government and Administration Committee**

1. Shall continuously review the operations of the Greek Council as well as all regulating documents associated with the governance of the Greek Council of Montclair State University. These documents include, but are not limited to, the Greek Council Statutes, the Greek Council Constitution, the Greek Council Expansion and Recognition procedural packet and the Accreditation system.

2. Shall review any changes made to any policies and procedures listed in the regulating documents of the Greek Council and make recommendations to the Greek Legislature.

3. Shall review all Red Hawk Accreditation packets with the Coordinator of Greek Life at the end of each semester.

4. Shall have the Director of Greek Council and the SGA Attorney General as ex-officio members.

5. Statute changes must be approved by 2/3 of the Greek Council, and then submitted to the SGA legislature for approval.

6. Shall be chaired by the Assistant Director of Government and Administration.

**K. Guidelines for Membership Voting on Committees**

1. In order to gain voting privileges in their designated committee, any seated Greek Council Representative must attend two consecutive committee meetings.

2. At the first two-committee meetings of the semester, any representative of the Greek Council, who is in good standing, may vote without restrictions.

3. All standing committees shall be responsible for the implementations of all projects requested by the Legislature within their area of jurisdiction.

**SECTION FOUR: AD HOC COMMITTEES**

A. The Greek Council Legislature may form an Ad Hoc Committee, by 2/3 vote, to discuss bills or 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 Legislature.

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 Legislature.
ARTICLE TWO

HOUSE RULES OF THE GREEK LEGISLATURE

SECTION ONE: PROCEDURE FOR LAWS

Any voting representative of the Greek Council Legislature or the Director of Greek Council may author a bill or submit an event proposal.

A. All bills (e.g. Financial, Policy Statements, and Chartering Procedures) shall be written as follows:

“BE IT ENACTED BY THE LEGISLATURE OF THE GREEK COUNCIL OF
MONTCLAIR STATE UNIVERSITY, THAT:”

B. All bills or event proposals must be approved and signed by the Coordinator of Greek Life, then submitted in their proper form to the Director of Greek Council no later than 5:00 pm (EST) on the Monday prior to the Greek Council meeting at which the bill is to be introduced:

1. All guidelines for chartering shall be adhered to as per the Expansion and Recognition procedures in Article Six as well as the Charterment packet which can be obtained from the Student Government Association (SGA).

2. All guidelines for financial bills or event proposals shall be adhered to as per Article Five as well at the Greek Council Financial Policies.

3. All guidelines for charter renewals shall be adhered to as per the SGA Statues

4. Event proposals are only to be submitted when a location has been approved through the University Room Booking System, 28 days prior to the event for programming funds and 14 days prior to the event for matching funds. In the case that an organization needs to table their event proposal, they can only do so with a legitimate reason at the discretion of the Director of Greek Council. Event Proposals can only be postponed for one week from the Greek Council meeting in which it was originally introduced.

C. The Director of Greek Council shall appropriately number and register the bill prior to the bill being placed on the agenda

D. The Clerk shall make available a copy of the bills or event proposals to the public.

E. The Director of Greek Council shall call for the bill or event proposal to be read by the Greek Council Clerk. The Director of Greek Council shall then place the bill in committee for review unless the Greek Council Legislature motions to call the bill or event proposal into committee as a whole and render a recommendation.

1. Subsequent to the author providing a report and being questioned, if applicable, by the Greek Council legislature, the organization or other designee then has the right to address the Legislature concerning the proposed bill with additional information. The
organization’s report shall be followed by any questions the Greek Council legislature may have.

2. When the Greek Council legislature has concluded debate and discussion, the Legislature shall vote upon the bill.

F. 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 Director of Greek Council prior to the meeting. The Director of Greek Council shall determine whether the bill requires immediate attention. The Director of Greek Council shall give the bill a number if it is of sufficient need to be considered immediately. The Director of Greek Council shall report the addition of the bill to the Legislature before Business. The Director of Greek Council reserves the right to refuse any bill not submitted by the required time.

G. A bill requires a 2/3 majority vote. Only votes for and against the bill are tabulated. Abstentions will not be considered.

H. All regulating documents bills or event proposals shall go into effect immediately.

I. The SGA Attorney General must be present for the duration of all meetings of the Greek Council. In the event that the Attorney General must step out, the meeting shall be recessed until the Attorney General returns.

J. In the event that the Attorney General cannot be present at a meeting or part of a meeting, of the Greek Council Legislature, the Greek Council Legislature shall appoint a temporary Attorney General, by 2/3 approval, to serve during the time of the regular Attorney General’s absence. The temporary Attorney General must be an SGA Legislator.

SECTION TWO: COUNCILS

A. There shall be Six Councils of the Greek Council; Inter-Fraternity Council, The Local Council (TLC), National Panhellenic Conference, National Pan-Hellenic Council, United Greek Coalition, and Independent Greek Council (IGC).

B. Each Council is required to submit a revised copy of their Constitution and By-Laws to the Coordinator of Greek Life at the second council meeting in the Fall semester of each academic year.

C. Councils must meet at least once per month and submit all meeting minutes to the Greek Council Clerk and the Coordinator for Greek Life. Failure to submit Council meeting minutes three times during the course of a semester is equivalent to one absence from the Greek Council general body meeting.

D. Each academic year, each Council may co-sponsor with SGA. Each Council has a $500.00 annual limit for co-sponsorships with the SGA.

E. Any co-sponsorship between Councils and the SGA must comply with Article V of these Statutes as well as the Greek Council Financial Policies.
SECTION THREE: CONSTITUTIONALITY OF BILLS OR EVENT PROPOSALS

Upon the request of any member of the Legislature, the Attorney General shall determine the constitutionality of any bill. A ruling of unconstitutionality by the Attorney General’s review may be over-ridden by a bill authored by the Greek Council President-Pro Tempore so long as it is approved by the Greek Council Legislature by a 3/4 vote.

SECTION FOUR: APPROVAL OF BILLS OR EVENT PROPOSALS BY THE DIRECTOR OF GREEK COUNCIL

A. The Greek Council Clerk shall transmit accurate copies of all bills or event proposals passed by the Greek Council Legislature to the Director of Greek Council within three days of their passage.

B. After being passed by the Legislature, a bill shall become law upon the signature of the Director of Greek Council.

SECTION FIVE: FILING OF BILLS OR EVENT PROPOSALS

The Greek Council Clerk shall keep a file of all Legislative bills or event proposals 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 Legislature. Each bill shall have attached to it a statement by the SGA Executive Secretary 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.

SECTION SIX: 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 location’s grounds has deemed that area to be unsafe due to an emergency situation.

B. The weekly agenda for legislative meetings shall be made available by twelve noon the day the meeting is to take place.

C. Procedure for the Greek Council Legislature to declare and move into an Executive Session

   1. Executive session must be announced on an agenda at least 24 hours prior to entering an executive session.

   2. Upon the affirmative vote of ¾ of the Greek Council Legislature present at a given meeting, the Greek Council Legislature may enter into an Executive Session without providing adequate notice so long as:
a. Such a meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the interest of the Greek Council; and

b. The executive session is limited to discussion of and acting with respect to such matters of urgency and importance; and

c. 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 Council’s office as well as by sending e-mail notification to all Greek Council Legislators or phone calls, if possible.

d. Either (a) the Greek Council Legislature could not reasonably have foreseen the need for such a meeting as a time when adequate notice could have been provided; or (b) although the legislature could reasonably have foreseen the need for such a meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

3. 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 Legislature moves into said session. The Greek Council Legislature may only discuss such business in an executive session as was announced prior to the moving into of said session.

4. All regular meeting of the Greek Council Legislature shall be open to the public, except those 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, the Greek Council Advisor, and the SGA Attorney General may be present. All others must leave the room while the Executive Session is held. The Legislature may move into an Executive Session to discuss:

   a. Any matter which, by provision of Federal law or State statute or rule of court shall be rendered confidential.

   b. 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 pertaining to any 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 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. The selection of representatives to serve as jurors for an SGA Judicial review shall be kept confidential and the legislature may make these selections in an executive session.
c. 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)

d. 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 is required in order for the attorney to exercise their ethical duties as a lawyer.

5. Upon moving into an Executive Session, the Greek Council Secretary shall take minutes. Minutes taken during an executive session of the Greek Council Legislature, 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’s 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.

6. 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 Legislature shall vote on whether or not the minutes shall be accepted.

SECTION SEVEN: PRESIDENT PRO TEMPORE OF THE GREEK COUNCIL

A. The Greek Council Legislature shall elect President Pro Tempore by a majority vote who shall serve as the Director of Greek Council Legislature in the absence of the Director of Greek Council.

B. Nominations for this position will take place at the first Greek Council Legislative meeting of the Fall semester and the election will be held at the second meeting of the Fall Legislative session. The winner shall be determined by a majority vote. If the position of President Pro Tempore is vacated, then an election to fill the position shall take place at the next regular meeting of the Greek Council.

C. The President Pro Tempore shall serve as the chairperson of the Expansion and Recognition Board and act as a liaison between the Greek Council Legislature and the Executive Board.

D. In the event that the President Pro Tempore must be absent, the Director of Greek Council shall appoint a temporary President Pro Tempore for that meeting with the advice and consent of 2/3 of the Greek Council Legislature.

E. The President Pro Tempore of the Greek Council must be an SGA Legislator.

F. The President Pro Tempore of The Greek Council shall follow all of the same requirements as the SGA Greek Council Representative of the Legislature.
SECTION EIGHT: ABSENCES

A. General Meetings

1. Each representative is permitted one unexcused absence each semester. 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 Director of Greek Council must be notified 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 Director of Greek Council and Secretary 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 Director of Greek Council, 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 representative; however an alternate representative may not be used more than three times a semester.

4. Two unexcused absences, or four uses of an alternate representative, shall result in an organization’s inactive status for one semester.

B. Committee Absences

1. A representative member is permitted three absences from their primary committee during a semester.
   a. The accumulation of two primary committee absences shall result in one unexcused Legislative absence.

2. The committee secretary will be responsible for informing the President Pro Tempore and Greek Council Clerk of their committee’s weekly attendance records.

3. If a representative does not identify with and attend their primary committee’s meeting within the first two weeks of that committee’s formation, that representative will receive one unexcused Legislative Absence.

SECTION NINE: RECOGNITION OF EXECUTIVE BRANCH

SGA Executive officers, Greek Council Executive officers, the Attorney General and Presidential Cabinet members and Justices specifically designated to represent the Executive and Judicial Branch on specific legislation shall be afforded the right to be recognized in the Legislature as well as to raise “Points of Information.”
SECTION TEN: APPROVAL OF BILLS OR EVENT PROPOSALS BY THE JUDICIAL BRANCH

All Security, matching funds co-sponsorship bills or event proposals passed by the legislature must be forwarded to the Judicial Branch in the name of the Director of Greek Council, and the SGA Executive Secretary within 24 hours. The Justices then have the right to call for a judicial review of any bill they feel to be unconstitutional. If there is no review made within one week time of receiving the bill, the bill is assumed to be constitutional and fit for signing by the Student Government Association President. As afforded in the Constitution, the Justices have the right to examine all Statute revisions as well as all organization by-laws and constitutions. Judicial reviews may be called on any bill, or law, at any time. If a review finds a violation, then the reasons must be outlined in writing. A ruling of unconstitutionality by the review may be over-ridden by a three-fourths vote of the Greek Council Legislature and endorsement by the Attorney General.

SECTION ELEVEN: GREEK COUNCIL CLERK

A. Must follow the same attendance and GPA policy of Greek Council legislators.

B. Must take accurate minutes of all proceedings of the general Greek Council meeting from when a meeting is called to order to when it is adjourned.

C. Shall be responsible for editing meeting minutes and presenting them to the Director of Greek Council by the end of every week, in which a Greek Council meeting has taken place. Meeting minutes must be submitted to the Director of Greek Council no later than 11:59 pm on the Friday following the Greek Council meeting, of which the minutes’ document. Failure to submit minutes in a timely manner will result in the Clerk’s removal from office.

D. Must be a fee paying undergraduate student of Montclair State University and a member of a recognized Greek Organization at Montclair State University.

E. If no clerk is present, a temporary Clerk will be appointed by the Legislature by a majority vote.

SECTION TWELVE: EXPANSION AND RECOGNITION BOARD

A. Shall review requests from organizations wishing to gain charters and recognition under the Greek Council of Montclair State University

B. Shall oversee expansion and recognition procedures as specified in Article Six of the Greek Council Statutes.

C. Membership shall consist of the Vice-President from each Council. Each Council shall nominate a minimum of one individual to serve as their alternate representative.
D. All nominated representatives must be an active member of their organization and must have been in their organization for at least one full calendar year not including the semester of their new member process.

E. The representatives must meet whenever there is a bill written pertaining to this board or at the discretion of the Greek Council President Pro Tempore.

F. Representatives shall serve for one full year from June 1st until May 31st and cannot be changed in between unless a change is approved by the Director of Greek Council.

G. 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. The Expansion and Recognition Board will be responsible for adhering to the policies set forth for them in the Greek Council Expansion and Recognition procedures. To change the policies listed in the Expansion and Recognition procedures packet, a bill must be presented to and passed by a 2/3 vote of the Greek Council Legislature.

I. In the event the Vice-President or the alternate representative of each council do not attend the meeting for the Expansion and Recognition board the following sanctions will apply:
   1. The first absence will result in a formal warning by the President Pro Tempore but first verified by the SGA Attorney General.
   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 Council's funds.
   4. The fourth absence will result in the loss of position within their individual council.

J. Must elect a secretary at the first meeting of the Expansion and Recognition Board.

K. Shall be chaired by the Greek Council President Pro Tempore.
ARTICLE THREE

THE EXECUTIVE

SECTION ONE: GENERAL

A. The qualifications for the Director and Assistant Directors are defined in Article III of the Greek Council Constitution.

B. All Directors and Assistant Directors of the Greek Council shall be required to hold a minimum GPA of 2.5 as certified by the Registrar. The Director and Assistant Directors are to perform all duties as defined in the Greek Council Constitution.

C. The Director of Greek Council and/or Assistant Directors may be removed, in addition to the procedures set out in Article III, Section Two, by a 3/4 vote in a recall or Vote of No Confidence by the Greek Council Legislature.

D. Office Hours:

1. The Director of Greek Council must work a minimum of five regular office hours per week. These hours must be between the hours of 7:00 am (EDT) and 8:00 pm (EDT), Monday through Friday. Office hours must be established by the second week of the semester, posted in the SGA and Greek Council Office, submitted to the Attorney General, and followed for the duration of the semester.

2. In the event that a The Director of Greek Council’s Office hours conflict with other specific duties and responsibilities of their position as laid out in the Greek Council Constitution and/or Statutes, the Office hours in question may be skipped:
   a. A written excuse must be submitted to the Attorney General at least one week before the missed Office hours. It will be at the discretion of the Attorney General to decide whether or not the excuse is valid. If the excuse is found to be valid, the hours in question do not have to be made up. If the excuse is found to be invalid, the hours must be rescheduled for an alternate time.
   b. If the excuse is valid, the missed hours must be publicly posted in the SGA Office as well as the Greek Council Office.

3. The Assistant Directors must each work a minimum of two office hours per week. These hours must be between the hours of 7:00 am (EDT) and 8:00 pm (EDT), Monday through Friday. Office hours must be established by the second week of the semester, posted in the SGA and Greek Council Office, submitted to the Attorney General, and followed for the duration of the semester.

E. The Director of Greek Council may not hold another Executive Board position of any SGA Chartered Organization, with the exception of Greek Organizations, during their term of office. Should a conflict arise with a Greek Organization that the Director of Greek
Council is a part of, The Greek Council President Pro Tempore shall assume the role. Should this conflict extend to the President Pro Tempore, the SGA President shall appoint a designee.

SECTION TWO: DISCIPLINARY PROCEDURES FOR EXECUTIVE OFFICERS

A. Any Executive branch member deemed to have committed malfeasance, misfeasance, or nonfeasance of their duties, show general negligence of their duties, or partake in actions unbecoming of an Executive Officer may be subject to disciplinary action including sanctions or censure.

B. An Executive branch member may be brought forth for disciplinary proceedings by the Chief Justice, Attorney General, or by a ¾ petition of the Greek Council Legislature.

1. These charges must be submitted in writing to the Attorney General, the Chief Justice, the SGA Executive Board, and the SGA President Pro Tempore.

2. The accused shall have seven business days to prepare a proper defense.

B.Upon the submission of charges, SGA Judicial Court shall be formed.

C.The SGA Judicial Court shall be governed by the SGA Statues.
ARTICLE FOUR

THE GREEK JUDICIAL COURT

SECTION ONE: MEMBERS OF THE COURT

The Greek Judicial Court shall consist of;

A. The Assistant Director of Government and Administration
   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 Assistant Director of
      Government and Administration is involved with, the Greek Council Director
      shall appoint an alternate chair within the Greek Council Director’s Cabinet.

B. The SGA Attorney General
   1. Shall be an ex-officio member of all judicial proceedings
   2. Shall be a non-voting member
   3. Shall ensure the SGA Constitution & Statues, and Greek Council Constitution
      and Statues are being adhered to correctly
   4. Shall ensure due process through the observation of the court

C. The Coordinator of Greek Life
   1. Shall be an ex-officio member
   2. Shall be a non voting member
   3. Shall provide court with University recommendation upon request of The
      Assistant Director of Government and Administration

D. One Representative of each Greek Sub-Council
   1. Each representative must have an alternate representative.
      i. The alternate must be from another organization in the same council
   2. Each representative will serve for one academic year
   3. Shall have one vote

E. Five SGA Legislators
1. Shall be drawn each semester
2. Shall not be affiliated with any Greek Organization in any capacity
3. Must have an alternate representative
4. Shall have one vote
5. In the event of an enactment of the Greek Judicial Court, the Legislator shall be exempt from serving their office hour during the week of the court proceeding.

F. 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 and 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 Council Court shall be removed at the discretion of the SGA Attorney General or Assistant Director of Government and Administration for violations of the aforementioned requirements/responsibilities.

G. 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 2: 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 an SGA Chartered or Colonized Greek Organization, a complaint must be filed with either the Coordinator for Greek Life, Assistant Director of Government and Administration or the SGA Attorney General.

D. Sufficient basis for the activation of the Greek Judicial Court shall be vested through authorities outlined in the Greek Council Statutes
E. Upon the convening of the Judicial Court, any laws expressed in this Greek Council Constitution, Greek Council Statutes, SGA Constitution, SGA Statues, and University Greek Life Policies, will be duly enforced and appropriate sanctions will be handed down by the Judicial Court

1. 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 the University Police, the Office of Greek Life and the Office of Student Conduct.

SECTION 3: FORMAL PROCEEDINGS

A. Notification

1. The Assistant Director of Government and Administration shall notify the member or organization of the complaint made against them.

2. Notification of complaint will be sent within three days of the Coordinator of Greek Life, Assistant Director of Government and Administration or SGA Attorney General’s receipt.

3. Notification shall include: description of the complaint and an outline of the process moving forward.

4. All notices of Judicial Proceedings shall include reference of the SGA Statues in Article Eleven: The Student’s Bill of Rights

5. All notification and correspondence from the Greek Council Judicial Court must be approved by the SGA Attorney General prior to its distribution as the Student Government Association’s Chief Legal Advisor and Law Enforcement Officer.

B. Collection of Evidence

1. Evidence shall be collected by the Assistant Director of Government and Administration, SGA Attorney General and Coordinator 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 or officers of the Student Government Association.

3. Assistant Director of Government and Administration shall present all charges against the accused to the court.

4. Accused member(s) will be asked to submit a plea of guilty or not guilty;
   a. If guilty, the court shall move directly to closed session for deliberation of sanctions.
   b. If not guilty continue as prescribed.

5. Coordinator of Greek Life will present all evidence against the accused.

6. Accused member(s) will be able to ask questions and make their defense.

7. Witnesses may be called and both parties may question them.

8. Voting and Non-Voting members of the Court may be permitted to ask questions.

9. Final statements shall be delivered by both parties.

10. 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 Section IV, Article IV of these Statues.

3. The email shall include the process for appeal.

E. Appeals

1. Decisions of the Greek Council Judicial Court and SGA Judicial Court may be overturned with the advice and consent of the SGA Legislature with a ¾ Majority Vote.

2. A letter of appeal shall be submitted by the accused to the SGA Attorney General or SGA Chief Justice (whomever did not sit on the Greek Judicial Court) to start the process of appeal.
SECTION 4: SANCTIONS BY THE JUDICIAL COURT

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; Assistant Director of Government and Administration and SGA Attorney General.

A. No action: a violation has not been found; no action taken against the accused.

B. Reprimand: indication that a chapter’s actions were inappropriate and subsequent sanctions shall not occur. Formal apology may be requested as a condition of this court.

C. Restitution: Payment for any damages incurred including property and physical injury.

D. Monetary Fine: A fine not in excess of $250.00 to be paid within a period of time to be determined by the Judicial Court. Does not include reimbursement for property damage.

E. Conduct Probation: falls under the following categories

F. 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.

G. 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.

H. Intramural Probation: Shall prohibit an organization from participation in any portion of the University intramural program as determined by the Judicial Court

I. Council Probation: Suspension from council for a definite period of time. A suspended chapter loses all privileges of membership, including but not limited to: right to vote and participation in sponsored events.

J. 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.

K. Removal of Charter: The Process for loss of charter will be initiated

L. All sanctions shall be rendered on a case by case basis and are subject to change at the discretion of the SGA Attorney General, Greek Council Assistant Director of Government and Administration or SGA Chief Justice. All imposed sanctions can be overturned by ¾ majority vote of the SGA Legislature.
ARTICLE FIVE
ELECTIONS

SECTION ONE: GENERAL

A. Schedule

1. Dates for the election of the Director of Greek Council shall follow Article III, Section One, Part A of the Greek Council Constitution.

2. Dates for the election of Representatives of the Greek Council Legislature and the manner in which they are elected to their position shall be in accordance with Section I of these Greek Council Statutes.

3. Any additional rules and regulations, which are deemed necessary, shall be established and approved by the Legislature.

4. All candidates must abide by the rules set forth in these statutes.

5. The SGA Attorney General shall preside over all elections and enforce election procedures.

6. In the event that the SGA Attorney General is a candidate, a replacement Elections Chair shall be appointed by the SGA President and ¾ Majority Vote of the Legislature.

B. Special Elections and Vacancies

1. In the event that an Executive Office is vacated, whether by recall, resignation, or some other reason, and the filling of this office is not specifically provided for within the Constitution, a special election shall be held.

2. Any seated Greek Council representative is eligible to run by self-nomination at the first meeting following the vacancy.

3. The winner shall be determined by a majority of votes cast by Greek Council representatives at the first meeting following nominations.

4. No write-in candidates will be accepted.

C. General Election Procedures

1. Nomination to appear on the ballot for election to office shall be self-nominating by petition.

2. Candidates must be a member of a recognized and chartered SGA Greek Organization, and submit a petition with 100 Greek undergraduate students.

3. Petitions will be made available in the Greek Council Office the first Monday in April, and shall be due by the second Monday in April.

4. Voting shall take place on the fourth Greek Council Meeting in April, presided over by the SGA Attorney General.

5. Only petitioned candidates, accepted by the Attorney General, who are in accordance with
and meet the eligibility requirements of the Greek Council Statues and Constitution, shall appear on the ballot.

6. No write-in candidates will be accepted.

7. Each representative shall have one vote in the elections, which may reflect the decision of their respective organization.

8. The Attorney General, Greek Advisor, and Director of Greek Council shall tally the votes before the Greek Council. Only votes for and against each candidate will be counted.
ARTICLE SIX

FINANCIAL POLICIES

SECTION ONE: GENERAL

A. The Greek Council Financial Policies shall be adhered to for all Greek Council and Greek Organization expenses as well as co-sponsorships.

B. Only organizations that are chartered, and in good standing with the Greek Council may co-sponsor with the SGA.
ARTICLE SEVEN

EXPANSION AND RECOGNITION

SECTION ONE: RECOGNIZED COLONY

A. To obtain recognition by the Greek Council as a recognized colony, the following procedures must be adhered to:

1. The organization must submit a letter of interest and an expansion proposal to the Coordinator for Greek Life

2. Minimum requirements for colonies are determined by the sub-council.
   a. National Pan-Hellenic Council (NPHC) 5-member minimum to apply for colonization, 5-member minimum to charter after colonization period.
   b. United Greek Coalition (UGC) 15-member minimum to apply for colonization, 5-member minimum to charter after colonization period.
   c. Interfraternity Council (IFC) 20-member minimum to apply for colonization, 25-member minimum to charter after colonization period.
   d. Independent Greek Council (IGC) 5-member minimum to apply for colonization, 7-member minimum to charter after colonization period.
   e. National Panhellenic Conference (NPC) 25-member minimum to apply for colonization, 25-member minimum to charter after colonization period.
   f. No new local organizations will be permitted to colonize or charter here at Montclair State University.

3. Requirements for a letter of interests and expansion proposal can be acquired from the Office of Greek Life

4. After the organization has met the requirements for expansion laid out by the Coordinator of Greek Life, a positive recommendation can be passed on from the Office of Greek Life to the Greek Council, Pro-Tempore and the Expansion and Recognition Board, in order to meet and form in a bill form for a positive recommendation to Greek Council

5. After an organization has met the requirements for expansion by the Coordinator for Greek Life and passed with a 2/3 majority from the Expansion and Recognition Board the board can offer its recommendation to the Greek Council.
   a. If a group receives a positive recommendation, the written petition materials shall be made available to Greek Council representatives, with the exception of GPA and contact information
   b. The board may give a positive or negative recommendation to the Greek Council legislature when the Initial / Re-chartering organization goes before the council.
c. If a group receives a positive recommendation, it shall be voted upon by the Greek Council Legislature to grant it formal recognition as a colony.

6. The organization must then speak on behalf of their bill and provide a formal presentation to the Greek Council.

7. 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 colony. Each voting representative shall have one vote. A 2/3 majority vote is needed for an organization to obtain colony status.

8. Colony 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 active status
   b. Participate in recruitment to gain interests but not conduct a new member process until chartered active status
   c. Meet with the Coordinator for Greek Life for monthly updates
   d. After a minimum one year of colony status and after they have completed requirements from National Headquarters for chartering.

9. A colony status can be revoked for the violation of any Montclair State University, Student Government Association or Greek Council policies.

10. Groups not granted colony status 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.

SECTION TWO: CHARTERED ORGANIZATIONS, GRANTING OF ACTIVE STATUS

A. Completed Charterment applications for active status must be submitted by the colony organization to the Coordinator for Greek Life who will then submit to the Greek Council President Pro-Tempore.

1. Minimum requirements have been established for each organization through their sub-council.
   a. The Local Council (TLC) minimum requirements of 1 member for re-charterment.
   b. Interfraternity Council (IFC) minimum requirements of 1 member for re-charterment for local organization and 5 minimum requirements for national organizations.
c. United Greek Coalition (UGC) minimum requirement of 1 member for re-charterment.

d. National Panhellenic Conference (NPC) minimum requirements of 1 member for re-charterment.

e. National Pan-Hellenic Council (NPHC) minimum requirements of 1 member for re-charterment.

f. Independent Greek Council (IGC) minimum requirements of 1 member for re-charterment.

B. The colony shall meet for Constitutional Review through SGA before they present at Greek Council.

C. A presentation date will be made to the Greek Council for active status for the colony.

D. Following a group’s presentation to the Greek Council, each council shall convene to deliberate whether they will vote in favor of the presenting organization receiving a conditional Charterment status. Each council shall have one vote, a 2/3 majority vote is needed for an organization to be granted conditional Charterment status in accordance with the procedures set forth in Article Seven, Section Four of the Greek Council Statutes.

E. If an organization is granted a conditional Charterment status, the organization shall then present to the Student Government Association to be granted Class V charter for the SGA.

F. Upon receiving a charter from the SGA, the organization shall present at the next Greek Council meeting and confirm their charter with the following oath, issued by the Director of Greek Council: “We, the members of the Greek Council in regular session do hereby confer upon (name of organization) the status of active membership in the Greek Council of Montclair State University, with all the rights and privileges associated therewith effective on (date of meeting).”
ARTICLE EIGHT
ORGANIZATIONS AND PROGRAMING

SECTION ONE: GENERAL

Chartered organizations shall remain in good standing by:

A. Provide frequent and efficient programming to all University undergraduates.
B. Adhere to all rules and regulations of the SGA, Greek Council and the University
C. Attend Greek Council meeting(s) for which proper notification is given, as specified in Article One
D. Attend mandated Greek Life and SGA Retreats, including the semi-annual SGA Leadership Retreat.
E. Submit all required minutes and paperwork as specified by the Executive Secretary
F. Faithfully upholding the ideals expressed in SGA and Greek Council rules and regulations.
G. Completing all requirements listed in the Red Hawk Accreditation guidelines.

In addition to the benefits outlined in this section, chartered organizations in good standing are entitled to free campus meeting space, advertising rights, office credits and appropriations as outlined in Article Six, appearance in the yearbook, and all other such recognition and protection associated with organization charters. Any organization not in good standing with the University shall not have the right to vote, make motions, and fully participate in Greek Council unless otherwise stated by the President of the Student Government Association.

SECTION TWO: REQUIREMENTS OF GREEK ORGANIZATIONS

A. Membership
   1. 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.
   2. Only undergraduate students at Montclair State University shall be counted in membership considerations.
   3. All students must have 12 MSU completed credits to be eligible for membership.
   4. All students must have a 2.5 cumulative GPA to be eligible for membership or to continue membership within an organization.
B. Programming

1. Organizations are required to host programming for all undergraduate students at Montclair State University.
2. Organizations are required to meet the requirements of Red Hawk Accreditation for programming.
3. No program hosted on campus shall be exclusive of any undergraduate student.

C. Organization Semester Reports

1. Organizations must submit end of semester reports detailing their progress with the Red Hawk Accreditation system as well as goals accomplished and a roster of active members. These materials must be submitted to the Coordinator for Greek Life.
2. Failure to fulfill the above point will result in immediate probationary status for the organization.

SECTION FOUR: CHARTERMENT AND RECHARTERMENT VOTES

Votes on Chartering and Re-chartering organizations shall be conducted in a secret ballot. Voting organizations shall write their organization’s name on the ballot. The Attorney General, Coordinator for Greek Life, and Director of Greek Council shall tally the ballots before the Greek Council Legislature. 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.