

Intercultural Greek Collective Bylaws and Constitution

I. Purpose

The Intercultural Greek Collective (IGC) was established at American University in 2014. Its mission is to unite, support, and strengthen all recognized, culturally based fraternities and sororities. The IGC serves as an administrative liaison between the member organizations and American University Fraternity & Sorority Life (FSL). Member organizations will be dutifully equipped with the resources, tools, knowledge, as well as other pertinent materials necessary to strengthen the leadership development of all IGC members.

II. Collective Membership

- A. Members, Chapters, or Colonies' must pertain to, or have a recognized chapter at American University and recognized by a national organization.
- B. In order to maintain active status and receive all the rights and privileges bestowed to active chapters, members of the IGC must be:
 - i. In good standing with
 - 1. American University,
 - 2. Fraternity and Sorority Life,
 - 3. Respective National headquarters,
 - 4. Graduate/ Alumni chapters,
 - ii. Be a financially active member of their national organization.
 - iii. An organization in good standing is afforded the following privileges:
 - 1. Access to university room/tabling reservations
 - 2. University recognition and inclusion in promotional materials.
- C. Active members must have a minimum semester GPA and cumulative GPA of 2.5 or higher.
- D. IGC chapters must comply with the designated IGC member dues. IGC dues are utilized for the needs of the collective including but not limited to, programming and workshops. All dues must be collected by the Treasurer.
 - a. \$7 per member per semester,
 - b. \$10 for newly inducted members per organization per semester ,
 - c. City-wide chapters will be have their total roster billed,
 - d. The deadline for dues will be the second business meeting of each semester.
- E. Attendance Requirements
 - a. If for 60 days an organization does not attend events such as but not limited to official meetings, programs, and service events; they will be stripped of good standing with the IGC,
 - b. IGC must be present at mandatory events, such as but not limited to those listed below. If a chapter cannot attend they must notify the Secretary of who their proxy will be within 48 hours of the event and/or program.
 - i. The dismissal of a fine is at the discretion of the E-Board and the FSL Staff.

- ii. Town halls, IGC meetings, IGC hosted an event, tablings, and events that voted on by the collective.
- F. IGC meetings will be take place bi-weekly
 - a. The collective will determine the times and dates for meetings the semester prior
 - b. Chapters will submit items for discussion and updates before meeting.
 - c. The executive board will be responsible for rescheduling cancelled or missed meetings.

III. Executive Board and Delegates

- A. Chapter representative shall be an appointed Intercultural Greek Collective delegate by the members of the respective chapters;
 - a. This representative shall be named by the first meeting held by the collective;
 - b. If the representative cannot make a scheduled meeting it is organization's responsibility to select a proxy within 48 hours;
- B. Must be in good standing with their chapter in order to attend IGC meetings and be given to vote
- C. An IGC delegate shall also be appointed to serve the IGC Community. ~~ts~~ Their responsibilities shall be the following:
 - i. Attend all Intercultural Greek Collective meetings;
 - ii. Serve on standing and steering committees;
 - iii. Provide a proxy in absence and give notice to the proper IGC Executive Board member
 - iv. Delegates may send a proxy in their place no more than three times in a semester.
- b. It is suggested that IGC delegates should not hold other executive board positions.
- c. Organizations that do not have a role holding member on Executive Board will be expected to have a member at large to represent their organization;
- E. The Intercultural Greek Collective shall consist of the President, Vice President, Secretary, Treasurer, Programming Chair, & Public Relations Chair;
 - a. Intercultural Greek Collective Executive Board duties per position:
 - b. All E-Board members must keep an updated transition document with all necessary details regarding their positions.
 - c. **President** whose responsibilities are:
 - i. The President shall be the Chief Executive Officer of the Intercultural Greek Collective;
 - ii. Responsible for overall supervision and coordinating affairs in accordance with the Intercultural Greek Collective bylaws and American University programs and policies;
 - iii. Call and preside over all meetings and special meetings

- iv. To reinforce the Constitution and Bylaws, regulations, and policies of the IGC;
 - v. Call and preside over Special Meetings when necessary.
 - vi. Consistently update a complete President's drive which will include the current IGC constitution and by-laws; all materials and correspondence received by the IGC advisor; and other relevant material.
 - vii. Organize an Executive Board training and transition retreat at the beginning of each academic year.
 - viii. Be the official spokesperson of the Intercultural Greek Collective and serve as a liaison to American University Administration.
 - ix. Work with Interfraternity Council and Panhellenic Council and American University Administration in scheduling large scale Greek events each semester, and relay that information to the collective via a shared Intercultural Greek Collective calendar.
 - x. Applicants must have held a leadership position within their organization, or been a delegate for at least one full semester.
 - xi. Perform all others duties as required/ assigned for position.
- d. **Vice President** whose responsibilities are:
- i. Perform all duties of the President in their absence;
 - ii. Serve as chair for standing committees;
 - iii. Annually review the IGC Constitution and By-Laws with the E-board and new delegates;
 - iv. Perform all others duties as required.
- e. **Secretary** whose responsibilities are:
- i. Call roll at the beginning of all meetings, and record all attendance.
 - ii. Responsible for the minutes at all IGC meetings. Produce and distribute a tentative agenda to all IGC delegates 24 hours prior to the meeting.
 - iii. Disseminate minutes to all IGC delegates after each meeting.
 - iv. Create and maintain a current database of all organizations within the IGC, which will include contact information on active members, organization advisor, and president.
 - v. Create and maintain a Google Calendar calendar of events for the IGC and general FSL events.
 - vi. Reserve rooms via 25Live for regularly scheduled meetings and any other events at the request of other officers.
 - vii. Perform all others duties as required.
- f. **Treasurer** whose responsibilities are:
- i. Maintain accurate financial report and distribute to the collective at least twice a semester.

- ii. Prepare an annual budget for approval by IGC member organizations that is in accordance with the funds provided by Student Activities.
- iii. Create 2 IGC focused fundraisers per semester.
- iv. Perform all others duties as required.
- g. **Programming Chair** whose responsibilities are:
 - i. Plan and execute programs held by IGC
 - ii. Work with Secretary to book 25Live room confirmations for events
 - iii. Work with Treasurer to establish budget and funds for event(s)
 - iv. Perform all others duties as required.
- h. **Publicity Chair** whose responsibilities are:
 - i. Promote council events
 - ii. Manage and update IGC social media outlets.
 - iii. Communicate with the collective regarding council-sponsored events presented.
 - iv. Perform all others duties as required.

IV. Elections & Voting

- A. Executive Board Officers will be up for election every calendar year;
 - a. A letter of intent must be sent to the president at least two weeks prior to elections taking place. At the minimum it must include: Name, AU ID, and position intent.
 - b. All members of IGC will be informed about the meeting in which elections will take place, at least two weeks in advance. With a 72 hour reminder.
 - c. Only active members of IGC member organizations will be eligible to vote.
- B. All nominations to the Executive Board must be seconded, and all nominees must accept or decline the position prior to elections.
- C. Elections must be held in a confidential manner.
- D. Candidates will give a two minute pitch, followed by a up to three minutes question and answer period.
- E. Executive Officers do not receive a vote.
- F. Votes are to be collected and tallied by the current IGC President and a FSL advisor. Votes are to be re-counted by the Secretary. Unless president and/ or secretary are rerunning.
- G. All positions are to be elected through a majority vote (50% +1).
- H. In the case of a position vacancy, special appointments will be done by IGC Executive Board, decided by a 50% + 1 vote.
 - a. Special Appointees must meet the aforementioned, general council membership and position specific eligibility requirements.
 - b. Special Appointments must be completed by the second IGC meeting following the position vacancy.

V. Executive Board Officer Removal

- A. This point system will apply to all members of the Executive Board and will be monitored and evaluated on a semester basis. At least 2/3 of the executive board has to be present to vote.
- B. A folder will be created with a file for each executive board member. Each Executive Board member will sign the document consenting their willingness to comply. The folders will be the responsibility of Vice President to manage and update. However, all Executive Board members will be updated and notified to ensure fairness and impartiality.
- C. Point System: Absences and tardiness will apply to executive board meetings, delegates meetings, scheduled advisor meetings, mandated FSL related events and meetings, events and meetings.
 - a. Tardiness: 1 pt.
 - b. Not fulfilling duties (constitutional): 2 pts.
 - c. No call / no show: 2 pts.
 - d. Excused Absence: ½ pt.
 - i. This includes work, vacation dates (during active semesters), events planned at least two weeks before notice, etc. If there is any uneasiness about what is considered “excused” or acceptable, it is to be discussed during an executive board meeting and voted on. At least 2/3 of the executive board must be present to vote.
 - e. Unexcused Absence: 1 pt.
 - f. Disrespect / Misconduct: 2 pts.
 - g. Failure to complete delegated task(s): 1pt. / Warning
- D. Items may be added to the list if the executive board sees fit but the executive board must reach a majority vote of 2/3.
 - a. Point List
 - i. 5 points – Warning
 - ii. 7 points – Evaluation
 - iii. 9 points – Meeting with the advisor
 - iv. 10 points – Impeachment from position on the executive board

VII. Social Events & Organizational Events

- A. Events that fall under this category shall be known as social events (i.e. parties, balls, kickbacks, etc.) as defined by the policies and procedures of Fraternity and Sorority Life.
- B. A member organization is not allowed to have an organizational event on any of the city-wide chartered campuses, during the following AU BLACKOUT dates:
 - 1) Organizational Founding and Chapter Charter Dates,
 - 2) All American Weekend,
 - 3) IGC Week,

- 4) IGC Events,
 - 5) Greek Week, and
 - 6) Any dates mandated by Fraternity and Sorority Life.
- C. Up to two social events will be approved on the same night as long as it does not conflict with the blackout dates.
 - D. Calendar submission will be prior to the first IGC meeting of the semester.
 - a. After this period any event request is approved on a first come, first serve basis.
 - E. The calendar will be shared when all event submissions have been reviewed and approved, after the first IGC meeting.
 - F. Every organization will get a week to celebrate their organization Founders Day.
 - G. At the discretion of IGC and advisors in the event of an overlap.
 - H. There shall be no limitations on the number of social events that can be hosted in a given semester besides those set forth by the policies and procedures Student Activities and Fraternity and Sorority Life.

VIII. IGC Stance on Hazing

- A. SCOPE This policy defines and prohibits hazing on and off campus.
- B. POLICY STATEMENT AU prohibits hazing by a group, club, organization, team or member of the American University community.
- C. POLICY Hazing is incompatible with the American University's academic mission and compromises personal liberties. The university prohibits hazing by any member of the campus community, on and off campus. Hazing can be physical or psychological in nature. It is an intentional act or method of initiation into, admission into, affiliation with, or as a condition of continued membership in a group, club, organization, or team that subjects another person, whether voluntarily or involuntarily, to conduct that may injure, abuse, humiliate, harass, intimidate or otherwise harm that person. Examples of hazing include, but are not limited to planning and/or participating in the following:
 - a. Requiring, encouraging or expecting individuals to participate in activities that are illegal or unlawful and that are inconsistent with the group's mission and values and with the policies of the University, including the Student Conduct Code;
 - b. Requiring or inflicting upon another any strenuous activity, such as calisthenics; and physical and psychological shocks, such as line-ups, berating, verbal abuse, threats, and name-calling;
 - c. Forcing or requiring extended isolation or unnecessary exposure to severe or inclement weather;
 - d. Expecting or inflicting any physical abuse upon another, including paddling, tattooing, or branding in any form;
 - e. Creating excessive fatigue, sleep deprivation or interference with scholastic activities, including imposing late night work sessions, meetings, or sleepovers;

- f. Requiring costuming, alterations of appearance, blindfolding (except as part of a sanctioned ritual), carrying unusual items, or wearing of uniforms or apparel that is conspicuous and not normally in good taste;
 - g. Forcing or requiring ingestion of alcohol or any other liquid or concoction, solid matter, food, or gas;
 - h. Preventing others from practicing personal hygiene;
 - i. Withholding information or personal property from others that is essential to daily functioning (e.g. wallets, keys, swipe cards, money, phones, computers, or any other personal property);
 - j. Requiring others to perform errands, provide entertainment, use personal funds to purchase any item for another person or to pay for organizational activities (outside of regular membership dues and assessments), or to engage in any activities that a reasonable person would find degrading or personally objectionable;
 - k. Transporting others against their will;
 - l. Conducting quests or hunts, whether or not such activities endanger participants or require them to damage, remove, or steal property;
 - m. Addressing, interrogating, or deceiving others in a manner that may psychologically injure, abuse, humiliate, harass or intimidate them;
 - n. Restricting normal daily activity on campus (e.g. requiring people to be silent or isolating themselves, not allowing them to be in certain parts of campus, or not allowing them to talk to friends, roommates, family members, etc.);
 - o. Misleading an individual or individuals into believing that they will be inducted or initiated by participating in particular activities. Exclusion of a specific example should not be interpreted as indicating that the excluded conduct is acceptable or permissible.
- D. Members of the University community are expected to report hazing or suspected hazing activities as soon as possible and to cooperate with University officials who investigate reports. If a charge of hazing is brought, the individual, group, club, organization, or team will be subject to the disciplinary procedures outlined in the Student Conduct Code. Law enforcement agencies off campus also may be notified. Advisors to clubs, organizations, or teams and their national or international officials may be notified in cases of alleged violations of this policy. Disciplinary action taken by a club, organization, or team or by its national or international officials will not preclude University action. Conduct Council sanctions for individuals found responsible for hazing may include suspension or dismissal from the University. Sanctions for group or organization misconduct may include revocation or denial of registration or recognition, as well as other appropriate sanctions. Sanctions for misconduct by a group with provisional recognition may include denial of recognition, as well as other appropriate sanctions.

- E. **REPORTING** To report incidents of hazing or suspected hazing and to obtain further information about this policy and reporting procedures, contact the Office of the Dean of Students (202-885-3300, Butler 408) or Public Safety (202-885-2527, Public Safety Building). Reports also may be submitted using the reporting form on the Dean of Students Web page: www.american.edu/ocl/dos
- F. **EFFECTIVE DATE(S)** This policy was effective April 2000 and last reviewed in October 2015.

IX. Non-Discrimination Clause

- A. American University is an equal opportunity, affirmative action institution that operates in compliance with applicable laws and regulations. The University does not discriminate on the basis of race, color, national origin, religion, sex, pregnancy or parenting, age, sexual orientation, disability, marital status, personal appearance, gender identity and expression, family responsibilities, political affiliation, source of income, veteran status, an individual's genetic information or any other bases under applicable federal and local laws and regulations (collectively "Protected Bases") in its programs and activities. The University expressly prohibits any form of discriminatory harassment including sexual harassment, dating and domestic violence, rape, sexual assault, sexual exploitation and stalking.

X. Bylaw Amendments

- A. Bylaws are up for revision at least once a year.
- B. All amendments must be proposed, reviewed, and discussed at the IGC meeting, prior to being voted upon.
- C. Any amendment that is tabled must be reviewed by FSL Staff before the amendment can be brought to a vote.
- D. All amendments must be passed by a two-thirds ($\frac{2}{3}$) vote of IGC delegates present at the meeting.
- E. Bylaws shall be made effective immediately upon passage of the vote.

XI. Judicial Procedures

To maintain accountability within the Collective, organizations are expected to abide by all rules and regulations outlined in the Constitution. Failure to do so is subject to reprimands by the Collective listed as the following:

- A. Reprimand a written warning indicating an organization's actions were inappropriate and that subsequent infraction(s) will result in more serious sanctions.
- B. Fines- this action consists of levying fines in accordance with the Council's Bylaws.

- a. By the second collective meeting, a semesterly budget must be submitted by the Executive Board and approved by the Council by $\frac{2}{3}$ vote.
 - b. Failure to pay dues, fines, or any other debts by the deadline will result in an initial \$15 fine. An additional \$15.00 fine for each week it remains unpaid.
 - c. A declaration of financial delinquency results in immediate inactivity for said organization.
 - d. Fines shall be limited to seventy-five dollars (\$75). If fines exceed seventy-five dollars (\$75), said organization will be referred to the Executive Board.
- C. In conjunction with FSL conduct:
- a. Social Probation- Shall consist of prohibition from any participation in or initiating any social Greek events for 90 calendar days.
 - b. Suspension- the suspension of an organization for a specific amount of time, where they will be considered inactive.
 - c. Expulsion- the Executive Board may petition the University Administration to the organization to cease and desist all of their activities and request that charter is returned to the organization's National office. A unanimous decision is required for such a decision.

XII. Delegate to Fraternity and Sorority Life Conferences

- A. If an IGC Executive Member attends a fraternal conference (UIFI, AFLV, NGLA, etc.):
 - a. If an executive board member cannot attend, an application process is opened for their slot in the conference. All applications will be reviewed and voted on by the executive board.
 - b. The Delegate shall be tasked to report back to its respective chapter and the IGC as a whole including FSL administration.
 - c. The Delegate shall represent American University well and must be in good standing with the university as well as an active member of its chapter.
 - d. Any IGC sanctions or chapter fines make the delegate ineligible for participation.