

# **Greek Council Constitution**

## **Article I      Name of the Organization**

Sec. 1 The name of the organization will be Greek Council, Muskingum University

## **Article II      Object of the Organization**

Sec. 1 It is the purpose of the Greek Council to act as a coordinating organization for the fraternities and sororities at Muskingum University. The Council will serve to:

- A) Organize a representative body of Greek organization members who will be able to express the opinions of their respective organizations and the Greek community at large.
- B) Act as a medium through which fraternities and sororities may be presented to the University authorities and faculty.
- C) Sponsor Greek and all-campus functions and projects.
- D) Define standards in which Greek organizations and members will be held accountable to. (see Bylaws Section 9)
- E) Foster positive relations between the fraternities and sororities, the campus and community, and the Village of New Concord.
- F) Promote good relations and unity in the Greek system through good will and fellowship.
- G) Develop a sense of responsibility and leadership in itself and each Greek organization.
- H) Hear petitions from eligible groups to form new men's and women's fraternities and sororities.

Sec. 2 All fraternities and sororities will act in accordance with the Greek Council regulations and standards.

## **Article III      Officers and Their Duties**

Sec. 1 The Council will be comprised of an executive-board and two branches. The executive branch of this board will be one President, an Inter-fraternity Council (IFC) and College Panhellenic Council CPC–President, one Secretary, one Treasurer. The two branches that will from Greek Council will be the Interfraternity Council and the College Panhellenic Council.

Sec. 2 The President's duties will be as follows:

- A. preside at the meetings of Greek Council

- B. appoint committees as deemed necessary
- C. confer regularly with the Director of Greek Affairs
- D. bring any and all issues to discussion at regular meetings after conferring with the executive officers.
- E. Attend IFC and CPC meetings
- F. lead and organize events committee
  - a. must lead two all Greek events and two open events annually

Sec. 3 The CPC and IFC President duties will be as follows:\*\*

- A. perform the duties of the Greek Council president in their absence
- B. organize the Recruitment process
- C. prepare the Recruitment Handbook
- D. serve as the president of Fraternity Council or College Panhellenic Council, respectively
  - a. preside and meetings at minimum twice a month
- E. lead and chair a committee

Sec. 4 The Secretary's duties will be as follows:

- A. keep the minutes at each Council meeting
- B. contact members concerning regular and special meetings
- C. distribute constitutions via Orgsync and email
- D. keep record of attendance and notify organizations of repeated absences
- E. chair the PR committee
- F. in the absence of the VP, assume that position
- G. Attend IFC and CPC meetings and assume the role as secretary/treasurer at meetings

Sec. 5 The Treasurer's duties will be as follows:

- A. keep an accurate financial record
- B. notify organization treasurers of due payments and other special financial situations
- C. in the absence of the Secretary, assume that position
- D. chair the fundraising committee
  - a. run 3 fundraises annually
- E. Attend IFC and CPC meetings and assume the role as secretary/treasurer at meetings

Sec. 6 In the case of a tie in any election or voting procedure, the president will break the tie with guidance from the Greek Council Executive Board.

\*\* Denotes a neutral position during recruitment

Sec. 7 The council will also have the following elected officials an IFC and CPC Student Senate Representative, one scholarship Chair, and an IFC and CPC Chief Justice. These officials will not serve on the Executive Brach but will be an elected representative within Greek Council. Those elected into these positions can also serve as the Greek Council Representative for their organization.

Sec.8 The Chief Justices' duties will be as follows:

- A. preside over risk management committee
- B. train all justices
- C. act in accordance with the Greek Council constitution and standards along with the Code of Student Conduct
- D. Serve as student liaisons between Greek Council and appropriate University officials
- E. Attend IFC and CPC meetings

Sec. 9 Scholarship Chair's duties will be as follows:

- A. Preside over new member scholarship
- B. Oversee the Scholarship Committee
- C. Provide incentives to encourage the Greek Community to excel academically
- D. Work with organization scholarship chairs to hold members accountable who fall below the Greek GPA standard
- E. Attend Greek Council Meetings

Sec. 10 Student Senate Representatives' duties will be as follows:

- a. Attend student senate meetings and Greek Council Meetings and report to the student senate body about Greek life
- b. Abide by Student Senate and Greek council constitutions
- c. Oversee a Greek Council Committee Assignment
- d. Senate expects you are in good academic and social standing as defined by the Vice President of Academic Affairs and the Student Life Office
- e. Senate expects you to represent the constituents from which their office is charged with serving.

#### **Article IV Election of Officers**

Sec. 1 One person, male or female, will be elected to serve as the President of the Greek Council. One male and one female will be elected to serve as the Vice-President of the Greek Council. They will be known as the chair

for IFC and the chair CPC, respectively. One IFC and CPC representative will be elected as Chief Justices. The scholarship chair, secretary and treasurer may be a member of either an IFC or CPC organization. One IFC and CPC representative will be elected as student senate representatives

- Sec. 2 The members will vote by majority for the Greek Council officers. Each organization has the opportunity, yet is not required, to nominate one candidate for each office. Each organization will have one vote.
- Sec. 3 To be considered as a candidate for any office, they must first have completed a petition signed by five representatives from each fraternity and sorority.
- Sec. 4 All officers are elected for a full one-year term. All officers must have a minimum 2.75 cumulative GPA.
- Sec. 5 Votes will be counted by the advisor.
- Sec. 6 In the event that an officer must permanently leave his or her position, a special election will be held as soon as possible to fill the position.

**Article V      Membership of the Greek Council**

- Sec. 1 The voting membership of the Greek Council will consist of two representatives from each organization.
- Sec. 2 All members and officers are elected to serve a full one-year term as an active link between their organizations and the Greek Council. They will serve on various committees as needed.
- Sec. 3 Members must be considered active within their organizations. Greek members who are on early alumni, special, social inactive, etc. statuses, cannot represent their organization at Greek Council or hold an office on Greek Council.
- Sec. 4 Each representative is permitted two excused absences a semester. Unexcused absences are not permitted. If organization representatives will be missing a meeting they must email the Secretary of Greek Council and Advisor. Academics, athletics, and illness will all be excusable absences. The determination of excused and unexcused will be made by the Executive Branch with the presence of the advisor.

If a representative has an unexcused absence they will be placed on an Attendance Watch. If a representative has more than 2 unexcused absences or more than 2 excused absences their attendance record will be forwarded to the Chief Justices for review and appropriate consequences.

Although, it is appreciated when representatives send someone in their place during their absence, it does not make absences permissible. Representatives need to be present at all meetings to ensure progress with goals set by Greek Council.

**Article VI Meetings**

- Sec. 1 Greek Council will meet every other Thursday and as deemed necessary by the President. IFC and CPC will meet once a month in lieu of Greek Council. The President has the power to call all special meetings and cancel meetings with a 24-hour notice.
- Sec. 2 All decisions reached by the Council concerning business on the agenda must be ratified by a simple majority.
- Sec. 3 In order to bring non-agenda items or those items requiring further discussion to the table there must be a motion from the floor, with a second from a member of another organization.
- Sec. 4 All topics that require voting must be motioned, with a second from a member of another organization.
- Sec. 5 Two-thirds of the organizations recognized by the Council, with at least one representative present per organization in attendance, will constitute a quorum, and a quorum must be present to vote on any issue.
- Sec. 6 Any student may attend Greek Council meetings.

**Article VII Committees**

- Sec. 1 The Executive Board will nominate committee chairs. Nominees must be approved by a majority vote by the Greek Council.
- Sec. 2 Greek Council will establish standing committees at the beginning of the academic year to assist with the goals of the Greek community.

Standing committees will meet twice per month and also as needed, and submit written reports to the Executive Board which will be read at the next regular meeting.

Sec. 3 The Executive board will have the right to develop ad-hoc committees to meet their goals. Ad-hoc committees will be disbanded at the end of current administration.

#### **Article VIII Voting**

Sec. 1 A vote is required to carry out all motions.

Sec. 2 A two-thirds majority vote is required to amend the constitution, amendments, and by-laws.

Sec. 3 Each representative of the Council is granted one vote (except in the case of officer elections). In the case of a tie, the Executive Board may vote to break the tie or return it to the floor for a revote.

#### **Article IX Amendments**

Sec. 1 Every proposed amendment to this constitution or by-laws must be given to the President in writing at a regular meeting. They will publish it to the Council, and at the meeting, may pass it successfully through the previously stated voting rules. The amendment is subject to approval of the Greek Council. This includes revisions of the Constitution.

#### **Article X Jurisdiction**

Sec. 1 The Greek Council Constitution will have precedence over all fraternity and sorority constitutions.

Sec. 2 The Council will refer all disciplinary matters to the Risk Management Committee and/or Community Standards Board at discretion of the University.

- a. Referrals will take place upon the Executive Board's receipt of documentation.
- b. Hearings will begin after the Risk Management Committee receives the referral.

#### **BY-LAWS**

## Section 1. Membership

### A. Established Members

1. Current members include: Alpha Sigma Alpha, Chi Alpha Nu, Delta Gamma Theta, Pi Phi Gamma—The Sisterhood of F.A.D., Phi Kappa Tau, STAG Organization, Theta Phi Alpha, Phi Kappa Psi, Phi Mu Alpha- Sinfonia, Ulster, M.A.C.E., and Kappa Sigma
2. If a fraternity or sorority is to remain active at Muskingum University, it must be a member of the Greek Council.

### B. Establishing Greek Council Membership after Adoption

1. Greek Community Expansion:
  - a. A petition will be submitted to the Greek Council Secretary recommending expansion. This petition will be given to the Chair of the Committee on Expansion without prejudice.
  - b. Greek Council will create an Expansion Committee in the event that an interest group comes forward or when Greek Council votes to explore expansion. Part of the Committee's responsibility will be to review the fraternity/sorority system and make recommendations to the Vice President of Student Affairs/Dean of Students, or their designee, regarding expansion. Proposals regarding expansion may be made at any time, but recruitment will occur during approved recruitment timeframes. The Committee must follow the criteria and spirit of this policy when making recommendations on proposals.

The Expansion Committee for Fraternities will be made up of a representative of each member fraternity, one chapter advisor from a member fraternity, the President of Greek Council, and the two Vice Presidents of Greek Council. The Director of Greek Affairs or current advisor to Greek Council will serve as the non-voting (except in the case of a tie) Chair of the Expansion Committee. The Director of Greek Affairs or current advisor to Greek Council will advise the committee on all relevant trends in Greek Affairs and necessary University processes. Each member will have one vote. Once the Committee on Expansion has been formed, those members will stay on the committee until the end of the current academic year unless they become disaffiliated from their organization for any reason.

The Expansion Committee for Sororities will be made up of a representative of each member sorority, one chapter advisor from a member sorority, the President of Greek Council, and the two Vice Presidents of Greek Council. The Director of Greek Affairs or current advisor to Greek Council will serve as the non-voting (except in the case of a tie) Chair of the Expansion

Committee. The Director of Greek Affairs or current advisor to Greek Council will advise the committee on all relevant trends in Greek Affairs and necessary University processes. Each member will have one vote. Once the Expansion Committee has been formed, those members will stay on the committee until the end of the current academic year unless they become disaffiliated from their organization for any reason.

### **EXPANSION CRITERIA**

The Expansion Committee should review the following information to make the decision on whether or not expansion is both desirable and feasible:

1. The number of students participating in fraternity/sorority recruitment in relation to the number who end up pledging/associating.
2. The number of chapters and colonies on campus.
3. The number of active new member/associate members.
4. The average size of chapter memberships as well as the median number of members in all chapters.
5. External and Internal chapters and colonies currently experiencing membership problems and an assessment of projected measures to assist them.
6. An interest group that is large enough to recruit and sustain a new colony.
7. The University's projection of enrollment trends.

### **SELECTION CRITERIA**

The Expansion Committee will serve as the recommendation committee for a colony if there is interest in expanding. If interest in expansion comes from Greek Council, the Committee will send letters announcing to all appropriate fraternities or sororities not recognized at Muskingum that the fraternity/sorority system is requesting applications for expansion. Included with the letter will be a packet of information about Muskingum University and the Greek Community to assist interested organizations in understanding the present environment. If the request for expansion comes from an interest group, the Director of Greek Affairs-or current advisor to Greek Council will contact the necessary leadership for the potential colony. The following information will be solicited from interested organizations.

The overall objective is to select an organization that will contribute to the university undergraduate experience of its members. This organization will uphold ideals consistent with those of the University and will commit the human and financial resources necessary to ensure achievement of these ideals. Each organization should present its own plan, and the more specific and concrete the plan with respect to the



extent and duration of support after the initial colonization period, the more favorable the consideration will be.

### ***Inter/National Organization Application Criteria***

When a potential inter/national organization is applying for a potential colony, they should consider how it can specifically support and nurture a strong chapter capable of contributing to the education, leadership development, and character development of its future members in terms of the following areas:

#### **A. Local Alumni Support**

Including strength of alumni associations, number of local alumni, alumni support in establishing a chapter at Muskingum University, selection and training program for alumni, and potential advisors/house corporation members.

#### **B. National Strength**

Assessed by number of active chapters, number of chapters gained and lost in the last five years, recruitment statistics, and success on other Ohio campuses.

#### **C. Support Staff**

Including consultants/field representatives as well as the colonization team. The following will be minimum standards for this category:

1. There must be at least two consultants/field representatives to work with the colony and new chapter on a regular basis for the period of at least two years after installation/chartering.
2. There must be one national officer that assumes responsibility for the colonization process and is in attendance at the colony recruitment.
3. There must be specific commitment to continuing support for the new chapter over a five year period in the form of extra visitations by consultants/field representatives and national officers, funding for increased chapter attendance at national leadership training conferences, and the development of alumni support.

#### **D. Success of Recent Colonization's**

The Expansion Committee will solicit the opinions of Greek Advisors on other campuses where the fraternity or sorority has recently made colonization efforts.

#### **E. Quality of Programs**

Organizations should provide written materials describing their education programs, policies on hazing, alcohol and drug abuse, member development programs, programs for active/alumni interaction, recruitment and membership selection programs, and any other leadership programs.

#### F. Chapter Development/Programs

Organizations must provide written materials describing chapter programs and methods of implementation for scholarship development, self-discipline, character development, and broad based involvement of membership in chapter responsibilities.

#### G. Quality of Proposed Colonization Procedure

Minimum standards in this category will be:

1. An orderly colonization procedure outlined in writing and previously tested on other campuses.
2. Plans for recruiting staff, including active chapter members from other campuses and (inter)national and province officers.
3. Financial backing for colony establishment.
4. Plans to cooperate with Greek Council in publicizing colony recruitment.
5. Plans for colony officer and member training.

The Expansion Committee will review materials received from interested fraternities and sororities and select several fraternities to make on-campus presentations. From the groups making presentations, the Committee will recommend to the Dean of Students one organization to colonize based on the criteria listed above.

1. Upon approval of the Expansion Committee, the petitioning organization must establish an associate membership for a period of at least one academic year, not including summer sessions. During this time, said associate member will be under review by the Expansion Committee to see if the associate member is prepared to be recognized in full status as a voting member of the Greek Council.
2. Upon admittance as an associate member, a petitioning fee of ten dollars (\$10) per person will be required. Five dollars (\$5) will go towards the general Greek Council fund and the remainder will go towards the New Members dues of Greek Council.
3. By the time of initiation into Greek Council, the said associate member must have at least twenty (20) active members.
4. Any infraction of the Code of Student Conduct, Greek Council Constitution, or Greek Council Standards during the associate membership period will be presented to the Expansion Committee and Standards Committee-and could result in expulsion from Greek Council and a recommendation of deactivation will be sent to the Dean of Students.

5. The associate member must maintain a cumulative GPA of not less than the current Greek Council and Muskingum University standard for one (1) full academic year.
  6. The said associate member will be required to perform at least (80) group community service hours on campus or in the community during the probationary period. Every member will have documentation of their participation in this service requirement.
  7. The associate member must attend all Greek Council meetings with no unexcused absences. The said associate member **will** have a voice, but **not a vote** during these meetings.
  8. Associate members may participate in Formal and Informal Recruitment as long as they have been recognized by Greek Council for potential membership.
  9. Only one new fraternity and one sorority will be granted associate membership during any twelve-month period.
- C. Secret Societies and Organizations
1. No “underground” or “secret” societies and organizations will fall underneath the two membership categories of “Established Member” or “Associate Member,” nor will they be recognized by the Greek Council.

## **Section 2. Membership Responsibilities**

1. Each organization will be required to pay dues of three dollars (\$3) per active member on official roster, per semester, payable to Greek Council. The dues minimum will be \$50 per organization.
2. Each organization will be required to pay dues of five dollars (\$5) per new member.
3. All organization dues must be paid in full by the fourth (4<sup>th</sup>) meeting of council each semester. Failure to do so will result in a one dollar (\$1) per member fine.

## **Section 3. Committees**

The Head of the committee will be known as the Chairperson Each Greek Council representative will serve on a committee. Committees may also include other Greek representatives not serving on Greek Council.

### **A. Public Relations**

1. Creates and distributes media-related information.
2. Assists with projecting a positive image of Greek Council and its constituents to the community at large.
3. Advertises and promotes Greek Council sponsored events.

### **B. Philanthropy/Fundraising**

1. Creates at least one major philanthropic activity for Greek Council each semester
2. Have three fundraisers annually

C. Risk Management

1. Creates and enforces Greek Standards
2. Works with University administration to formulate, change, or discard Code of Conduct policies that are pertinent to the Greek Community.

D. Events

1. Creates at least two all Greek events and two open events annually.
2. Coordinates and run Bid-Day activities.

E. Recruitment

1. The designated Recruitment Chairs of each organization will serve on the Recruitment committee.
2. Meetings will occur before and after each recruitment period (Fall and Spring).
3. The recruitments process will be evaluated, total will be set (for CPC Chapters), and recruitment dates will be determined by this committee.

#### **Section 4. Formal Recruitment**

**A. Chairs**

1. The CPC Vice President will serve as Recruitment Chair for CPC organizations.
2. The IFC Vice President will serve as Recruitment Chair for the IFC organizations.

**B. Recruitment Eligibility**

1. Those interested in recruitment must follow the guidelines in the most recent Muskingum University Code of Student Conduct.

**C. Pre-Recruitment Activities**

1. At least one structured function sponsored by Greek Council will be held during the fall semester.
2. A registration period will be chosen by Greek Council by May 1.
3. Greek Council will give a minimum of one presentation to the potential new member prior to Fall Recruitment. The potential new members for the fraternities and sororities will have separate meetings which will explain the

purpose of Greek Council and give general information about sororities and fraternities on the Muskingum campus.

4. Greek Council Executive Officers will disaffiliate from their chapters for the purpose of recruitment, at the date specified by the Recruitment co-chairs.
5. Recruitment Counselors will disaffiliate from their chapters for the purpose of recruitment, at the date specified by the Recruitment co-chairs
6. A Recruitment booklet will be prepared by the Greek Council Recruitment Chairs. The purpose of the booklet is to inform Potential new members about the Greek Community. This must be completed by the 2<sup>nd</sup> Monday in September.
7. Times and dates for all Recruitment parties will be distributed by the Office of Greek Affairs two weeks prior to formal recruitment.

#### **D. Recruitment Party Rules**

1. The Greek Council Recruitment Chairs and Greek Council Executive Board will visit each recruitment party.
2. All Recruitment functions will be dry. No alcohol is permitted.
3. Entertainment
  - a. Entertainment is allowed.
  - b. Entertainment which is offensive and not normally in good taste will not be allowed.
4. It is recommended, but not required, that refreshments be served.
5. Negative conversations regarding other Greek organizations are prohibited.

#### **E. IFC Recruitment Procedures and Rules**

1. Two rounds of progressive parties will be held with an open house format.
2. Third Recruitment party (final dinner)
  - a. Potential new members may attend by invitation only.
  - b. Invitations will be personally addressed to each potential new member and given to the potential new members by representatives from each organization.
  - c. The final dinner will be a dinner party held at each fraternity's perspective location.
  - d. Final Dinners are invite only
  - e. An invitation for Final Dinner does not guarantee a bid for membership.
  - f. Acceptance of a final dinner invitation does not obligate a potential new member to accept a bid for membership.
3. All potential new members must be off chapter or organization premises no later than 10 minutes after the last party of each night during formal recruitment.
4. Distribution of all bids will be handled by representatives from each organization. Bids will be delivered by individuals from each organization in person.

5. A silent period will begin at the close of final dinner and will terminate after the final bidding process is complete. During the silent period no potential new member will have any communication (phone, texting, social media, apps etc.) with any member of any fraternity.
6. Final bids will be distributed on the evening prior to bid day by the president and representatives of each fraternity. Potential new members will come at the set time to review their bids and either accept the invitation of membership from a fraternity or remain independent. Potential new members will then sign the bid acceptance form of the fraternity of their choice. A copy of the bid acceptance form will be signed and will be turned into the Director of Greek Affairs. The President and another chapter representative will be present at the time of signing.

**F. Panhellenic Recruitment Procedure**

1. Each sorority will host four (4) formal parties, followed by bid day on the Saturday after the final party.
2. Favors are not permitted.
3. No indirect or direct communication can be passed through the Recruitment Counselor to a potential new member.
4. Planned entertainment, refreshments, and decorations are permitted within a spending cap of \$500 for the week of formal recruitment.
5. All potential new members must be off chapter premises immediately after the last party of each night during formal recruitment.
6. Distribution of all party bids/invites will be handled by Greek Council. Bids and invites will be delivered by Recruitment Counselors in person.
7. A silent period will begin at the close of the last formal party and will terminate after the final bidding process is complete. During the silent period no potential new member will have any communication (phone, text, social media, apps etc) with any member of any sorority.
8. Bids will be distributed after 10:00a.m.on Bid Day.

**G. Recruitment Code of Conduct**

1. All potential new member must register for formal recruitment no later than 11 a.m.. on the Sunday before Recruitment begins.
2. A potential new member must attend orientation, both by way of informational meetings and those with their Recruitment Counselor. In the event of illness, emergency, or other excusable absence, they will notify the Director of Greek Affairs via email, the email will forward to each fraternity and sorority. At the discretion of each chapter the potential new member may or may not be invited back.
3. All potential new member must attend Recruitment parties with the Recruitment group to which they have been assigned.

4. A potential new member will consult their Recruitment Counselor before withdrawing from formal recruitment. In the event that they withdraw they must notify in writing-the Director of Greek Affairs.
5. A potential new member will not give a promise (verbal or written) to join a certain Greek organization before bids are issued.
6. From the beginning of orientation through the end of formal recruitment, no potential member may visit a fraternity/sorority member's residence (dorm room, lounge, house, etc.) or meet off campus. *In the event that they are roommates the policy is waived.* Students who need to study together or engage in other academic related activities should do so in a common area (lobby, library, TOC, etc.)
7. The signing of a bid card is final and binding. No changes can be made after it is signed.
8. Refusal to accept a bid extended to a potential new member by a group they have preference makes them ineligible to accept membership to-any other sorority for one calendar year. **(applies only to CPC recruitment)**
9. A student who disassociated or was disassociated-by their Greek organization will not be asked to join another Greek organization on the same campus for one calendar year from the date they originally accepted membership. However, they may re-join the same Greek organization at any time.
10. All potential new member and actives will observe a period of limited contact during recruitment. The period extends from the first night of orientation through bid day. The purpose of limited contact is to provide an atmosphere whereby the potential new member can make their own decisions, free from pressure or influence.

The guidelines for limited contact are:

- a. There will be no extended conversation between a potential new member and any active member, regarding recruitment except at designated recruitment parties.
- b. During the designated period active members, alumni, and potential new members are not to make phone calls, give or send flowers, letters, emails, notes, cards, or texts, etc.
- c. No individual sorority member may buy anything for a potential new member (meal, soda, gifts, or favors, etc.).
- d. No potential new member may buy anything for any fraternity/sorority member.
- e. It is understood that potential new member will be in contact with alumni, independents, other fraternity/sorority acquaintances, and other potential new member during the period of formal

recruitment. However, there should be no conversation concerning fraternities/sororities during this time.

- f. Potential new member are not allowed to visit any Greek Space any time during the recruitment period.
- g. Potential new member may associate with each other during the recruitment period but should not discuss fraternities/sororities with the intent of influencing other potential new member. The decision to accept a party invitation and/or a bid is an important one and each potential new member should be accorded the privilege of determining their choice privately without the influence of other potential new member.

## **Section 5. Fall Open Recruitment**

### **A. Eligibility**

- a. Persons who have reached sophomore status and/or transfer students, who have not gone through formal Recruitment, may participate in the informal recruitment process during the Fall and Spring Semester.
- b. Those classified as freshmen are only permitted to go through the formal recruitment process in the Fall. Under no circumstance are those classified as freshman, who did not attended Greek Orientation, allowed to participate in the informal recruitment process in the Spring.
- c. **All organizations must turn in a list of those people they wish to open Bid to the Director of Greek Affairs, for approval. No bids can be issued until approved.**

### **B. Process**

- a. IFC Greek Organizations may turn in a list of those they wish to open bid to the Director of Greek Affairs for approval and may be given out one week prior to the start of formal recruitment.
- b. Upperclassmen (second year student or transfers) wishing to participate in the Bid Day activities must turn in their open bid form to the Director of Greek Affairs by **3:00 pm** the Friday before Bid Day. So long as their open bid form is approved, they may participate in Bid Day activities.
- c. If an open bid form is turned into the Director of Greek Affairs after the deadline, they may still accept, but may not participate in Bid Day. The **final deadline** for open bid forms is ~~two~~ one week after Bid Day.

### **C. Total/Quota**



1. All CPC sororities will follow the following procedure to determine the total organization size and quota of each recruitment class:
  - a. **Total**
    - (i) Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. *Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total.* The Panhellenic reviews total each year to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the fraternity experience;
    - (ii) Total will be reviewed on an annual basis and will be distributed to the Presidents of each chapter prior to the last week of the spring semester.
    - (iii) Total will be determined by a majority vote of the Panhellenic council (one vote per chapter) from one of the following methods:
      1. The average chapter size from the end of the prior fall semester, rounded to the nearest whole number
      2. The median chapter size from the end of the prior fall semester.
      3. The size of the largest chapter from the end of the prior fall semester.

*\*Total may also be determined by any one of the above, combined with a number that reflects the best adjustment to total to ensure continued growth opportunities, parity, housing obligations, availability of campus facility and vitality of the College Panhellenic community.*
  - b. **Quota**
    - (i) Quota is the number of new members each chapter may accept during the recruitment process. Every chapter will be held to the same quota number during a given recruitment period.
    - (ii) The 8% range of Quota will be distributed by the Advisor of Greek Council to the Panhellenic chapter presidents prior to the first Formal Recruitment Event and determined through the following formula:

	Attending Orientation Meeting	Signed Membership Recruitment Acceptance Agreements (MRAAs)	Percentage
Last year	X1	X2	$X2 / X1 = P1$
2 years ago	X3	X4	$X4 / X3 = P2$
3 years ago	X5	X6	$X6 / X5 = P3$

$$[(3 \times P1) + (2 \times P2) + (1 \times P3)] / 6 = E1$$

Number of people attending orientation meeting	= M1
Number of current Panhellenic Chapters	= C1
Estimated percentage of potential new members (PNM) from above	= E1
Estimated number of PNMs to sign MRAAs (M1 x E1)	= E2
Quota Estimate (E2 / C1)	= QE1
High Range of Quota (QE1 x 1.08)	= QH1
Low Range of Quota (QE1 x .92)	= QL1

(iii) Following the final Formal Recruitment Event, the final Quota number will distribute to Chapter presidents. Quota will be a number that Advisor to Greek Council the as deemed most beneficial to the recruitment system and fall within a range that is not larger then QH1 and not less than QL1 as determined above.

(iv) If Quota is smaller than the minimum number of new members necessary for the financial stability of an organization, that minimum number may become Quota. Documented proof of this minimum number must be submitted to the Advisor to Greek Council prior to the last day of classes during the fall semester.

(v) If all chapters' Quota is filled during the Bid Matching Process and there are still eligible PNMs to be placed, Quota may be increased by one (1). The Bid Matching Process would then continue. This process may repeat as long as all chapters' Quota is filled.

**c. Snap Bidding**

(i) A Snap Bid is an option available to chapters that did not fill Quota during the Bid Matching Process.

(ii) The Snap Bid process begins immediately after the Bid Match Process and end prior to the distribution of Bids.

(iii) A PNM may receive a Snap Bid only if she has not received a bid through the Bid Matching Process

(iv) A chapter may only offer a Snap Bid to a woman that is on their Bid Matching Sheet.

- (v) The Advisor to Greek Council will contact the woman and ask if she is willing to accept a Bid to membership from an organization not on her original list.

**d. Continuous Open Bidding**

- (i) If a chapter has not filled Total/ Quota following the Bid Matching Process, it is that chapter's right to recruit and offer membership to eligible students through Continuous Open Bidding (COB).
- (ii) COB is the informal recruitment process that starts Monday following Bid Day and continues through: (1) the final day of the allowable new member education window or (2) until Quota is filled, whichever occurs first.
- (iii) First-year students who did not attend a final Formal Recruitment Event are not eligible to be recruited through COB.
- (iv) Any PMN who only listed one (1) chapter on their MRAA is not eligible to be recruited through COB.
- (v) First semester transfer students are not eligible to be recruited through COB.

**Section 6. New Member Education**

- A. Greek Council and its members will advocate and abide by the hazing policies adopted by Muskingum University and the State of Ohio.
- B. Greek Council will conduct new member training programs (Greek 101) every Thursday during new member education.
  - a. At least 50% of each organization's new members must be in attendance.
- C. New Members may attend all organization social activities.
- D. New member education may last for a maximum of six weeks from bid day and Formal Activation must be scheduled with the Director of Greek Affairs.
  - a. New member education is at six weeks from bid day, not from the day they received a bid.
- E. New member education activities should not be scheduled in excess so as to disrupt the new member's academic performance.
- F. No new member education activities may occur before 8:00a.m. or after 10 p.m.
- G. All new member education activities will be alcohol and substance free.
- H. New member education calendars must be approved by the Director of Greek Affairs one week prior to Bid Day. Any changes must be approved by the Director of Greek Affairs.
- I. Organization Responsibilities for New members and Activities
  - a. Each fraternity and sorority must bear the responsibility for supervising new members and their activities. The organization will be held responsible to this by Greek Council.
  - b. Any assigned activity is the direct responsibility of the fraternity and sorority. In any activity in which a person is identified as a new member–

outside the knowledge or approval of the Director of Greek Affairs– the organization has the responsibility to take the appropriate action. If the fraternity and sorority cannot or chooses not to handle this responsibility, Greek Council and the University will hold the chapter/organization responsible.

- c. It should be understood that the fraternity and sorority is accountable for the actions of its members.

J. New Member Education Standards for the Fall

- a. New member education is limited to 5 hours/week. (Not including Greek 101 or Study Tables)
- b. Faculty Advisor must approve and sign off on calendar
- c. All new member education must end by 10 p.m. and new members need to leave the Greek facilities/lounges/meeting spaces
- d. Cannot require new members to attend activities on Weekend (Friday/Saturday) except--- 1 outside optional event can be planned on weekends only (i.e. bowling, ice cream social, events with other organizations etc.)
- e. New member education activities must focus on
  - Values, goals, and ideals of your organization
  - Philanthropy and Service
  - Academics
  - Networking
- f. All new members must attend 5 Greek 101 sessions implemented by the Director of Greek Affairs. Topics covered may be but not limited to, Hazing, Alcohol, Alumni/Networking, Goal Setting, Philanthropy , Academics.

K. New Member Education Standards for the Spring

- a. No more than 8 meeting sessions.
- b. All meeting sessions must conclude before spring break (no longer than 4 weeks)
- c. Each meeting session is limited to 2 hours
- d. Faculty Advisor must approve and sign off on calendar
- e. All new member education must end by 10 p.m. and new members need to leave the Greek facilities/lounges/meeting spaces
- f. Cannot require new members to attend activities on Weekend (Friday/Saturday) except--- 1 outside optional event can be planned on weekends only (i.e. bowling, ice cream social, events with other organizations etc.)
- g. New member education activities must focus on
  - Values, goals, and ideals of your organization
  - Philanthropy and Service
  - Academics
  - Networking
- h. All new members must attend 2 Greek 101 sessions implemented by the Director of Greek Affairs. These sessions will cover Hazing and Alcohol.

## **Section 8. Infractions of the Recruitment Rules and/or Procedures**

- A. If an organization or member of an organization violate the Recruitment Code of Conduct the following consequences have been established:
- a. Violations of the Recruitment Code of Conduct:
    - i. First offense: Warning
    - ii. Second Offense: If it's a members second offense they will lose privileges to participate in bid day and will be required to complete 5- 10 community service hours. If an individual cannot be determined each active of their organization in question will have to complete 5 – 10 community service hours.
    - iii. Third Offense: A fine of \$25 will be charged to the individual or organization responsible.
- B. Fraternities have established a zero tolerance policy in regards to underground members. Underground pledges/ members are not permitted. Underground member is defined as an individual who is recognized as a member of an organization however, is not eligible for membership. If a fraternity is found in violation of this policy the following consequence has been established:
- a. The following years new member class will be capped at 1/3 loss from the previous year. The following equation will be used to determine the cap.  $L$
  - b. # size of previous years pledge class  $X .33 = L$   
#size of previous years pledge class-  $L =$  the cap.
  - c. For example:  $30 X .33 = 9.9$   
 $30 - 9.9 = 20.$
- C. How to file a report or accusation:
- a. If you believe an organization has violated the recruitment code of conduct or the underground pledge/members policy please, complete the following steps.
    - i. Notify the Director of Greek Affairs and/or a member of the Greek Council Executive Board.
    - ii. File an official report using this form:  
<https://publicdocs.maxient.com/incidentreport.php?MuskingumUniv>
      1. When filing the report be sure to include the following
        - a. Name of Organization and individuals being accused
        - b. Specific facts. Time, date, place.
        - c. Hard core facts and details regarding the incident. Hear say is not factual.
      2. Should you have any questions before filing the report please seek assistance from the Director of Greek Affairs
  - b. Until a Greek Judicial Board is established through Greek Council all reports and accusations will be handled through the Director of Greek Affairs with assistance from the Chief Justices of Greek Council if necessary.

## Section 9: Standards

A. Scholarship: Muskingum University's Greek members are upheld to G.P.A. requirement higher than the university requirement.

Requirements:

- 1.) Each organization must elect a scholarship chair.
- 2.) All Greeks must maintain a G.P.A. of a 2.35 as opposed to the all student requirement of a 2.0. If a member falls under the minimum G.P.A, they are given a semester of academic probation set by the scholarship chair. After the probationary time period a members' activity in an organization will then be reviewed.
- 3.) The scholarship chair must maintain contact with the Director of Greek Affairs for the exchange of student academic information and present it to their organization at the appropriate time.

B. Service: The Greek Community represents a group of leaders within a university. Greeks value service and philanthropy. Greek Life encourages acts of selflessness and giving back to the community in which your university resides.

Although these listed are the minimum requirements, it is strongly encouraged you exceed the minimum. Collegians and new members are also encouraged to partake in service events and gain valuable experience with giving back to the community. However, new members at required events do not make up the minimum percentage required below.

Service/ Community projects identify directly with the community and assist through hands-on activities. Examples could include working in a soup kitchen, cleaning up the town, tutoring children or other projects of that nature.

Philanthropy projects are defined as projects or events that gather the resources needed to assist the community indirectly. Examples could be a blood drive, canned food drive, clothing drive, and gathering school supplies for children or projects of that nature.

Requirements:

- 1.) Each organization must elect a chair or chairs dedicated to service or philanthropy.
- 2.) Each organization must hold a service event in which at least 55% of the organization in attendance.
- 3.) Each member of an organization must complete a minimum of 5 service hours.
- 4.) Each organization must complete one philanthropic event a semester that donates to a philanthropy of their choice.

C. Leadership: In deciding membership to a sorority or fraternity you are taking on a new responsibility. As an active member you have the opportunity to become more involved in your organization, chapter and university. Becoming more involved plays a key role in personal development and advancement into adulthood.

Requirements:

- 1.) Each organization's president must attend atleast three leadership/ guest speaker session a semester.
- 2.) Each organization must have all their members attend at least two leadership topics a semester.
- 3.) Greek organizations will encourage each member to assume leadership in campus activities for the good for the campus community and the Greek system.

D. Community: Muskingum University prides itself for its relatively small class size and close community. As Greeks, we individualize ourselves as members of a sorority or fraternity, but are aware that we represent a higher set of standards as members of the whole Greek community. 30% of the Muskingum University's students have found haven within this community. Although we make up different organizations on campus, we still share similar values and goals. It is crucial for the betterment and continuity of this community that we strive to build cohesive relationships and achieve Greek unity.

Requirements:

- 1) Each organization must collaborate with another registered Greek organization at least once a semester. The co-sponsored program may be educational, service/philanthropic, or social (alcohol-free) in nature.
- 2) All organizations must present two consistent representatives at Greek Council to speak on their behalf.

E. Risk Management: The physical and mental well-being of all members of sororities or fraternities as well as the reputation of the organization and its members are crucial to the success of the Greek Community. All members must abide by local, state and federal laws and follow the Code of Student Conduct. Violations made by members may be subject to consequences determined by Council and possibly further actions determined by the University.

Requirements:

- 1) Each organization must elect a risk manager to assist in matters dealing within and outside of their organization and possibly meet with the Chief Justice to devise a solution.
- 2) Each manager is to attend at least one leadership session
- 3) Each risk manager(s), president, and social chairs must attend Risk/Social Training.
- 4) Organizations must host two or more alcohol free events.

- 5) Risk Managers will be required to attend certain Greek Council meetings as per request by Exec Board.

F. Conduct: Within each organization a bond is formed between its members. The strength of the bond becomes the strength of the organization itself. The strength of this campus' fraternities and sororities create the strength of our community as a whole to continue serving and gaining leadership. The betterment of the community is built on its members and their interaction. As members of the Greek Community we promote positive encounters and an anti-bullying environment.

Requirements:

- 1) All organizations are to represent their organization in a respectful manner.
- 2) Students are expected to refrain from harassing behavior, including, but not limited to, violation of the Peer Harassment and Sex and Gender-Based Misconduct Policies. Harassment can found in many forms; via social media, in person, inflammatory rhetoric, slander and things of that nature.
- 3) Students are expected to treat others equally. Behavior directed against a person due to their perceived race, ethnicity, religion, national origin, sex, age, gender, disability, veteran status, or sexual orientation is not acceptable.
- 4) Students are expected to refrain from creating situations that could cause a person to believe that they will receive mental or bodily harm.

#### **Section 10. Miscellaneous**

- A. Any rule not specifically stated in this constitution may be brought before the Greek Council for questioning.
- B. Greek Council and all individual Greek Organizations agree to abide by the University code of student conduct. Failure by individual members or organizations may result in action being taken by the Greek Judicial Board.

Update June 2018