

INDEPENDENT GREEK COUNCIL

Bylaws

Article I: Mission & Vision

Section 1. Mission

Section 2. Vision

Article II. Membership

Section 1. President grade requirements for chapters

The presidents of the organizations that the IGC governs shall have a minimum of a 2.60 cumulative G.P.A. to run for office in their individual chapters and shall maintain a 2.60 semester G.P.A. while in office.

Section 2. Chapter grade requirements

Chapters with a grade point average below the established grade point average by IGC, currently a 2.60, will need to appear before the Greek Scholarship Board and IGC Judicial Board and comply with all recommendations and/or decisions of both boards.

Article III. Meetings

The general body meetings will be held weekly on Tuesday evenings at 9:15pm, unless there is a roundtable or president's meeting. A special meeting may be called by the President if there is an eminent issue at hand that will affect all organizations, or by two-thirds of members. Absences of any kind to the general meeting will result in a fine, unless an approved excuse is presented to the executive board. Each chapter must send two representatives to every general body meeting; with the consent of the executive board, less than two members can attend. One meeting a month must be attended by the Chapter Presidents.

Article IV. Executive Board

Section 1. The Executive Board of the IGC shall be composed of the following positions: President, Vice President, Chief Justice, Secretary, Treasurer, and Programming Chair.

Section 2. General Qualifications

The requirements for the Executive Board positions are that the individual must:

- Be an undergraduate student of BGSU
- Be in good standing at BGSU and their organization
- Be an active member of one of the recognized organizations of the IGC, members who are part of an organization not in good standing are still eligible for election.
- Shall have a minimum of a 2.60 cumulative G.P.A. to run for office and shall maintain a 2.60 semester G.P.A. while in office

- Shall distribute and promote academic resources provided by BGSU therefore promoting academic excellence
- Shall provide directory of Chapter and Council Officers to the IGC members, Greek Councils, and Academic Advisors

Section 3. Powers and Responsibilities for All Executive Members

- i. Shall attend the President's Retreat
- ii. Shall attend any and all IGC retreats
- iii. Shall preside over all IGC Executive Meetings and IGC General Body Meetings
- iv. Shall complete weekly office hours in the IGC Office, to be set by the executive board each year.
- v. Have the ability to appoint and dismiss any committee for special projects.

Section 4. President

- a. Qualifications
 - i. Shall not hold the position of President of any of the recognized organizations of the IGC simultaneously with the position of President
- b. Responsibilities
 - i. Shall call a special meeting of the Board when deemed necessary or when requested by at least 2/3rds of the organizations within the IGC
 - ii. Shall be responsible for the work required by the Constitution
 - iii. Shall report according to Independent Greek Council's calendar, giving information as to progress, internal conditions of the Board and general functioning of the committees
 - iv. Shall work in conjunction with the Independent Greek Council's Advisor/s
 - v. Shall perform all other duties usually incumbent of such office
 - vi. Shall attend Mid-American Greek Council Association Conference
 - vii. Shall attend Student Leaders Retreat
 - viii. Shall attend all ex-officio meetings, Presidents dinners and other designated functions that may occur.

Section 5. Vice-President

- a. Qualifications
 - i. Shall not hold the position of President of any of the recognized organizations of the IGC simultaneously with the position of Vice-President
- b. Responsibilities

- i. In the absence of the President the Vice-President will preside over all regular meetings of the IGC Council and shall fulfill all regular duties of the President, following the chain of command.
- ii. Should the office of President be vacated permanently the Vice-President shall be named as President
- iii. The Vice-President shall plan the IGC Retreat in collaboration with the President
- iv. The Vice-President shall perform the role of scholarship chair for the IGC and shall work to promote scholarship throughout the IGC
- v. Ensure parliamentary procedure (Roberts Rules of Order) are followed in all IGC meetings and coordinate an annual review of the IGC Constitution and By-Laws to make objections for any appropriate changes.
- vi. The Vice-President shall perform such other executive functions as may be delegated by the President or the IGC Council
- vii. The Vice-President shall undertake or assist in special projects or assignments delegated by the President
- viii. Shall attend all scholarship roundtable meetings

Section 6. Chief Justice

a. Responsibilities

- i. Shall attend at least one Judicial Board meeting per semester with the IFC and Panhel (respectively).
- ii. Shall meet with the IGC President to monitor and review the progress of any chapter under disciplinary sanctions.
- iii. In the absence of the President the Chief Justice will preside over all regular meetings of the IGC Council and shall fulfill all regular duties of the President, following the chain of command.
- iv. Provide chapter presidents with written judicial procedures
- v. Choose, and train Judicial Board representatives as to all IGC policies, judicial procedures, and due process.
- vi. Guarantee full due process for all parties during the hearing procedure, ensure the confidentiality of the proceedings, and maintain a tape recorded or written testimony of all hearings.
- vii. Call witness and adjudicate cases involving actions of fraternity/sorority chapters, and/or their members.
- viii. Levy consistent and educational sanctions that will both deter and redirect further violations.
- ix. Consult with appropriate Bowling Green State University officials when action is taken against fraternity/sorority chapters and/or their members.

- x. Undertake or assist in special projects assignments delegated by the President.
- xi. The Chief Justice shall not have the privilege to vote in IGC meetings, or in Judicial Board proceedings, except in the case of a tie.
- xii. In the event of a conflict of interest between the Chief Justice and chapter in question, the Chief Justice may excuse himself/herself and the Secretary of the Judicial Board will preside over the hearing.
- xiii. Keep updated files on all chapters' risk management and alcohol policies.
- xiv. Hold at least one Risk Management workshop with an IGC Graduate Advisor and Social Chairs of each member chapter per year.
- xv. Shall issue fines and report amount due to the Treasurer.

Section 7. Secretary

a. Responsibilities

- i. In the absence of the President the Secretary will preside over all regular meetings of the IGC Council and shall fulfill all regular duties of the President, following the chain of command.
- ii. Responsible for keeping all the minutes of all called and regular business meetings of the executive board and body
- iii. Shall prepare the minutes of the previous meetings
- iv. When unable to attend, the Secretary shall make sure that minutes are presented to the body for approval and that a person at the meeting has been designated to keep accurate record of the minutes
- v. The Secretary shall keep an accurate roll call of members in the Board, carry all correspondence of the Board, post all notices, and be custodian of this constitution unless otherwise specified
- vi. Shall be the council contact in the event of absences or tardiness
- vii. The Secretary shall be responsible for reserving rooms used by the IGC for meetings and other events
- viii. The Secretary shall be responsible for updating and overseeing the OrgSync site used by the IGC

Section 8. Treasurer

a. Responsibilities

- i. In the absence of the President the Treasurer will preside over all regular meetings of the IGC Council and shall fulfill all regular duties of the President, following the chain of command.

- ii. Shall receive money to the Board, issue receipts, and retain duplicate copies.
- iii. Shall pay out all money owed by the IGC, only on the authorization of the President or Executive Board and budget administrator
- iv. Shall prepare budget to be approved by IGC prior to the academic year
- v. Shall collect fines.

Section 9. Programming Chair

a. Responsibilities

- i. In the absence of the President the Programming Chair will preside over all regular meetings of the IGC Council and shall fulfill all regular duties of the President, following the chain of command.
- ii. Shall plan and coordinate all programming events put on and sponsored by the Independent Greek Council
- iii. Shall plan at least one all IGC chapter event per semester.
- iv. Shall coordinate PR for all council events. .

Article V. Elections and Impeachment

Section 1. Elections

Applications for elections will be sent out one week prior to the second to last scheduled council meeting of the academic year. Applications and candidate statements will be due the Monday before the next council meeting by 5PM into the Secretary, for all applicants. Elections shall take place at the second to last council meeting of the academic year. Exec will read the candidates applications with the statements for running. Voting will be held by secret ballot. Each member organization will have two votes. The new officers will be determined by the majority of these votes. The new officers shall be installed at the last IGC meeting of each academic year. The position of President shall alternate between the member organizations of the IGC, unless of lack of interest.

Section 2. Impeachment

Any Executive Board officer who misses more than three meetings (executive or council) without approval from the Secretary can be removed from office. The removal of Executive Officers from their positions will require a motion of dismissal from their position, a second to the motion of dismissal, and two-thirds vote from the quorum of organizations recognized by IGC.

Clause: An Executive Officer who is negligent in their duties can also be removed from office with this same process.

Rationale: If an officer is not meeting their requirements than just going to meetings because the other way only is not satisfactory.

Article VI. Dues and Fines

Section 1. Dues

The dues of the Independent Greek Council will be twenty-five dollars per semester for chapters having twenty-five members and under; for those chapters having over-twenty five members, dues will be fifty dollars per semester. Dues are due by the third meeting of the semester.

Section 2. Fines

Fines will be established by the Judicial Board for those chapters that do not get their dues in on time or fail to meet other council requirements

Section 3. Delinquency

If a chapter is delinquent in paying dues or fines, the said will lose voting privileges until they maintain good standing.

Article VII. Events

Section 1. Council Events

Member chapters are required to attend all council events. The half plus one rule regarding attendance will apply to all chapters. Excuses for council events must be submitted to the Council President one week prior to the event, with a number of members that will attend for approval by the Executive Board. Excuses can only be used by each chapter twice a semester. Further failure to meet requirements will result in a fine to the chapter.

Section 2. Co-Sponsored Events

For Co-Sponsored events, IGC requires that a summary of the event an event budget and an application be submitted. After an extensive review of these materials the Council will vote if they would like to co-sponsor the event. It is a requirement that IGC is recognized on all publicity for the event.

Article VIII. Amending the Bylaws

Amendments to the Bylaws may be proposed in writing by any active members of IGC at any regular meeting by the representatives of those organizations within IGC. An amendment may be adopted only by the vote of three-fourths of all representatives. The amendment will go into affect following the approval. The Vice President will then add the new amendment to the Bylaws and

distribute the revised copy to the presidents of each recognized organization of the Independent Greek Council.

Article IX. Suspending the Bylaws

Suspension of the Bylaws will require the vote of three-fourths of all representatives and approval of the Executive Board. Without the approval of the Executive Board, the vote will have to be unanimous.



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