

# The Florida State University Multicultural Greek Council Constitution & Bylaws

## PREAMBLE

In order to promote the further advancement of Greek Letter Societies, by encouraging diversity among their members and taking full advantage of various talents in all segments of culture and society, and to advocate greater solidarity in Florida State University Greek Community, and to nurture intellectual, emotional, and social development, we do ordain and establish this Constitution of the Multicultural Greek Council at Florida State University

### Article I – Name

The name of this organization shall be the Multicultural Greek Council at Florida State University and will hereafter be referred to as the MGC.

### Article II – Purpose

It shall be the purpose of this Council to:

- A. Unify and organize groups that seek to promote diversity and cohesion on campus and in the community.
- B. Encourage cooperation and harmony among member organizations.
- C. Provide educational programs and service the needs and wants for member organizations.
- D. Take an active role in community service activities.
- E. Serve as a liaison between the university authorities and member organizations in matters of common interest
- F. Act as a conduct body for violations of the Florida State University Student Conduct Code and the MGC Constitution.

### Article III – Non-Discrimination Statement

Section I: FSU students may not be denied membership on the basis of race, creed, religion, age, national origin, marital status, parental status, disability or unless exempt under Title IX, gender. Those organizations must also be entitled to single-sex membership under the provision of Section 86.14 of the regulations promulgated under Title IX of the U.S. Education Act of 1972.

### Article IV- Officer, Duties and Elections

Section 1: The executive officers of the Multicultural Greek Council shall be the president, vice president, treasurer, secretary, membership director and council liaison.

Section 2: The duties of these officers shall be those set out in Article 1, Section D of the bylaws, and such additional duties as may be prescribed by the bylaws of this council.

Section 3: These officers shall be elected by a majority vote of the voting delegates present according to the bylaws of this council.

## Article V—Meetings and Quorum

Section 1: Regular meetings of this council shall be held each last Monday of every month during the school year. The time, and location shall be approved at a meeting called by the executive committee at the start of each term.

Section 2: Robert's Rules of Order shall govern the meetings of this council in all cases in which they apply.

Section 3: Quorum shall be 50% +1 of all voting delegates.

## Article VI – Membership and Expansion

### Section 1: Membership

- A. There shall be three classes of membership.
- B. Colony: An organization that has not achieved Associate Member status, and has not completed a Membership Intake Process, but has been voted in by the MGC Expansion Committee.
- C. Associate Member: An organization that has not achieved Full Member status, but has met the requirements as outlined in Article IV, Section I.
- D. Full Member: An organization that meets all member requirements as outlined in Article IV, Section III.

### Section 2: Expansion

- A. See Expansion Policy (Appendix C)

## Article VII—Committee Chairs

Section 1: The officers of this council shall constitute the executive committee of the council. The function of this committee shall be to transact necessary class of the council between meetings, and to do such other class as may be imposed on it by the bylaws of this council, or as may be referred to it by the council. There shall be regular meetings of the executive committee as provided in the bylaws.

Section 2: There shall be standing committee chairs to promote the objects and interests of this council as are ordained by the bylaws. Their terms shall be the same and coincide with that of the officers.

Section 3: Special committees may be created by the executive committee or vote of the council at any Town Hall Meeting, their terms to be fixed by the appointed authority.

## Article VIII—Amendments to the Constitution

Section 1: This constitution may be amended at any regular meeting of the council by a two-thirds vote of the active members of the council present and voting; provided notice of the proposed amendment shall been given at the two preceding regular meetings of the council; and provided that the amendment is consistent with the Constitution and Laws of the Multicultural Greek Council.

# BYLAWS

## Article I – Duties

### Section 1: Executive Board

#### A. Purpose

It shall be the purpose of the Executive Board to execute all policies and all other activities as deemed by the MGC Constitution.

#### B. General Requirements

1. All members of the MGC Executive Board must meet the following requirements:
  - a. Be an undergraduate student at Florida State University carrying a minimum of nine (9) credit hours for each semester in office.
  - b. Have and maintain a 2.5 cumulative and semester GPA while in office.
  - c. Belong to an organization that is a Full Member of the MGC in good standing.
  - d. Be in good standing with their organization.
  - e. Not hold a seat as a delegate representing their respective organization.
2. The MGC President and Membership Director cannot be of the same member organization.
3. MGC members cannot attain an MGC Executive Board position if they hold a position within their organization related to President or Recruitment.

#### C. Members

1. The MGC Executive Board shall be chosen by election, and shall consist of the President, Vice President, Treasurer, Secretary, Membership Director, and Council Liaison.

D. The duties of the MGC Executive Board shall be as follows:

1. The President shall:
  - a. Have an overall responsibility for the operation of the MGC.
  - b. Preside at all full and special meetings including MGC Town Hall Meetings and Presidents' Council meetings.
  - c. Meet weekly with the MGC Advisor
  - d. Organize an officer training retreat to take place after the Executive Board elections and before the new officers first preside over the Town Hall Meeting.
  - e. Have the authority to co-sign MGC checks and shall sign all contracts and documents necessary to perform the will of the Council.
  - f. Complete the SGA accounting workshop.
  - g. Be the member in charge of the Executive Board Election process unless re-running for an Executive Board position.
2. The Vice President shall:
  - a. Assume the responsibilities of the President in his or her absence.
  - b. Ensure compliance with all MGC policies and procedures.
  - c. Provide and make readily available to chapters all policies and procedures affecting chapters and provide training and education about these policies and procedures.
  - d. Be the member in charge of the Executive Board Election process unless re-running for an Executive Board position.
  - e. Serve as a member of the Student and/or F/S Conduct Board
  - f. Ensure decorum and order at all meetings.
  - g. Enforce Parliamentary procedure and constitutional guidelines.
  - h. Check requirements of all new organizations.
  - i. Be knowledgeable of Florida State University hazing and alcohol policy.
  - j. Perform as Chief Justice of the Fraternity and Sorority Life Conduct Board
3. The Treasurer shall:
  - a. Preside over Town Hall Meeting in the absence of the President and Vice President.
  - b. Maintain accurate records of the expenditures and receipts of all funds.
  - c. Collect semester dues for the Council.
  - d. Co-sign all withdrawals with the MGC President.
  - e. Prepare a budget for each semester by the third Town Hall Meeting of the semester.
  - f. Prepare, in cooperation with the President and Advisor, applications for University funding through Greek Council allocations and other University departments.
  - g. Submit a written report include a summary of all account activities performed upon completion of term of office. This report shall be filed in the MGC's files with the MGC Advisor.
  - h. Maintain accounts receivable and accounts payable; i.e., fines.
  - i. Complete the SGA accounting workshop.
  - j. The Treasurer of MGC cannot hold a position in their organization related to treasury or fiscal responsibility while in office.

k. Organize at least (2) fundraising events per academic year.

4. The Secretary shall:

- a. Record attendance and take minutes at all Executive Board and Town Hall Meetings.
- b. Produce and distribute an agenda before each Town Hall Meeting.
- c. Have copies of the agenda and minutes at all Town Hall Meetings.
- d. Email the minutes forty-eight (48) hours after all meetings to the MGC Presidents, Executive Board, and Advisors.
- e. Handle all office correspondence and supply needs.
- f. Maintain and distribute current contact information list of the MGC Executive Board, MGC member organizations, and their Presidents/Vice Presidents.
- g. Maintain a complete, updated file including copies of all proposals made by the MGC.
- h. Perform other duties as assigned by the President.
  
- i. Reserve rooms for MGC Town Hall Meetings and President's Council each semester.
- j. Train the new officer and transferring all files, documents, and other pertinent documentation.
- k. Collect monthly reports from all Associate and Full Member organizations and maintain these reports for all MGC organizations on the MGC Listserv as well as in a file in the Office of Fraternity & Sorority Life.

5. The Membership Director shall:

- a. Serve as the liaison between potential organizations and the MGC.
- b. Be knowledgeable of all organizations' information and membership.
- c. Create and distribute an official calendar of events highlighting all MGC, Associate and Full member organizations' events.
- d. Perform other duties as assigned by the President.

6. The Council Liaison shall:

- a. Attend the first monthly meeting of the Panhellenic, Interfraternity, and National Pan-Hellenic Councils.
- b. Present events hosted by organizations of the Multicultural Greek Council to the Panhellenic, Interfraternity, and National Pan-Hellenic Councils.
- c. Create and build relationships with members of the Panhellenic, Interfraternity, and National Pan-Hellenic Councils.
- d. Use the Multicultural Greek Council social media sites to publicize events.
- e. Create and monitor a calendar of events between the Panhellenic Association, Interfraternity, and National Pan-Hellenic Councils.
- f. Perform other duties as assigned by the President.

E. Executive Board Meetings

1. Executive Board Meetings shall be held as deemed necessary by the MGC President but no less than every two (2) weeks during the fall and spring semesters.
2. The President may call special meetings of the Executive Board with seventy-two

(72) hours' notice to all Executive Board members.

#### F. Resignation

1. Officers no longer wishing to serve on the Executive Board must complete the following within ten (10) class days:
  - a. Submit a formal signed, hardcopy letter stating the reasons for resignation.
  - b. Turn in a letter of resignation to the MGC Advisor and MGC President at least ten (10) days in advance of the date of resignation.
  - c. Turn in all documents related to the MGC to the MGC President prior to the resigning officer's final day.

#### G. Removal

1. Any delegate shall be able to initiate the removal of an MGC Executive Board member based on any of the following grounds:
  - a. Dereliction of duties.
  - b. Mismanagement of funds.
  - c. Failure to meet any requirements as specified in Article V, Section I-B.
2. The removal of an officer shall proceed as follows:
  - a. Any delegate, or any member of the MGC Executive Board, may notify the MGC President, or in the case of the President being removed, shall notify the MGC Vice President, and shall submit a written statement including grounds for the removal of the officer in question.
  - b. The notified officer shall contact the officer in question, and inform them that the removal proceedings are pending.
  - c. At the following Town Hall Meeting, the notified officer (or designee) shall read the statement that was provided to them, and the officer in question may respond to questions from the delegates that relate to the statement's allegations. A vote to remove the officer in question will take place at the next scheduled Town Hall Meeting.
  - d. If a two-thirds (2/3) majority vote is reached, the officer shall be removed, and shall be replaced according to the procedure for the filling a vacancy as outlined in Article VI, Section IV.

#### H. Tie-Breaker

1. In the case of a tie-breaker the MGC President casts the deciding vote.

## Article II— Delegates

### Section 1: Purpose

- A. Each Full and Associate Member organization of the MGC shall designate one (1) full delegates and one (1) alternate delegate from their organization whose duties will be to:
  1. Represent their organization in MGC proceedings.

2. Disseminate information about MGC proceedings and other classto their organization's members.

B. All representatives must meet the following requirements:

1. Must be currently enrolled and in good standing at Florida State University.
2. Must be an active member in good standing with their respective organization.

C. Each Full Member organization shall have one (1) vote.

## Article III – Committee Chairs

### Section 1: General Requirements

A. Committee Chairs must meet the following requirements:

1. Be an undergraduate student at Florida State University carrying a minimum of nine (9) credit hours for each semester in office.
2. Have and maintain a two point five (2.5) semester and cumulative GPA while in office.
3. Belong to an Associate or Full member organization in good standing within the MGC.
4. Be an active member in good standing within their respective organization.
5. Maintain open communication with the MGC Membership Director.
6. Portray a positive image of the MGC and all member organizations to Florida State University and the general public.

B. Committee Member Requirements

1. Each Associate and Full member organization shall designate at least one (1) member from their organization.
2. Must attend all meetings set by Committee Chair as approved by the MGC Membership Director.

### Section 2: Applications and Elections of Committee Chairs

- A. Applications for Committee Chairs will be made available at the same time as Executive Board applications.
- B. The Executive Board will interview candidates and appoint qualified candidates.
- C. The President will then present the Committee Chair Candidates to a voting body made up of representatives from each chapter for approval by a simple majority.

### Section 3: Vacancies and Removal

- A. In the event of a Committee Chair vacancy, all vacant chairs shall be announced at the following Town Hall meeting.
  1. Qualified applicants will have one (1) week to turn in a letter of interest.
- B. The final decision on any appointment shall be made by the MGC President with the approval of the

Executive Board.

- C. All committee chairs are subject to removal by a two-thirds (2/3) vote of the MGC Executive Board.

#### Section 4: Committee Chair Responsibilities

##### A. Events and Marketing Chair

1. It shall be the duty of the Events and Marketing Chair to:
  - i. Coordinate activities that promote unity and cohesion amongst the member organizations of the MGC in the form of public or private socials and other events decided upon by the Voting Council.
  - ii. Promote all activities of the MGC in the form of flyers, public service announcements, and/or ways deemed acceptable by the Voting Council.
  - iii. Coordinate joint functions of a social nature with the IFC, Pan-Hellenic and NPHC to promote future cohesion amongst Florida State University Greeks.
  - iv. Be involved with the planning and execution of Greek Week and MGC events.
  - v. Aid in the planning and execution of private dinners, team building activities, retreats, etc.

##### B. Community Service Chair

1. It shall be the duty of the Community Service Chair to:
  - i. Implement community service projects to be participated in by the member organizations and to be carried out throughout the academic school year.
  - ii. Coordinate joint functions of a community service nature with the IFC, Pan-Hellenic, and NPHC to promote future cohesion amongst Florida State University Greeks.
  - iii. Organize at least two (2) events outside of the MGC fall and spring events per semester.

#### Section 5: Standing Committees

##### A. Constitution and Bylaws Committee

1. It shall be the duty of the Constitution and Bylaws Committee to review and/or revise the Constitution annually or as deemed necessary by the MGC Vice- President and in accordance with MGC Bylaws Article VI.
2. The Constitution and Bylaws Committee shall be chaired by the MGC Vice- President.
3. The committee shall consist of only one representative from all Associate and Full Member organizations of the MGC.

##### B. Expansion Committee

1. The Expansion Committee shall consist of one (1) representative from all active chapters, the MGC Membership Director, 3 chapter advisors and the MGC Advisor(s).
2. The chapter Advisors will be selected on a rotation schedule each year. Advisors will be chosen by the



Office of Fraternity & Sorority Life.

3. Each chapter must elect a chapter delegate and a chapter alternate.
  - a. The chapter delegate is chapter choice and the chapter alternate must be the President.
  - b. The chapter alternate will attend any assigned meetings and complete any assigned duties in the absence of the chapter delegate. No replacements may be sent throughout the process for any reason.
  - c. The chapter will have no representation at a meeting that neither the delegate nor alternate can attend.
  - d. Any correspondence can be sent via email to the Membership Director and MGC Advisor(s) for the missed meeting(s).

#### Section 6: Ad Hoc Committees

A. Committees other than those outlined in the MGC Bylaws, Article III, Section 5 can be created as deemed necessary by the MGC Executive Board.

### Article IV – Membership

#### Section 1: Associate Membership

- A. To maintain good standing status as an Associate Member, an organization must meet the following requirements:
  1. Complete the requirements for Associate Member status within one (1) academic year.
  2. Maintain a minimum of 2.5 semester GPA.
  3. Be registered through the Office of Fraternity & Sorority Life and Student Activities Center at Florida State University, and submit all required documentation accordingly.
  4. Follow all local, state, and federal laws, policies of Florida State University, and the MGC Constitution and Bylaws.
  5. Attend MGC-sponsored Special Events with at least fifty (50) percent of the organization's active members present.
    - a. In order for MGC organizations' members to sign in and be recognized as attending an MGC event, each member must be present at the event for a minimum one half (1/2) of the event's scheduled duration.
  6. Be current on all financial obligations.
  7. Complete and submit a monthly report to the MGC Vice President summarizing the organization's events and activities throughout the monthly period.
- B. If an Associate Member organization fails to attend two (2) mandatory meetings, it will result in an incident being filed.
  1. Absences shall be excused through prior notification in writing to the MGC President or Vice President and approved seventy-two (72) hours prior to the meeting.
  2. The Secretary has twenty four (24) hours, after receiving the notification, to notify the organization of approval.
  3. The absence is excused if the MGC Secretary does not notify the organization within twenty four (24) hours of receiving a notification.

- C. Should an Associate Member organization fail to attend three (3) or more mandatory meetings without approved prior notification, the organization will have a conduct hearing.

## Section 2: Submissions for Full Membership

- A. The MGC Advisor and Membership Director shall accept submissions for Full Member status no later than the second Townhall Meeting for the fall and spring semester.
- B. Associate Members must be in good standing for two (2) consecutive academic years in order to attain Full Member status.
- C. Petitioning organizations must present evidence addressing the following criteria:
  - 1. An organizational budget sheet in which details the account balance and any transaction used within the past two years. Deeming that the organization is financially stable and can maintain a balance of at minimum \$250.00. (See MGC Treasurer for Template)
  - 2. The organization has conducted and successfully initiated new members at least once a year, not including the initiating line.
  - 3. Have been recognized as a Registered Student Organization (RSO) by the Student Activities Center.
  - 4. At least two (2) letters of recommendation from a FSU faculty or administrator, national representatives, or supporting organization in support of Full Membership, excluding Office of Fraternity & Sorority Life administrators.
  - 5. A listing of significant programming that has contributed to the FSU community containing at minimum of five (5) events including:
    - a. A social, community service, seminar, cultural and philanthropic event per year
    - b. One (1) co-hosted /co-sponsored with MGC.
    - c. Four (4) programs per year must be co-hosted with MGC organization.
- D. All submissions will be reviewed by the MGC Executive Board.
  - 1. Once the Executive Board has reviewed the submission, the Associate Member organization will receive in writing a letter from the MGC President and Membership Director determining that they have met all requirements and recognizing them as a Full Member of the Council.

## Section 3: Full Membership

- A. To maintain good standing status as a Full Member, a chapter must meet the following requirements:
  - 1. Maintain a minimum of two point five (2.5) semester GPA.
  - 2. Be registered through the Office of Fraternity & Sorority Life and Student Activities Center at Florida State University and submit all required documentation accordingly.
  - 3. Follow all local, state, and federal laws, policies of Florida State University, and the MGC Constitution and Bylaws.
  - 4. Attend MGC-sponsored Special Events with at least fifty (50) percent of the organization's active members present.

- a. In order for MGC organizations' members to sign in and be recognized as attending an MGC event, each member must be present at the event for a minimum one half (1/2) of the event's scheduled duration.
- B. If a Full Member organization fails to attend two (2) mandatory meetings an incident report will be filed.
  - 1. Absences shall be excused through prior notification in writing to the MGC Secretary and approved seventy two (72) hours prior to the meeting.
  - 2. The MGC Secretary has twenty four (24) hours after receiving the notification to notify the organization of approval.
  - 3. The absence is excused if the MGC Secretary does not notify the organization within twenty four (24) hours of receiving a notification.
- C. If a Full Member organization fails to attend three (3) or more mandatory meetings without approved prior notification, the organization will go through a conduct hearing.
- D. If at any time during a given semester a Full Member organization fails to adhere to the responsibilities specified in Article IV, Section 3-A, the organization will receive two (2) written warnings from the MGC Executive Board prior to being placed in bad standing.

## Article IV – Incident Response

The Conduct Board shall consist of the Vice President as chairman. Conduct Board members shall be the MGC representatives to Fraternity and Sorority Life Conduct Board.

The MGC advisor shall serve as a nonvoting, ex-officio member. The Conduct Board members shall participate in training to be educated about the purpose of the board, the rules and regulations, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations and, sanctioning.

### Section 1: Conduct Process Overview

- A. Organizations are encouraged to resolve alleged incidents as soon as possible through informal discussion with the involved parties before an incident is filed.
- B. Should the informal discussions be unsuccessful, the conduct process will be set in motion by the filing of a violation report form for an alleged incident. An incident can only be filed against a chapter and not against any individuals. Violations must be reported in the following manner on the MGC Violation Report.

### Section 2: Timing

- A. The MGC Violation Report shall be completed and presented to the Vice President of the MGC in a timely manner, but not more than 30 calendar days from the date of the alleged incident (including university/college breaks). If the MGC Vice President is unavailable or the violation is against his/her fraternity/sorority, the report shall be presented to the MGC advisor.

- B. The MGC Vice President and MGC advisor shall review the MGC Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.

### Section 3: MGC Conduct Procedure

#### A. Receipt of Incident

1. The following steps should be taken to make certain an incident is properly received by the MGC:
2. The MGC Violation Report is retained by the MGC Vice President or MGC advisor and is available upon request by the accused fraternity/sorority.

#### B. Notification of Chapter

1. The MGC Vice President shall notify the responding organization in writing by delivering the MGC Incident Notice to that chapter's president within seven days of receiving the MGC Violation Report.
2. If the president of the responding organization is unavailable, delivery may be made to another appropriate chapter officer or advisor. The record of delivery shall be documented on the report.

#### C. Response to Receipt of Incident

1. Upon receipt of the MGC Incident Notice, the responding organization shall contact the MGC Vice President within seven days to schedule a resolution meeting. A resolution meeting shall be held unless the responding organization chooses to proceed directly to a conduct hearing.
2. If the MGC Incident Notice is delivered during a college/university break, the resolution meeting/conduct hearing may be scheduled after classes resume or held during the break if all parties are available.

### Section 4: Resolution

- A. The purpose of resolution is to find a solution satisfactory to both the party who filed the incident and the accused organization.
- B. The following elements of resolution shall be followed:
  1. Resolution shall be closed to the public.
  2. All participants in the resolution shall keep strict confidentiality.
  3. No more than three participants (including a chapter advisor) shall represent either party and/or each organization involved at resolution.
  4. In cases of incidents for which an MGC officer or another individual has information regarding the incident and did not file the incident, then the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the resolution.

### C. Mediator guidelines

1. The MGC Vice President shall serve as the mediator.
2. The MGC advisor can serve if needed.
3. All parties must sign a summary of the resolution meeting on the MGC Resolution Summary Report indicating the outcome of the resolution and their acceptance of the sanctions.
4. Within 24 hours of the completion of the resolution, the MGC Vice President shall send a copy of the MGC Resolution Summary Report to the parties designated on the form.

### Section 5: Conduct Hearing

- A. If an agreement is not reached during the resolution process, a conduct board hearing shall be held.
- B. The accused party may choose to go directly to a conduct board hearing instead of resolution.
- C. Hearings shall be closed to the public.
- D. No more than three participants (including a chapter advisor) shall represent either party and/or each organization involved at a hearing.
- E. In cases of infractions for which a MGC officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the conduct hearing.
- F. All parties must sign a summary of the hearing proceedings on the MGC Conduct Board Hearing Summary Report indicating the outcome of the hearing.
- G. Within 24 hours of the completion of the conduct hearing, the MGC officer responsible for the conduct process shall send a copy of the MGC Conduct Board Hearing Summary Report to the parties designated on the form.

### Section 6: Sanctions

- A. MGC shall strive to achieve a fair and reasonable resolution for incidents. Sanctions should fit the nature and degree of the offense.

### Section 8: Notification of Sanctions

- A. Within 24 hours of the completion of resolution or the conduct board hearing, the MGC Vice President shall send a copy of the MGC Resolution Summary Report or MGC Conduct Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

### Section 9: Appeals

- A. The decision of the MGC conduct board may be appealed by any involved party to the Director of FSL.
- B. An appeal shall be filed with the MGC Vice President
- C. The Director of FSL shall reverse or uphold the decision of the MGC conduct board. The Director of FSL may also dismiss or modify sanctions as the committee deems appropriate.
- D. Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned organization wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the organization shall have that option.

- E. You have five (5) class days after receiving the decision to appeal the decision of the board.

## Article V – Elections and Vacancies

### Section 1: Process Facilitator

- A. The MGC President shall be the facilitator of the elections process.
- B. If the MGC President is applying for a position on the new Executive Board, the next highest ranking officer not applying for a new position shall facilitate the process.

### Section 2: Application and Interview Process

- A. Applicants will be contacted to schedule an interview.
- B. Interviews will be held with the President from each Associate and Full Member organization.
  - 1. In the case the President cannot attend, the President may choose a representative to be present.
  - 2. The highest member of the Executive Board that is not running for a new Executive Board position will be the facilitator of the process, and at least one (1) MGC Advisor will be present at all interviews.
  - 3. All persons mentioned in Article V, Section II-D shall comprise the Slating Committee.
- C. Upon completion of interviews, the Interviewing Committee shall list no more than three (3) candidates per office.
- D. There will be no limitations on the number of candidates nominated per chapter, but no more than two (2) members from the same organization are allowed to be elected for the new Executive Board positions.

### Section 3: Elections

- A. Nominees must present a speech, not exceeding three (3) minutes, at the Town Hall Meeting immediately following nominations. This will be followed by five (5) minutes of questioning, with the potential for the extension of time by a motion of a delegate.
- B. Executive Board positions shall be elected in the following order:
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Secretary
  - 5. Membership Director
  - 6. Council Liaison
- C. The mode of elections shall be by secret ballot.
  - 1. The nominee receiving simple majority (50% + 1) shall be elected.
  - 2. In the case of a tie, a run-off shall be held between the candidates.
    - a. The candidate receiving the highest number of votes shall be declared the winner.
- D. In the case of two (2) consecutive ties reached by a body of representatives from each organization, the Executive Board will determine a winner by simple majority.

1. The MGC President shall only vote in case of a tie amongst the rest of the MGC Executive Board members.
  2. In the event that a current Executive Board member is running for a position, their vote shall be abstained from the specific position's election.
- E. New officers will officially take office at the last Town Hall Meeting of the spring semester and will remain until the new Executive Board takes office.

#### Section 4: Vacancies

- A. In the event of a vacancy in a position, the Executive Board may appoint an interim officer within the Executive Board until the next Town Hall Meeting.
1. An announcement shall be made at the Town Hall Meeting of the vacancy.
  2. Qualified applicants must submit a completed application and resume by the start of the Town Hall Meeting following the announcement of the vacancy.
    - a. If no applications are received by this time, a member of an Associate Member organizations may apply for the position, provided they:
      - i. Have been in good standing with their organization for a minimum of one (1) academic semester.
      - ii. Are not applying for the offices of MGC President and/or MGC Vice President.
    - b. The MGC President is responsible for appointing a candidate to the office, based on qualifications.
    - c. The MGC President must submit the name of the appointed candidate to a body of representatives from each organization for approval by a simple majority vote.
      - i. Candidates are subject to all requirements as defined in MGC ByLaws Article I, Section 1-B.
- B. In the case of a vacancy in the office of President, the Vice President shall assume responsibility.
1. The Executive Board reserves the right to rearrange Executive Board positions as needed with approval of a body of representatives from each organization, provided that the Vice President and Membership Director are from the same member organization.
  2. The new Executive Board positions will be voted on and if passed, elections will take place to elect an officer for the open Executive Board position.

## Article VI – Town Hall Meetings

### Section 1: Town Hall Meeting Dates

- A. Town Hall Meetings shall be held on the last Monday of every month of each semester, unless otherwise specified.
- B. In the event that a Town Hall Meeting falls on a week of vacation, the meeting will be held the following week, unless otherwise specified.

### Section 2: Quorum and Proceedings

- A. 50% +1 of the Delegate members must be present for the meeting to be official.
- B. Unless otherwise specified, a simple majority shall be required to carry a motion.
- C. All meetings shall follow Roberts Rules of Order.

#### Section 4: Attendance

- A. Attendance shall consist of 50% of chapter membership.
- B. Delegates and chapter membership are expected to be on time and ready to start the meeting when time is called. If excessive tardiness occurs without notification an incident report may be filed.

### Article VII – Presidents’ Council Meetings

#### Section 1: Presidents’ Council Requirements

- A. It shall be the duties of the Presidents’ Council to discuss matters pertaining to the MGC and its member organizations.
- B. The Presidents’ Council shall meet a minimum of once every two (2) weeks.
- C. The council shall consist of every President of both Full and Associate Member organizations.
- D. The Presidents’ Council shall be chaired by the MGC President.

### Article VIII – Special Events

#### Section 1: Official Programming Policy

- A. The MGC Membership Director shall keep an official calendar of events highlighting all MGC organizations’ events.
- B. All Full and Associate Members may designate up to five (5) official programming days per year.
  1. A year is designated as the period of a fall and a spring semester consecutively, not including winter break or summer break.
  2. The use of the five (5) official programming days may be used consecutively or non-consecutively throughout the year, under the discretion of the organization.
  3. An official programming day is defined as an event solely dedicated to a specific organization of the MGC.
    - a. No other organizations are permitted to host or co-host an event without written permission from the organization hosting the day.
    - b. Any organization wishing to host an event on the same day as an organization’s official programming day should submit a written request to the President of the hosting organization at least two (2) weeks in advance to the start of the conflicting date.
    - c. The hosting organization must reply to the requesting organization with their decision no more than seven (7) days later.
    - d. The requesting organization may not publicize their event until they receive written approval from the hosting organization.
    - e. If the hosting organization does not reply to the requesting organization, the requesting organization is granted permission to host event.
- C. All MGC organizations shall submit a calendar of their events
- D. In the case that two (2) or more Full or Associate Member organizations request the same official programming day, the organization that submitted their request first will be given priority.
- E. Informational or intake events, excluding new member presentations/probates, cannot count as an official programming day given to each Full and Associate Member.
- F. All other days that are not official will be open and used at the discretion of the member organizations.
- G. Organizations are recommended to send all events that are not official, to the MGC Membership



Director to post on the main calendar.

- H. In the case that an organization needs to reschedule an official programming day, they should notify the MGC Membership Director at least ten (10) classdays prior to the official day.
  - 1. In the event the organization notifies the MGC Membership Director less than three (3) classdays prior to the date being reconsidered, the organization loses a recognized official MGC day(s).
  - 2. Upon the circumstance that an official day is to be rescheduled, an organization's request will be granted per availability on the main calendar.
- I. Reservations for official programming days may be made beginning on the following dates. If this date falls on a weekend or an official University-sponsored holiday, the selection process shall begin on the last classday prior to the due date.
  - 1. April 1: Fall selection
  - 2. June 15: Fall events calendar
  - 3. October 1: Spring selection
  - 4. October 15: Spring events calendar

## Article IX – Finance

### Section 1: Membership Dues

- A. Dues shall be thirteen dollars (\$13) per member per organization. Dues shall be paid no later than the second Town Hall Meeting of each semester.
- B. If an organization does not pay its dues by the second Town Hall Meeting of a semester, a violation report will be filed

### Section 2: Payment Plans

- A. If an organization is unable to meet any of its financial obligations to the MGC, it shall be the organization's responsibility to make arrangements with the MGC Treasurer prior to payment being due.

## Article X – Fraternity and Sorority Advisor

### Section 1: Duties

- A. The MGC Advisor(s) must be a paid employee of the Office of Fraternity & Sorority Life at Florida State University.
- B. The duties of the MGC Advisor(s) shall be as follows:
  - 1. Have knowledge of the MGC Constitution and Bylaws.
  - 2. Provide guidance.
  - 3. Support any and all decisions voted upon by the MGC.
  - 4. Serve as an unbiased liaison between Greek organizations and non-Greek organizations recognized by Florida State University.

## Article XI – Alcohol Policy

### Section I – Guidelines

- A. Events where alcohol is present must conform to the following vendor guidelines:
  - 1. A licensed, insured company caters and serves the function and alcohol. The company must be licensed and insured as required by the state and local ordinances.

2. The sponsorship or co-sponsorship of a function at a tavern (an establishment that receives fifty percent (50%) of their gross sales from alcohol purchases) is prohibited.  
Chapters are prohibited from entering into arrangements with the catering company to provide them a set amount of alcohol. This is the same as purchasing alcohol with chapter funds. The catering company must be paid for services only, not the purchase of alcohol in any manner.

Section II – Use/Purchase of Alcohol

- A. No organization shall furnish or cause to be furnished any alcoholic beverage to any person.
- B. Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk containers of alcohol, etc. are prohibited.
- C. Alcohol must not be directly or indirectly purchased by chapter funds (no slush funds, no passing the hat, etc.).

## APPENDIX A

### Terminology

- **Active member** – A member who pays chapter dues.
- **Bad Standing** – The time period in which an organization has lost their good standing and is attempting to regain their good standing status.
- **Class days** – A period of twenty four (24) hours where class is in session for all campus students during the fall or spring semester.
- **Community Service** – An event that includes unpaid work for the betterment of the local community.
- **Cultural Awareness** – An informational event which promotes the knowledge of different cultures.
- **Fiscal year** – A total of three hundred sixty five (365) days including the summer.
- **Full Academic Semester** - As defined by Florida State University shall consist of a period of seventy (70) days plus finals week.
- **Good Standing** – When an organization or member meets the requirements as specified in the Constitution.
- **Probation** – The time period in which an organization has lost their good standing and is attempting to regain their good standing status.
- **Publicizing** – Revealing to the public of any plans of hosting any type of event. Including but not limited to flyers, social media, as well as any type of printing, websites, email marketing etc.
- **Public Events** – Includes fundraisers, seminars, public community service, philanthropies, public socials, conflicting Sorority/Fraternity informational meetings.
- **Seminar** – An educational discussion or lecture promoting intellectual enlightenment.
- **Social** – An interactive gathering.

## APPENDIX B

The founding members of the MGC are as follows:

Delta Phi Delta National Multicultural Fraternity, Inc. (F.) Sigma Lambda Beta International Fraternity, Inc. (S.) Sigma Lambda Gamma National Sorority, Inc. (S.G)

The founding history is as follows:

In December of 1999 representatives of Sigma Lambda Beta International Fraternity, Inc., Sigma Lambda Gamma National Sorority, Inc., and Delta Phi Delta Multicultural Fraternity, Inc., with the help of Angela Simmons, the Office of Fraternity & Sorority Life Adviser, met to forge a new governing body that would embrace and encourage Greek Organizations of various backgrounds and foundations. The original members that formed the founding committee for this new organization were Guillermo Salmón and Gil Cancel-Comás of Sigma Lambda Beta International Fraternity, Inc., Yhacelli Morillo and Ginelle Rivero of Sigma Lambda Gamma National Sorority, Inc., and Steven Anderson and Ignacio Mantovani of Delta Phi Delta Multicultural Fraternity, Inc.

These meetings could not be held without the attendance from a representative of each organization. Therefore, it was not until January of 2000 that the three organizations resumed meetings for the creation of a new council. A group of women interested in starting a new sorority were introduced to the founding committee by Angela Simmons. These women were permitted to sit in on the meetings. However, because they were not yet an official Greek organization at Florida State University, their attendance was not mandatory and therefore could not be recognized as official members of the council.

In the summer of 2000 all the groundwork for the council's inception was laid, and the Multicultural Council for Greek Organizations (MGC) was accepted into Office of Fraternity & Sorority Life as a council. Yhacelli Morillo, a sister of Sigma Lambda Gamma National Sorority, Inc, was appointed as the head of the Multicultural Council.

In the Fall Semester of 2000 the first interim Executive Board consisted of Gil Cancel- Comás as President, Sigma Lambda Beta; Ignacio Mantovani as Vice-President, Delta Phi Delta; Yhacelli Morillo as Treasurer, Sigma Lambda Gamma; and Arlene Borenstein as Secretary, Sigma Lambda Gamma.

The MGC hosted its first week in September of 2000. The week included a social at a local dance club and a meet the MGC event where members presented their organizations to the public.

In January 2001, the First Official Board of the Multicultural Council was set in place. The board consisted of Arlene Borenstein as President, Sigma Lambda Gamma; Ryan Reade as Vice-President, Sigma Lambda Beta; Ignacio Mantovani as Treasurer, Delta Phi Delta; TaliaLeon as Secretary, Sigma Lambda Gamma; and David Aviles as Membership Director, Sigma Lambda Beta.

In the Spring Semester of 2009, our official Logo was created by Santiago Arenas a member of Sigma Lambda Beta International Fraternity, Inc.

## APPENDIX C

### Expansion Policy

#### Section 1: Purpose of MGC Expansion

The Purpose of MGC Expansion shall be to establish or re-establish culturally based sororities and fraternities that serve under-represented student populations at FSU. The selected organizations shall introduce a new identity, foster leadership, enhance unity rather than unnecessary competition, and contribute to the principles of MGC.

#### Section 2: MGC Expansion Committee

The MGC Expansion Committee will be consisted of:

- 2 Members from the Office of Fraternity and Sorority Life (OFSL)
- 1 Delegate from each active Chapter & an optional alternate from each chapter (for presentations only)
- MGC's Membership Director, President, and Vice President

The delegates are responsible for reviewing all Expansion packets/materials, discuss petitioning organizations strength and weaknesses, voting, and be present at all presentations.

#### Section 3: Voting

1. The OFSL members, Membership Director, President, and Vice President of MGC will not be included in the vote, only the delegates chosen from each active chapter.
2. The petitioning organization must receive a three-fourths (3/4) vote from the MGC Expansion Committee, delegates only, before presenting their organization to the committee.
3. The petitioning organization must receive a three-fourths (3/4) vote from the MGC Expansion Committee, delegates only, after their presentation to be accepted into the MGC to receive colony status.

Section 4: Prior to initiation into any Greek-lettered organization, the potential candidates group must adhere to the following guidelines:

1. The potential candidate must meet with the MGC Advisor(s) to discuss rules and regulations. Must submit a completed Expansion packet to the MGC Advisor.
2. Must submit a completed Expansion packet to the MGC Advsor.
3. Expansion Packets may be found on the Office of Fraternity and Sorority Life website at: <http://union.fsu.edu/ofsl/>
4. The MGC does not guarantee Colony Status or Associate Membership Status based on the fulfillment of these guidelines. The Expansion Committee will make decision based on the needs of the council.

Section 5: Timeline of the Expansion Process:

1. Expansion process will be the first 8 weeks of classes
2. Applications will be due the 3rd week of the semester.

3. Expansion committee will review application packets during the 4<sup>th</sup> and 5<sup>th</sup> weeks of the semester after the packets are due.
4. Expansion committee will discuss/vote on which organizations to bring to campus during the reviewing weeks.
5. Decisions regarding invitations to present will be sent within 3 business days of the committee vote. Declining letters should be sent out within a week of the committee vote.
6. Presentations will be during the last 3 weeks of the 8-week timeline after the Expansion Committee's decision to bring an organization to campus.
7. The committee will vote on the 8<sup>th</sup> week after all of the potential organizations present.
8. Decision letters regarding colony status will be sent within 3 business days of the presentation vote. Declining letters should be sent out within a week of the committee vote.
9. Selected group(s) will meet with the Office of Fraternity and Sorority Life and discuss Colony status before beginning intake.
10. Groups may begin intake after meeting with the Office of Fraternity and Sorority Life.
11. Selected group(s) will become a Colony of MGC within an academic semester, not including the summer semester's A, B, or C.
12. Group(s) will have 3 academic semesters, not including the summer semester's A, B, or C from becoming a Colony to fulfill all requirements to seek Associate Membership.

#### Section 6: Application Requirements:

- Letter of Intent including but not limited to:
  - a. Purpose
  - b. Target groups
  - c. Short term goals (1 year)
  - d. Long term goals (3 -5 years)
- Letter of Support from National Organization
- Proof of at least a one million dollars (\$1,000,000) insurance policy
- Constitution & By-Laws of national organization
- History of Organization including, but not limited to:
  - a. National history (founding history, values, etc.)
  - b. Status of the last five colonies/chapters established
  - c. Intake/New Member Curriculum/Process including length of time the new member education program spans before initiation (will only be viewed by the OFSL staff).
  - d. National community service/philanthropy efforts.
- Current Area Resources
  - National or MGC affiliated alumni advisor
  - Area Alumni
  - Current chapters
- Membership Growth Plan
- Any past disciplinary action/ judicial sanctions for all chapters.

## Section 7: MGC Presentation Process and Regulations:

- Only the expansion committee and an optional alternate from each chapter will be allowed to attend the presentations from the prospective organization.
- Each prospective organization may only present once per semester.
- The presenter must be a member of the organization.
- They will have 15 minimum to 20 minutes maximum to present and it will be followed by 10 minutes of questions from the committee and the optional alternates.

## Section 8: Denied Application for Expansion

1. If the applying organization does not receive the necessary vote of the Council, they will receive a letter within 1 week after the application reviewing deadline.
2. If the presenting organization does not receive the necessary vote of the Council, they will receive a letter within 1 week after the presentation deadline.
3. The Expansion Committee has sole discretion in accepting or denying expansion to any fraternity/sorority who apply for membership in the MGC even if requirements for expansion are met if the Committee deems it is in the best interest of the existing Greek Community and the University to deny membership.
4. In the event of a denial, the interested organization must wait one calendar year, but not limited to before attempting to apply again. The timeline for the reapplied date will up to the discretion of the expansion committee. If the timeline exceeds one calendar year, then the organization will be notified in the denial letter sent to them.

## Section 9: Colony Status

### a. Requirements:

The organization will have 3 consecutive semesters of colony status, not including the summer semester's A, B, or C. Colonies Must:

- a. Maintain a minimum of 2.5 semester GPA.
- b. Be recognized as a registered student organization by the Student Activities Center.
  - i. Requirements to become a registered student organization (RSO) can be found at:  
<https://union.fsu.edu/sac/involvement/get-recognized/>
- c. Have 10 active members by the 3<sup>rd</sup> semester deadline of the colonization process.
- d. Abide by MGC Constitution and Bylaws.

Once all qualifications have been met as a Colony, formal documentation of all completed requirements must be sent to the MGC Executive Board and the Office of Fraternity and Sorority Life to be under review for Associate Chapter status. When the requirements have been approved, the organization is then eligible to become an Associate Chapter of MGC. In order to maintain Associate Chapter status and to continue pursuing membership in MGC, the following requirements must be met.