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## **Fraternity and Sorority Life**

Multicultural Greek Council

# **BYLAWS**

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# MISSION

We, the Multicultural Greek Council at the University of Iowa set forth these Bylaws to cause closer working relationships and coordination among its member chapters and the University of Iowa. We, the Multicultural Greek Council (MGC) exist to advance conditions conducive to the success of its member chapters and to promote the progress of the fraternity and sorority life experience. With this aim, the MGC actively encourages collaboration and community with other fraternity/sorority governing councils and student governance bodies. The Multicultural Greek Council serves all organizations within the MGC as a support group and governing body in their events and communities to promote cultural awareness, improve relations among all fraternities and sororities, and increase the visibility of all identities.

## Article I: Enactment Clause

Be it enacted by the Multicultural Greek Council upon the signature

**Jocelyn Macias, Multicultural Greek Council President**

APPROVED on October 8<sup>th</sup>, 2024

*I hereby attest and certify that these Bylaws were approved by the 2023-2024 Multicultural Greek Council Executive Board and voted on by the 2023-2024 Multicultural Greek Council Legislative Body.*

**Adrian Placido, Multicultural Greek Council Vice President of Finance and Operations**

## Article II: Chapter Membership

### Section 1: General

- A. Voting members shall be those outlined as accepted through the guidelines of the MGC Constitution.
- B. Must consist of five (5) active members to be considered a member chapter in good standing with MGC.
  1. Should a chapter fall under five (5) members, they will have the entirety of the following semester to gain members. If they are still under five (5) members by the end of the semester, they will be placed under a period of probation wherein the chapter will focus their efforts on recruitment and retention.
    - The chapter will not be put on event pause, but rather be subject to additional support from the MGC Executive Board for recruitment retention efforts. They will still have voting rights and will have optional attendance for Legislative Meetings, roundtables, and any required events put forth by the MGC Executive Board.
  2. Should the chapters still be under five (5) members after a full semester, they will be subject to additional support by the MGC Executive Board. This additional support will be defined by each current chapter count and how they could better use the Executive Board as a resource.

### Section 2: Attendance Policy

- A. There shall be at least one member from each member chapter required to serve on the Legislative Council and attend each meeting. This member must be the current president of that chapter. If the president cannot attend, that chapter must arrange accommodations

with the MGC President.

- B. There is only to be one unexcused absence per chapter per semester. If a chapter misses for a fourth time, that chapter shall lose voting privileges alongside any set of automatic sanctions.
  - a. See Article XI for more information.
- C. Exceptions to the attendance policy may be granted by the MGC Executive Board.

### **Section 3: Chapter Expectations**

The following are the expectations of all voting members of MGC:

- A. Adhere to all council and University policies.
- B. Effectively communicate in a timely manner.
  - 1. Under the discretion of each Officer, but kept to a standard 48 business hours.
- C. Pay all fines and dues no later than two weeks after the invoice date, unless otherwise specified by the MGC VP of Finance and Operations.
- E. Provide at least one (1) delegate to all legislative meetings.
- F. Provide at least one (1) delegate to all roundtable meetings.
- G. Provide one (1) chapter representative to serve on the Judicial Board
- H. Provide chapter updates to Council Legislative meetings before the beginning of each meeting.
- I. Fulfill philanthropy and community service requirements as outlined in Article XII.
- J. Chapter presidents or other representative must be in attendance at all FSL required trainings (e.g. Advance, All Council meetings, etc.)
- K. Have one-third (1/3) membership attend every MGC-hosted or sponsored event unless otherwise specified by the Executive Board. (e.g. MGC Week). The MGC Executive Board will consider 1/3 of the chapter as the number or chapter total from the FSL roster, subtracted by the members that are on the Executive Board, and rounded up, should the number fall in a decimal.
- L. Have one-fourth (1/4) membership attend every Fraternity and Sorority Life hosted or sponsored event unless otherwise specified by the MGC Executive Board. (e.g. FSL Fun Fair, Trick or Treat with the Greek, etc.). The MGC Executive Board will consider 1/4 of the chapter as the number or chapter total from the FSL roster, subtracted by the members that are on the Executive Board, and rounded up, should the number fall in a decimal.

### **Section 4: Loss of Voting Member Status**

By a majority vote of the Executive Council or by a decision of the MGC Judicial Board, a member chapter may lose its voting status as a result of being placed on:

- A. Disciplinary Probation: Violation of the MGC Bylaws or Constitution, as specified by the MGC Judicial Board, or Office of Student Accountability.
- B. Financial Probation: Failure to meet the financial obligations as outlined in Article IX of these bylaws.

#### **Clause 1: Reinstatement of Voting Member Status**

- i. Disciplinary Probation: The period of conduct probation shall be determined by the MGC Judicial Board. Voting member status shall resume upon the termination of the specified probationary period.
- ii. Financial Probation: Voting member status shall resume when the chapter has proven it can meet the guidelines in Article IX of these bylaws.

### **Section 5: Chapter Status**

To apply for recognition as a Chapter, the following criterion must be met and submitted to the Executive body of the MGC and Office of Fraternity and Sorority Life Programs.

- A. Must submit a letter of intent for chartering at The University of Iowa. This letter should

be endorsed by the National Organization and should include some timeline for the Chapter's progress toward chartering.

- B. The names of all members must be submitted to a staff member from the Center for Student and Involvement and Leadership and the MGC Vice President of Membership.
- C. An established set of by-laws must be submitted to the above people.
- D. Chapters must have a regularly scheduled meeting time and place.
- E. Must submit the name and phone number of at least one active alumnus in the local area.
- F. Must schedule a meeting with the MGC Advisor for attendance at the required MGC Orientation
- G. Chapter status allows full participation in MGC-sponsored events, workshops, legislative meetings, and voting privileges.

## **Article III: Executive Council**

### **Section 1: Executive Members Limits to Authority**

- A. Each officer of the Executive Council has one vote in the Executive Council meeting and no vote during the Legislative Council meeting.
- B. Each Officer is bound to serve the overall Fraternity and Sorority Community first and their respective chapter second while in office.
- C. Executive Council members cannot vote for their respective chapters if the regular delegate is absent from any legislative meeting and they cannot be counted as part of the quorum for any legislative meeting.
- D. No chapter president will be allowed to serve as an officer of the MGC Executive Council at a coinciding time.
- E. The MGC Executive Council shall have the authority to exercise Executive Orders. If the MGC Executive Council exercises an Executive Order amending the Constitution or Bylaws, the Legislative Council may overturn the Executive Order with a 2/3<sup>rd</sup> majority vote.
  - 1. Clause 1: Executive Orders shall only be granted if 80% of the MGC Executive Council has agreed on a matter.
  - 2. Clause 2: No one Executive Officer has the privilege or authority to exercise Executive Orders.
  - 3. Clause 3: Once an Executive Order has been exercised, the MGC President shall inform the Legislative Council of what actions were taken and why. The MGC President shall also inform the Chapter Presidents through email.

### **Section 2: General Duties of all Executive Board Officers**

- A. Attend all MGC meetings (e.g. executive board meetings, legislative meetings, roundtables, committee meetings, etc.)
- B. Serve a minimum of two (2) office hours per week.
- C. Attend meetings with the MGC Advisor as needed.
- D. Transition the incoming officer into one's respective position.
- E. Keep up-to-date transition files of all activities and duties regarding the respective position.
- F. The Executive Board shall host a retreat annually at the start of the fall semester where the Executive Board and general members will review the Bylaws and Constitution.

- G. Understand that they represent MGC at all times; therefore, actions and behavior must reflect well upon themselves, MGC, and the Fraternity and Sorority Life Community as a whole.
- H. Complete AFLV Awards Electronic Binder as assigned.
- I. Release date holds for mandatory MGC events for the semester at the fall retreat or the first spring Legislative Board meeting of the semester.
  - 1. Date hold is defined as a date within the academic calendar in which MGC will be hosting an event, and chapters cannot host their own events on the same day/time.
- J. Release finalized details or event cancellations at least three (3) weeks before each event.
  - 1. Finalized details are defined as date, time, location, and attendance requirements.
- K. Abide by FSL Council Officer contract.
- L. Perform other duties as assigned.

### **Section 3: Position Specific Duties**

#### **A. President**

- 1. Serve as chairperson of the Executive Board including presiding over all meetings of the Executive Board and Legislative Council.
- 2. Serve as the official spokesperson and liaison between MGC, the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Panhellenic Council (PHC) governing bodies, Fraternity and Sorority Life, and both on and off-campus community partners.
- 3. Maintain a contact list of university officials and public professionals pertinent to MGC business, including but not limited to the Division of Student Life, Leadership and Engagement, Student Org Business Office, Office of Student Accountability, and the Office of Dean of Students.
- 4. Meet with the MGC Advisor or designated member of the Fraternity and Sorority Life staff every month.
  - a. Meetings can be increased at the discretion of the MGC President and/or the MGC Advisor or designated member of the Fraternity and Sorority Life staff.
- 5. Host monthly roundtables with presidents from every chapter.
- 6. Attend one (1) event of each chapter in MGC during their term.

#### **B. Vice President of Finance and Operations**

- 1. Perform the duties of the President in their absence.
- 2. Serve as chairperson of the MGC Judicial Board and preside over all Judicial Board meetings and hearings.
- 4. Oversee the Judicial Board selection process, making sure one (1) representative from every chapter serves on the MGC Judicial Board.
- 5. Assess and receive all payments from chapter dues and fines and provide receipts.
- 6. Create an annual budget to be presented to the MGC Executive Board at the end of the spring semester and distribute copies to MGC member chapters to vote on for approval.
- 7. Distribute council dues invoices the 2nd week of every semester.
- 7. Maintain budget above reserve minimum.
- 8. Give financial updates at each Legislative Board meeting, semester reports, and an annual report at the end of the term.

#### **C. Vice President of Membership**

1. Serve as liaison with organizations that are interested in expanding to the University of Iowa.
2. Host monthly roundtables with the recruitment/intake chairs of each chapter.
3. Ensure that chapters follow the MGC Intake Guidelines.
4. Responsible for scheduling any PhiredUp consultations and maintaining Council Dashboard software chapter access.
5. Represent MGC during any events in which recruitment may occur (e.g. Hawkeye Visit Days, Multicultural Visit Days, FSL Recruitment Fair, etc.).
6. Represent MGC at all FSL presentations as a part of the summer orientation programs.

**D. Vice President of Programming**

1. Coordinate one (1) social/educational event per semester.
2. Coordinate one (1) community service/philanthropy event per semester.
3. Coordinate one (1) new member social per semester, unless the New Member count for the previous semester falls below 5 Members or only two chapters brought in New Members. Then the New Members will be combined with the New Members in the following semester yet is under the discretion of the Vice President of Programming.
3. Serve as liaison for MGC for any FSL-wide community service events (e.g. Trick or Treat with the Greeks).
4. Host a minimum of two (2) roundtables per semester with the programming chairs of each chapter.
5. Head planning for any additional MGC-sponsored programming.

**E. Vice President of Public Relations and Marketing**

1. Create promotional materials for MGC and MGC-sponsored programs, including but not limited to social media, required pamphlets, etc.
2. Update the FSL website and keep accurate.
3. Maintain ongoing positive relations with the media and other sponsored organizations such as the Daily Iowan, Homecoming Council, CAB, and Dance Marathon.
4. Capture and collect images of all MGC events.
5. Work closely with the Interfraternity Council, the Panhellenic Council, and the National Pan-Hellenic Council officers responsible for marketing.
6. Maintain a master list of social media handles and passwords for FSL accounts, University of Iowa Organizations as well as University of Iowa facilities.
7. Host a minimum of two (2) roundtables per semester with marketing chairs of each chapter.

**F. Vice President of Reports and Records**

1. Maintain a calendar of programs sponsored by MGC Chapters in SharePoint.
2. Responsible for scheduling rooms for MGC programs, events, and meetings.
3. Create executive and legislative meeting agendas.
4. Record attendance, including tardiness, and minutes at Executive Board and Legislative Board meetings.
5. Maintain records of academic statuses of member chapters.
6. Meet with member chapters under a 2.5 GPA to create and maintain an academic plan for their success.
7. Notify member chapter presidents of all strikes and warnings received.
9. Maintain an up-to-date list of MGC members and delegate contact information.
10. Review and publicly store all Executive Board and Legislative Board meeting agendas and minutes at the end of each semester.



11. Distribute the MGC Constitution, Risk Management Procedures, and any other necessary documents to Member and Associate Member chapters.
12. Manage access of all members of MGC to SharePoint and Teams group.

#### **G. Vice President of Risk Management and Health**

1. Serve as the MGC liaison for the UCS Student Advisory Board.
2. Maintain updated records of on and off-campus resources regarding:
  - i. Mental health
  - ii. Alcohol use and abuse
  - iii. Drug use and abuse
  - iv. Sex health and education
3. Organize one (1) event, discussion, or workshop that explores self-care, resilience with a focus on diversity and inclusion, or the intersectionality of mental health and cultural identity every semester.
4. Promote awareness of mental health issues specific to the identities within the MGC.
5. Host one (1) risk prevention event every semester.
6. Host monthly check-ins with each chapter.
7. Maintain up-to-date documentation on risk management resources and safety plans to be shared with social chairs.
8. Develop culturally sensitive guidelines for crisis intervention that consider the unique challenges and stressors faced by members of MGC.
9. Host MGC programming events during Hazing Prevention Week and Sexual Assault Awareness Month.

### **Article IV: Election Code**

#### **Section 1 :**

- A. One (1) eligible member from each chapter must hold any position on the MGC Executive Board. If a chapter is unable to have a member run due to a lack of eligible members, they are exempt from this requirement.
  - Should a chapter in good standing with MGC and with eligible members not fulfill this requirement, they will be placed on event pause until this requirement is met.
- B. If a chapter has members who are eligible to run but feel as though they are unable to run for a position, the chapter can petition the MGC Judicial Board for an exception on behalf of their members.

#### **Section 2 :**

- A. A simple majority (50% +1) is required for the MGC Executive Council to be elected. If more than three candidates run for a position the two top vote receivers from the preliminary vote will be the finalists and a second vote will be taken to determine the winner.

#### **Section 3:**

- A. To be eligible for election or selection to an Executive or Judicial position, or to remain on the council, one must be a member of an active member chapter in good standing with MGC and the University of Iowa.

#### **Section 4:**

- A. In case of a tie, members of the outgoing Executive Council shall decide the election by a private ballot. Only the members of the outgoing Executive Council who are not candidates for office may vote to break the tie. If any Executive Council Officer is in the

same chapter as a candidate running, they are not eligible to vote in breaking the tie. This process shall be supervised by the MGC Advisor.

**Section 5:**

- A. Applications for Executive positions must be submitted at least two weeks in advance of the election day or when the executive council deems it necessary.
- B. In case of a vacant or non-contested position, applicants may run off the floor. All applicants must meet the criteria of eligibility for an MGC Executive officer and must be present to accept the nomination.

**Section 6:**

- A. Terms of office shall be for one year from December to December, unless otherwise stipulated or until elections may be held.

**Section 7:**

- A. Candidates running for the MGC Council President position must have been an active member in their chapter for at least two (2) semesters before elections. This excludes the semester in which they joined their chapter.
- B. Candidates for the remaining MGC Executive Council positions must have been an active member in their chapter for at least one (1) full semester before elections. This excludes the semester in which they joined their chapter.

**Section 8:**

- A. Candidates for the MGC Executive Board must have a cumulative GPA of or above 2.5. Officers will be required to maintain that minimum GPA throughout their time in office.

**Section 9:**

- A. Any candidate may run for more than one office but must designate this on their application before the day of elections.
- B. On the day of the elections, the floor will be opened to the delegates to make further nominations for candidates for any vacant or non-contested positions

**Section 10:**

- A. If only one person applies for a given position, a vote of confidence, consisting of a simple majority (50% +1) is still required. If this is not attained, the office is then subject to special election procedures.

**Section 11:**

- A. All candidates must present a speech lasting a minimum of one minute and a maximum of three minutes at the election to the voting Legislative Body.

**Section 12:**

- A. Special Elections: If no viable candidates are available at the election date, applications will be accepted until the Executive Council deems fit. The MGC Executive Council will then review applications whereupon they will select two (2) candidates. The runoff election will occur at the next regular legislative meeting following the decision of the MGC Executive Council. Candidates will be allowed to speak, and voting will occur.
- B. After one special election has occurred for a specific position, the MGC Executive Council has the right to appoint an individual for the position via an application process and a simple majority by the MGC Executive Council.

### **Section 13:**

- A. Only two (2) members, per member chapter, can serve on the MGC Executive Council each term. This shall ensure no chapter monopolizes the MGC Executive Council and that the MGC community is equally represented on the Executive Board.

### **Section 14: Removal of an Officer**

- A. All elected officers may be subjected to impeachment consistent with violation of any article of the MGC Constitution and Bylaws.
- B. Cause for impeachment/removal may include:
  - 1. Falling below the required cumulative GPA
  - 2. Receiving an arrest or citation from the University or City or Iowa City
  - 3. Any action that disgraces the reputation of the Council and/or the member organizations
  - 4. Any violation of the University Student Code of Conduct Life
  - 5. An egregious abuse of trust of the executive board and the Council.
  - 6. Removal shall occur through a 2/3 vote of the executive board and a 2/3 vote of the legislative.
  - 7. If the legislative body has cause for impeachment, they must take it to the VP of Finance and Operations. If the VP of Finance and Operations is the officer in question, they must take it to the President. The cause must be supported by at least 2 member chapters who possess their voting rights to be brought before the floor.
  - 8. There shall be a hearing where both sides are presented, and the legislative body will act as the jury. The Vice President of Finance and Operations shall oversee the impeachment hearing, and if the Vice President of Finance and Operations is being impeached, the President shall oversee.
  - 9. The vote shall occur at the next regularly scheduled legislative meeting.
    - i. If the removal/impeachment of an officer should be requested and brought up over an academic break, the Executive Board may host an emergency Legislative Meeting and ask for a representative from each chapter to be present

### **Section 15: Replacement of an Officer**

- A. Officers will be replaced using applications submitted to the MGC Executive Board, which will present the applicants for a majority 2/3 vote by the Legislative Body, with ties being decided by the MGC Executive Board.

## **Article V: Recruitment Rules**

### **Section 1: Definitions & General Policies**

- A. A recruitment event is defined as any event in which the purpose is to recruit new members and/or facilitate the process of intake of any new members. Examples of this include, but are not limited to: the entirety of events taking place within a recruitment week, tabling events, and any pre or post-recruitment events, etc.
- B. All recruitment events must be registered and approved on Engage.
- C. Under no circumstance shall alcoholic beverages or controlled substances be present at any recruitment event.
- D. Every chapter and chapter member is always expected to act in accordance with their founding ideals in all circumstances.

- E. Follow all Fraternity and Sorority Life rules as well as the MGC Membership Intake Guidelines.
- F. Recruitment events shall not be held in personal residences.

## **Section 2: Recruitment**

### **A. Chapter Responsibilities**

- 1. The chapter shall follow all local, state, and federal laws.
- 2. Zero-tolerance clause: Any chapter found to be providing alcohol or controlled substances to recruitment guests during recruitment events shall be immediately suspended or removed from hosting recruitment or intake events. The chapter must meet immediately with the MGC President, Vice President of Membership, and MGC Advisor before a suspension is lifted. All violations will be reported to the Vice President of Finance and Operations.
  - i. Any chapter suspended from hosting recruitment or intake will be unable to host events or new member education until they have met with the required personnel and the suspension is lifted, at the discretion of the Vice President of Finance and Operations

### **B. Events**

- 1. Fall semester events may begin on the Monday of the fourth week after the academic semester starts and end on the Sunday before the final week of the academic semester.
- 2. Spring semester events begin on the Monday of the second week after the start of the academic semester and end the Sunday before the last academic week of the semester.
- 3. There can be no gifts or favors given to recruitment guests.
  - i. Gifts are defined as anything given to recruitment guests of high value in an effort to influence or bribe to join a chapter.
- 4. No recruitment guest may be taken away from the designated recruitment area.
- 5. Events must be located in Iowa City.
- 6. No events can be held during any breaks in the academic year.
- 7. Chapters may not discourage any recruitment guests from attending any other chapters' events.
- 8. All recruitment guests are expected to behave maturely throughout any event. Inappropriate conduct or comments about sororities, fraternities, or fellow recruitment guests will not be tolerated.
- 9. Chapters are not allowed to host any events on campus during regularly scheduled MGC Orientation programs. The Vice President of Membership will provide these dates and times to chapters.
  - i. All individual chapter recruitment events that overlap with existing MGC sponsored events will be denied.

## **Section 3: Ethics & Infraction Procedures**

- A. All MGC and FSL Policies and Standards shall always be upheld.
- B. Degrading, suggestive, or biased comments by chapter members concerning other fraternities or sororities will not be tolerated. Recruitment guests and chairholders will be advised to report any such comments to the Vice President of Membership, MGC Advisor, or any member of the MGC Executive Board.
- C. An infraction is any violation of the above set of rules.
- D. The Judicial Board will handle all allegations and disciplinary actions. These procedures will be consistent with those outlined in Article XI.

## **Article VI: Statement on Membership Selection: Policy of Member Chapters**

### **Section 1:**

- A. It shall be the policy of The University of Iowa MGC that every member chapter shall be able to exercise free choice in the selection of its membership. This means that any member chapter whose choice of members is subject to review by national or other non-university persons shall be ineligible for recognition by the MGC. This shall not be interpreted to mean that member chapters cannot affiliate with non-university organizations that have such requirements for membership, but only that local member chapters must be free to decide in the final analysis whether the candidate for membership satisfies those requirements and whether or not he shall become a member. In addition, no recognized member chapter may affiliate with any national organization that has restrictive requirements concerning race, color, creed, national origin, age, disability, sexual orientation, gender identity, veteran status, or other classifications that would deprive a person of their individuality, safety, and/or personal happiness. Any member chapter unable to document its ability to exercise such free choice shall be subject to a revocation of its recognition by the MGC.

## **Article VII: New Membership**

### **Section 1:**

- A. All new members shall be defined as members who have not gone through the initiation process in their chapter, and initiated members are those who have gone through the initiation process of their chapter.

### **Section 2:**

- A. A student may not join more than one fraternity or sorority during any one semester.
  1. This excludes professional sororities or fraternities outside of the Multicultural Greek Council, Panhellenic Council, Interfraternity Council, and National Pan-Hellenic Council.
- B. Once initiated, that new member may not join another organization within any other council.

### **Section 3:**

- A. Chapters shall emphasize to new members good scholarship, chapter history, and social graces.

### **Section 4:**

- A. The length of each new member process shall be determined by each member chapter and must be in accordance with their national policies.

### **Section 5:**

- A. All practices involving hazing, paddling, personal indignities, or any acts that interfere with class attendance or class preparation are hereby outlawed and subject to accountability by the Vice President of Finance and Operations, the Vice President of Membership, the Vice President of Risk Management and Health, and the MGC Judicial Board.

### **Section 6:**

- A. The University of Iowa's anti-hazing policy shall be followed by the MGC Executive Council and all member chapters.

## **Article VIII: Finances of Member Chapters**

**Section 1: The** MGC Judicial Board will determine whether a chapter shall be placed on financial probation upon a recommendation from the MGC VP of Finance and Operations and the Fraternity and Sorority Life Office based on the following violations:

- A. A member chapter fails to pay dues and assessments set by the MGC.
- B. A member chapter's elected Executive Officers are negligent in performing the duties of fiscal responsibility. Such negligence is indicated by one or more of the following:
  1. Failure to pay chapter fines and dues in a timely fashion.
  2. Failure to turn in all required materials such as budgets by the stated deadlines.
  3. Failure to exercise good judgment concerning the finances of the chapter. Good judgment requires that the financial health of the chapter take precedence over the individual financial needs of the chapter members and therefore, is exhibited by the aggressive and vigorous pursuit of financial restraint by the treasurer.
  4. Any financial crimes committed by chapters or individuals within a chapter will be sent to the proper law enforcement agency and the Office of Student Accountability.

### **Section 2:**

- A. Sanctions against a chapter found to violate the above criteria (and thereby placed on financial probation by the MGC Judicial Board) may include loss of voting privileges in the Legislative Body, which is deemed to be appropriate in addition to those listed in Article X Judicial Procedures.

### **Section 3:**

- A. Chapters will be assessed membership dues each semester by the VP of Finance and Operations. The MGC Executive Council will determine the amount per member upon 2/3 approval of the MGC legislative body. Currently, the dues are \$20 per active member per semester, based off the official FSL chapter roster.
- B. All MGC dues are to be paid by the start of the 5th week of the semester, every fall and spring.

### **Section 4: Fiscal Year**

- A. The MGC Fiscal Year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Section 5: MGC Annual Budget**

- A. The Vice President of Finance and Operations shall propose an annual budget to the MGC Executive Board at the end of the spring semester.
- B. Upon adoption by the MGC Executive Board, the budget shall be presented to the MGC Legislative body for ratification.

### **Section 6: MGC Contingency Account**

- A. The MGC Budget shall include a contingency account that equals 10-15% of the overall revenues. The contingency account shall be utilized for cost overruns in budgeted areas and/or unanticipated, unbudgeted items, such as new MGC programs developed after the budget was finalized. At the end of the fiscal year, any amount remaining in the MGC Contingency Account shall be carried over to the next fiscal year.

- B. The ceiling on this will be \$10,000 with a floor of \$1,000.
- C. Balances in the Contingency Reserve Account will be reviewed quarterly by MGC Executive Officers, Student Organization Business Office (SOBO), and MGC Advisor. Should the balance in the Contingency line item exceed \$10,000, the Vice President of Finance and Operations and President shall endeavor to use available funds to either support MGC initiatives or revert to the Fixed Cost Account (overall operating budget).

#### **Section 7: Appropriate Use of MGC Funds**

- A. MGC funds are under the jurisdiction of the MGC member chapters and shall only be used in a manner that benefits the MGC community and that is congruent with the values of MGC. MGC funds shall not be used to purchase alcoholic beverages.

#### **Section 8: Financial Record Keeping**

- A. The MGC Vice President of Finance and Operations shall maintain accurate and organized financial records of all income and expenditures consisting of all receipts and invoices, copies of all monetary disbursements and deposits, and MGC financial forms and reports.

#### **Section 9: Overall Spending**

- A. The MGC shall be transparent with all finance operations. Each time the MGC Executive Council wants to spend funds greater than \$800, then the MGC Vice President of Finance and Operations must present a proposal to the Legislative body outlining the intent, purpose, and goal of what those funds are being spent on.
- B. The Legislative Body must approve for the funds to be allocated or spent through a two-thirds vote. If the proposal is not approved, the Vice President of Finance and Operations must reconvene with the rest of the Executives to reconsider the specificities of the proposal and then re-present until approved.

#### **Section 11: Chapter Fund Misuse**

- A. Chapter funds should not be used to purchase alcohol or illegal substances.
- B. Chapter funds should not be used for individual use or personal gain from any active or alumni member from any member chapter.

## **Article IX: Academics**

**Section 1:** Chapters must meet or be higher than a 2.5-semester grade point average. All members from all chapters should aim to exceed the average semester GPA for the Fraternity and Sorority Life community, as listed in the FSL semester grade report, and the entire University. This academic policy is in addition to any national guidelines set by your organization, which should set a minimum GPA for both new and active members.

### **Academic Statuses**

Academic Excellence (2.5 +  
semester GPA)

Academic Transition Period (first semester after  
academic support)

Academic Support (first semester below 2.5  
GPA)

Academic Probation (second semester below 2.5 GPA)  
Academic Suspension (3 + semesters below 2.5 GPA)

**Academic Excellence (2.5 + semester GPA)**

Chapters under academic excellence have followed and executed academic plans that best fit their members, and they will receive:

1. FSL Awards: the chapter with the highest GPA is recognized.
2. Chapters may speak and help lead other chapters on academics.
3. The chapter must be represented at all MGC academic meetings and/or roundtables.

**Academic Transition Period (first semester after academic support)**

To support and ensure a chapter does not fall below a 2.5 GPA again, the academic transition stage comes after the first semester a chapter is above a 2.5, and these chapters must:

1. Meet with the MGC advisor and Vice President of Reports and Records to discuss an academic plan within the first four (4) weeks of the following semester, the chapter must schedule this meeting.
2. Work with and improve individual GPA under 2.5.
3. The chapter must be represented at all MGC academic meetings and/or roundtables.

**Academic Support (first semester below 2.5 GPA)**

Each chapter will be given a notice from the Fraternity and Sorority Life staff or the MGC Vice President of Reports and Records, the chapters must:

1. Meet with the MGC advisor and Vice President of Reports and Records, to discuss an academic plan within the first three (3) weeks of the following semester, chapter must schedule this meeting.
2. The chapter must be represented at all MGC academic meetings and/or roundtables.
3. Work with and improve individual GPA under 2.5.
4. Two meetings will be held between the academic chairperson, the MGC Vice President of Reports and Records, and the MGC Advisor at the start of the semester and after midterm grade reports are reported by the university. Member chapters shall present their academic plan.
5. If a chapter's grades fall below a 2.5 GPA for the second consecutive semester, that organization will be placed on Academic Probation

**Academic Probation (second semester below 2.5 GPA)**

Each chapter will be given a notice from the Fraternity and Sorority Life staff or the Vice President of Reports and Records, the chapters must:

1. Meet with the MGC advisor Vice President of Reports and Records to discuss an academic plan within the first two (2) weeks of the following semester. The chapter must schedule this meeting.
2. The chapter must be represented at all MGC academic meetings and/or roundtables.
3. Work with and improve individual GPA under 2.5.
4. Two meetings will be held between the academic chairperson, the MGC Vice President of Reports and Records, and the MGC Advisor at the start of the semester and after midterm grade reports are reported by the university. Member chapters shall present their academic plans and goals with plans for improvement.



5. The MGC Executive Council will offer an academic workshop for those chapters placed on probation during the probationary period that chapters are required to attend. The workshop will be determined based on the needs of the chapter.
6. If a chapter's grades fall below 2.5 for a third consecutive semester, that organization will be placed on Academic Suspension.

### **Academic Suspension (3 + semesters below 2.5 GPA)**

Each chapter will be given a notice from the Fraternity and Sorority Life staff or the MGC Vice President of Reports and Records, the chapters must:

1. Meet with the MGC Vice President of Reports and Records and the MGC Advisor to discuss academic plans and goals within the first two (2) weeks of the following semester, the chapter must schedule this meeting.
2. The chapter must be represented at all MGC academic meetings and/or roundtables.
3. Work with and improve individual GPA under 2.5.
4. Two meetings will be held between the academic chairperson, the MGC Vice President of Reports and Records, and the MGC Advisor at the start of the semester and after midterm grade reports are reported by the university. Member chapters shall present their academic plans and goals with plans for improvement.
5. The MGC Executive Council will offer an academic workshop for those chapters placed on probation during the probationary period that chapters are required to attend. The workshop will be determined based on the needs of the chapter.
6. Before an Academic Suspension is lifted, the chapter must present a plan for academic success in the future for continuing as a chapter to the MGC Vice President of Reports and Records and the MGC Advisor.
7. If a chapter is on suspension for two or more consecutive semesters, they will be subject to greater sanctions, at the discretion of the Judicial Board.

### **GPA Appeals**

Any chapter, that feels its reported composite GPA is inaccurate, may appeal that GPA to the MGC Vice President of Finance and Operations. These appeals must be made in writing within three weeks of the distribution of GPA rankings from the university. A formal written appeal must be electronically sent to the MGC Vice President of Finance and Operations

## **Article X: Judicial Procedures**

### **Section 1 :**

- A. Judicial procedures are outlined in the University of Iowa Fraternity and Sorority Judicial Manual. A document that shall remain separate from the MGC Constitution and Bylaws. This document does not require legislative approval to be amended but shall serve in conjunction with the MGC Constitution and Bylaws. If a member chapter shall have any request of the FSL Judicial Manual they shall contact the MGC Vice President of Finance and Operations or any other member of the MGC Executive Council.
  1. All judicial board decisions are based on preponderance of the evidence, or that the violation more likely than not occurred.
- B. Automatic Sanctions: The chapter shall be given automatic sanctions for the following violations.

1. Roundtable Attendance:
  - i. Missing one (1):
    1. Chapters will receive a warning from the MGC Vice President of Reports and Records
  - ii. Missing two (2):
    1. Chapters will receive a fine of 3% of their total MGC dues from the MGC Vice President of Reports and Records. The fine is to be assessed and discussed with the MGC Vice President of Finance and Operations no later than two (2) weeks after notice of the fine.
  - iii. Missing three (3) or more:
    1. Chapters will receive a fine of 5% of their total MGC dues from the MGC Vice President of Reports and Records. Fines would then increase by 3% of the chapter's MGC dues for each additional absence. The fine is to be assessed and discussed with the MGC Vice President of Finance and Operations no later than two (2) weeks after notice of the fine.
2. Legislative Attendance
  - i. Missing one (1):
    1. Chapters will receive a warning from the MGC Vice President of Reports and Records
  - ii. Missing two (2):
    1. Chapters will receive a fine of 5% of their total MGC dues from the MGC Vice President of Reports and Records. The fine is to be assessed and discussed with the MGC Vice President of Finance and Operations no later than two (2) weeks after notice of the fine.
  - iii. Missing three (3) or more:
    1. Chapters will receive a fine of 10% of their total MGC dues from the MGC Vice President of Reports and Records. Fines would then increase by 3% of the chapter's MGC dues for each additional miss after that. The fine is to be assessed and discussed with the MGC Vice President of Finance and Operations no later than two (2) weeks after notice of the fine.
3. Arrest and Citations
  - i. If a chapter is found in violation or noncompliance with the University of Iowa Arrest and Citation Policy at any given time, a mediation will be required with the MGC Vice President of Finance and Operations.
  - ii. If a chapter is found in violation or noncompliance with the University of Iowa Arrest and Citation Policy for two consecutive semesters, the chapter will be required to attend a Judicial Board Hearing.
  - iii. A chapter may be moved directly to a Judicial Board Hearing due to the severity of noncompliance or the number of members with an arrest or citation within a chapter at the discretion of the MGC Vice President of Finance and Operations.
4. Academics

- i. Any chapter that falls below the GPA requirement will go to the Judicial Board and must meet with the MGC Vice President of Reports and Records.
    - 1. Refer to Article IX of the MGC Bylaws above
- 5. Finances
  - i. Any violations from Article VIII of the MGC Bylaws above will result in a fine of 5% of the chapter's MGC dues.
    - 1. Should a fine not be paid within 1-30 days after the initial deadline set forth by the Vice President of Finance and Operations, the chapter will receive a fine of 3% of their MGC chapter dues. The fine balance, in this time frame, will equal the original fine, plus the new 3% of MGC chapter dues.
    - 2. Should a fine not be paid within 31-60 days after the initial deadline set forth by the Vice President of Finance and Operations, the chapter will receive a fine of 5% of their MGC chapter dues. The fine balance, in this time frame, will equal the original fine, plus the new 5% of MGC chapter dues.
    - 3. Should a fine not be paid within 61-90 days after the initial deadline set forth by the Vice President of Finance and Operations, the chapter will receive a fine of 10% of their MGC chapter dues. The fine balance, in this time frame, will equal the original fine, plus the new 10% of MGC chapter dues.
    - 4. Should a fine not be paid within 91 days after the initial deadline set forth by the Vice President of Finance and Operations, the chapter will be placed on event pause until all standing fines/dues are paid and will have an automatic meeting with the .
- 6. MGC and FSL sponsored events attendance:
  - i. If a chapter does not meet the attendance requirements set by an Executive Officer in Article II, Section 3 of the MGC bylaws above, and does not set prior accommodations with the MGC President about attendance, the respective chapter will receive a fine of 5% of their MGC chapter dues per event.
- 7. Philanthropic and Community Service Requirements:
  - i. Chapters that fail to meet the philanthropy and community service requirements as outlined in Article XI will receive a fine of 10% of their MGC chapter dues.
- 8. Tardiness:
  - i. One (1) late arrival to any required meeting or roundtable will be a free pass.
  - ii. Two (2) late arrivals will result in a warning received by the Vice President of Reports and Records
  - iii. Three (3) late arrivals will result in a fine of 3% of the member chapters MGC dues, and an increase of 2% with every late arrival following the third.

## **Section 2:**

A. When a chapter is fined for missing MGC-sanctioned mandatory events, the chapters

will have the options of:

- a. Paying the fine.
- b. Appealing to the MGC Vice President of Programming to be issued community service options in addition to the required community service hours.

## **Article XI: Philanthropy and Community Service Policy**

### **Section 1: Definitions**

- A. A philanthropic event subject to the following regulations will include all events where an activity or series of activities are designated to raise money or awareness for anon-profit organization.
- B. Community service shall be defined as service that a member performs for the benefit of the Iowa City, larger Iowa, and/or national community. The definition of service shall also include work performed by volunteers not paid for their time, services performed by individuals to benefit an organization or community, time spent working directly with the benefiting community member or organization, and/or participation in events not defined as philanthropic.
- C. Event activities for philanthropy consist of events that satisfy the following criteria:

1. A specified location is designated.
2. A date is set.
3. Members and non-members are invited to attend, and/or participate in the activity.
4. The activity in some way serves to raise money or awareness for a designated non-profit organization.

### **Section 2: Event Regulation**

- A. All revenue generated by the event, above costs incurred by the sponsoring chapter, must be donated to a non-profit organization.
- B. Each chapter is required to host one philanthropic event per academic year.
- C. A maximum of two (2) philanthropic events can be held within the MGC Community on the same day as long as the two (2) events do not overlap for more than one hour. Philanthropic events taking place over multiple consecutive days are exempt from this rule.
- D. All philanthropic events must be submitted to the form on Engage within 30 days after the event or a week before the last day to host events. This includes events that raised funds for a non-profit organization, for record-keeping by the MGC Vice President of Programming.

### **Section 3: Community Service**

- A. Chapters are expected to record 2 hours of community service per member and report those hours by submitting the form on Engage within 30 days after the event or a week before the last day to host events.
- B. See Community Service Doctrine in Addendum 2 for additional regulations and guidelines.

### **Section 4: Enforcement Procedures**

- A. The MGC Vice President of Programming shall be responsible for monitoring the philanthropy and community service event policy.
  1. Violations shall be handled in a manner consistent with the Judicial Board procedures outlined in Article X.
  2. Sanctions will be one of those listed in the Judicial Board Manual.
- B. Incomplete Community Service Hours:
  1. Chapters that do not complete the required community service must have a one-on-one meeting with the MGC Vice President of Programming. If chapters fail to attend this coaching meeting, have repeated violations of this expectation, or have other egregious disregard for this expectation, they may be subject to a Judicial Board Hearing at the discretion of the MGC Vice President of Programming
  2. If a chapter fails to complete its community service hour requirements, that chapter will be subject to the automatic sanction as outlined in Article X.

## **Article XII: Educational Policy**

### **Section 1:**

- A. 75% of the members of each member chapter must attend their Violence Prevention Education Tier. Attendance will be recorded by the program coordinator and will be kept in records by the MGC Advisor which will then be reported to the Vice President of Reports and Records.
  - a. Should a chapter attendance fall under 75% for their violence prevention education, the chapter will be placed on event pause until they complete a violence prevention program alternative on their own time with 75% attendance met. They will send all information, regarding the alternative program completed with proof of attendance to the Vice President of Risk Management and Health

### **Section 2:**

- A. Each chapter must organize one Diversity, Equity, and Inclusion educational program per academic year that has 75% of all chapter's general member population and 100% of their new member population present. This educational is to be scheduled with a representative of UI Diversity, Equity, and Inclusion Staff, the MGC Vice President of Reports and Records, or as approved by the MGC Vice President of Reports and Records. For an educational to be approved the proper forms must be submitted within 14 days of completion of the event via Engage.
- B. Failure to uphold these requirements outlined in Sections 1 and 2 will result in an MGC Judicial Board Hearing

**Section 3:**

- A. Chapters are required to include new member education on the following topics: Sexual Assault Awareness and Prevention/Bystander Intervention; Alcohol and Substance Use, Abuse and Addiction; Hazing Prevention and Education; Mental Health Awareness and Resources.
- B. Chapters are to send what was presented to their new members to the MGC Vice President of Membership so they can maintain records and ensure this knowledge and these resources are provided.

**Article XIII: Rules of Order**

**Section 1:**

- A. The MGC shall be governed by parliamentary procedure, except in matters specifically provided for in the Constitution and By-Laws. The MGC Vice President of Finance and Operations and the MGC Advisor shall be the final authority on such matters.

**Article XIV: Student Code Violations**

- A. The code of student conduct is available online at <http://student-services.uiowa.edu/students/policies/index.php>

**Article XV: Anti-Discrimination Policy**

- A. All federal, state, and local laws supersede the MGC bylaws on anti-discrimination. Only legally exempt portions shall not apply.

**Article XVI: Annual Reports**

- A. All member chapters are required to submit the Fraternity and Sorority Life Annual Report to the Center for Student Involvement and Leadership (CSIL), at the end of each Fall Semester. This form will also be used to determine FSL awards. Failure to complete and submit this form will result in, but is not limited to, an MGC Judicial Board Hearing.

**Article XVII: Expansion and Readiness Assessment**

**Section 1: If it is determined that the MGC is open for expansion, the process afterward will follow the office of the FSL panels guidelines. The readiness assessment is as follows:**

- A. Provide a community report for each of the past five years (or 10 semesters) that lists the size of each chapter, the size of the new member class, and community academic performance.

- B. Provide a listing of undergraduate enrollment for each of the past five years.
- C. How many individuals participated in fall and spring recruitment for each of the past years?
- D. How many individuals registered for recruitment, yet did not continue with membership in each of the past 5 years?
- E. What is the campus staff/office structure (stand-alone office, staff within student activities/leadership)?
- F. How many full-time and part-time staff members support the fraternity and sorority community?
- G. List all expansions in the past five years, time to charter, size at time of chartering, and the current size of the chapter.
- H. List all fraternity and sorority chapter closures and the reason for closure within the past five years.
- I. Does the institution offer return agreements to closed chapters? If so, identify any planned organizational returns within the next five years.
- J. Identify any planned expansions within the next five years.
- K. Are there any organizations existing on your campus not recognized by the MGC or institution but are supported by their national headquarters? If so, which group(s)?
- L. Is there an established alumni support system (Alumni MGC, Greek Unity Council, etc.) already in place on your campus?

## **Addendum 1**

This policy can be found online at:

<http://dos.uiowa.edu/policy-list/current/student-organizations-6/regulation-of-student-organizations-6/>

## **Addendum 2**

[Community Service Doctrine](#)