

**SUNY CORTLAND GREEK MULTICULTURAL COUNCIL (GMC) -- BYLAWS**

**ARTICLE I. FINANCE**

1. The fiscal year of the SUNY Cortland Greek Multicultural Council shall be from August 1 to July 31 inclusive.
2. The necessary paperwork that needs to be completed for issuing any checks shall be completed and filed by the GMC Treasurer and/or the SUNY Cortland "Greek Advisor."
  - a. Any and all contracts entered into by the Council must be approved by SUNY Cortland's Greek Advisor before they can be deemed binding.
3. All payments made to this Council can be made either in cash or by check. Checks for payment shall be made payable to "Auxiliary Services Corporation" or ASC for short.
  - a. All payments are to be deposited by the Council Treasurer and/or the Associate Director of Campus Activities and Greek Affairs.
- 4. Membership Dues**
  - a. Amount: The dues of each Council member organization shall be \$10.00 per active brother/sister each semester with active being defined as meaning in good academic and/or social standing within the fraternal organization.
    - i. During an ongoing pandemic and/or when no in-person activities are allowed, the Council may choose to reduce or eliminate dues for any specific semester; This action would require at least 50% of the votes in order to be approved and would only last for one semester.
  - b. Time of Payment: All dues shall be payable at the second full Council meeting each semester unless otherwise announced by the Council Treasurer.
  - c. Refunds: There are to be no refunds of paid dues if a member goes from "active" to "inactive" during the course of a semester.
    - i. There are to be no refunds of paid dues if the Council is required to switch to virtual activities/events after the first full 1.5 months of the semester have taken place.
    - ii. If the Council chooses to hold only virtual activities/events even though in-person ones are allowed, there will be no refund of paid dues.
- 5. Fines**
  - a. Unexcused absences from Council meetings will result in a \$5.00 fine per absence. Read more under "Absences" to see what counts as an unexcused absence.
  - b. Paying of fines: All fines will be assessed and collected by the GMC Treasurer.
    - i. It is the Treasurer's responsibility to notify individuals in a timely fashion (within 48 hours after a Council meeting) if a fine has been assessed and in what amount.
  - c. A grace period of 7 days will be in place before any late fee is assessed.
    - i. After the grace period has expired, a late payment fine of \$1 per person per day that payment is late will be assessed in all situations. Day 8 will result in a \$1 late fee, Day 9 will result in a \$2 late fee, etc.
  - d. Each member organization is ultimately responsible to make sure that their members pay the Council whatever dues, fines, etc. are owed. If the individuals do not pay, the Council will hold the organization responsible for payment of said amount.
    - i. If an individual has not paid their dues, their fine within a reasonable amount of time (10 days), the president of the member organization will be informed and asked for assistance in collecting this money.

- e. For any dues and/or fines not paid within 10 days, that individual/organization will lose all voting rights on the Council until the dues and/or fine has been paid.
6. Council funds are not to be used to purchase alcoholic beverages.
7. Council funds are not to be used to purchase narcotics, marijuana, hallucinogens, or any illegal substance.

## **ARTICLE II. ABSENCES**

1. **Council Meetings:** Anyone who knows they will be unable to attend a meeting should inform the GMC secretary and president at least 24 hours in advance of that meeting.
2. The GMC secretary will determine whether or not an absence is to count as excused or unexcused and will consult with the GMC president and/or GMC advisor(s) if unsure.
  - a. Excused absences to include, but not be limited to, such things as: death in the family, car accident, re-scheduled or extra class session, re-scheduled exam, being sick (contagious), etc.
  - b. Unexcused absences to include, but not be limited to, such things as: forgetting about a meeting, leaving early for a school break, paper to write, attending chapter events scheduled to take place at the same time as a GMC meeting, etc.
3. Officers and chapter/colony representatives who are absent are still required to provide their report, presentation, vote, etc. if one is due. These items should be submitted electronically to the GMC secretary and/or GMC president prior to the meeting.
  - a. These reports will be read out loud at the meeting and then entered into the minutes for that meeting. Votes may not be read out loud but will be included in any decisions being reached.
4. If a chapter/colony representative is unable to attend a meeting, a fine can be avoided if they send an alternate in their place. Said alternate would take on all responsibilities of that representative for that period of time.
  - a. This would include any chapter/colony reports that are to be made.
  - b. This would also include any expected chapter/colony votes that are expected.
5. **GMC Event Attendance:** Attendance is expected of Council members for any event held by the Council. This would include but not be limited to such things as workshops, fundraisers, etc.
  - a. Anticipated absences are to be submitted to the President and Secretary one week prior to the scheduled event. The Council will decide if the absence is to be excused.
    - i. It is understood that not all absences may be known a week out so members will give as much advance notice as possible
  - b. Unexcused absences from a GMC event will result in a \$15 fine and the loss of voting privileges at the next Council meeting
  - c. Individuals coming late to a GMC event will result in a \$10 fine. Late arrival will be considered 10 minutes or more past the designated arrival time for any specific event.
  - d. If the event is one that solely consists of tabling on behalf of GMC, a \$5 fine will be assessed if the organization arrives late for their scheduled tabling time.

## **ARTICLE III. VOTING AND ELECTIONS**

1. Each member organization will have one vote as will each GMC officer except the President who will only get a vote in case of a tie.
2. Council Advisor(s) will never have a vote.
  - a. If a Council Advisor is serving as Treasurer, the Treasurer will not have a vote.

3. All elections for GMC officers shall be held at one of the last two full meetings of each academic year. The specific date shall be decided upon and announced no later than the first meeting in April each year.
  - a. If and when there may be few returning member organizations anticipated for the upcoming Fall semester, a discussion must be held to determine what is in the best interests of GMC member organizations as well as in the best interest of the individual returning students. Any elections needed could be postponed until the appropriate decisions have been reached and Spring grades received.
4. In the event of a vacant office, an election will take place as soon as possible after the vacancy has occurred. The vacancy shall be announced to all member organizations as soon as it is known and the election held to fill the vacancy no later than the next full Council meeting.
5. **Eligibility Requirements to hold office:**
  - a. Chapter/colony presidents are eligible to run for all Council offices EXCEPT that of GMC president.
  - b. No member organization can have more than two (2) members holding office.
  - c. Uninitiated members of any recognized member organization are not eligible to run for office.
  - d. An individual must have a cumulative Grade Point Average (GPA) of at least a 2.50 and cannot be on Academic Warning or Academic Probation.
    - i. Individuals must also be in good academic standing with their respective fraternal organization. GPA verification is to be provided by the school's Greek Advisor.
    - ii. Anyone serving on GMC whose cumulative GPA falls below a 2.50 or who is placed on Academic Warning or Academic Probation during their term will be required to resign from their position. Anyone who has been suspended from SUNY Cortland and/or their fraternal organization will automatically be removed from their GMC position.
    - iii. Individuals who are student teaching or interning locally are eligible to retain their position if they so desire. Individuals who are student teaching or interning at home must step down from their position unless their home happens to be in Cortland, NY or someplace very close by.
  - e. An individual must be in good social standing with SUNY Cortland. Verification of this standing is to be provided by the school's Greek Advisor.
  - f. Any individual wishing to run for office must be a matriculated SUNY Cortland student.
  - g. Elected officers and chapter/colony representatives must be available to attend GMC meetings. GMC meetings take place on Mondays at 6 p.m.
6. All elections will be conducted by the outgoing GMC President and/or the Council Advisor(s).
7. All GMC positions are intended to be held for one academic year.

#### **ARTICLE IV. ELECTION PROCEDURE**

1. Elections will be held in the following order: President, VP of Programming, Secretary, Treasurer, and Public Relations
  - a. It is the responsibility of each member organization to elect their chapter/colony representative.

2. **Step One:** An individual must be nominated, and then their nomination must be seconded by someone else. An individual can nominate themselves, but the second must come from another person. Candidates will then accept or decline their nomination.
3. **Step Two:** All those who have accepted their nominations for a specific position shall leave the room, the virtual meeting.
  - a. Candidates will re-enter one at a time and state why they wish to hold the position and what they can contribute to GMC. Each candidate will then be asked up to two relevant questions by the Council. Ideally all questions will be asked by the outgoing president. Once each candidate is done they will again leave the room, the virtual meeting, until invited back in.
    - i. Any candidate unable to attend the election, may submit their statement in writing for the outgoing secretary to read. They will not have the opportunity to answer questions.
4. **Step Three:** While all candidates are out of the room, the outgoing President will lead a discussion on each nominee in a con-pro manner. Discussion will always end on a pro.
5. **Step Four:** When discussion is completed, voting will take place (refer to Article III for all voting procedures and guidelines).
  - a. All votes will be counted by the outgoing President and Council Advisor(s).
6. **Step Five:** When all votes have been counted, the candidates will be invited back into the room, the virtual meeting, and the elected officer's name will be announced.

## **ARTICLE V. RESIGNATION AND/OR REMOVAL FROM OFFICE**

### **Resignation from office:**

1. If an officer chooses to resign from their position they must notify either the GMC President and/or the GMC Secretary. If a resignation is submitted to the Council Advisor(s), they will relay the information to these same two individuals.
  - a. The resignation should contain a reason why the individual is choosing to step down even if only to say that it is for personal reasons.
  - b. GMC will accept any resignations tendered but WILL NOT excuse said individual from the payment of any fines that they might owe the Council that have accrued prior to the date of their resignation.
2. If an organizational representative chooses to resign from GMC they must follow the procedures given above AND also notify their organizational president of their intent to resign. It is the responsibility of each member organization to both elect and replace its organizational representative in a timely fashion.

### **Removal from office:**

3. If an officer does not uphold their duties they may be removed from office.
4. Frequent absences may also result in an officer being removed from office.
5. Any Council member who wishes to propose removing a GMC officer from their positions must present the Council's Advisor(s) with a list of written reasons why "Person X" is desired to be removed from office. These reasons will be discussed and if a decision is made to proceed forward the following things will take place:
  - a. Council Advisor(s) will have a private conversation with the officer in question to discuss concerns.
  - b. Options will be discussed and will include such things as:
    - i. Officer can choose to resign.
    - ii. Officer will meet with other GMC officers to discuss situation and reach appropriate resolution. Council Advisor(s) will serve as mediator(s) and hold all parties accountable for whatever decisions are reached.

- iii. An impeachment vote can be held and in order to pass, a 2/3 majority must be reached.
6. All conversations are to remain private unless they pose a real or implied safety risk to the physical and/or psychological well-being of any individual.

#### **ARTICLE VI. EVENT PLANNING PARAMETERS (Applies to both in-person and virtual events)**

1. An electronic GMC calendar is to be developed and shared with all GMC member organizations. It is the responsibility of each chapter/colony to check this calendar before planning their own events. It is appropriate to continue using the calendar created for one year and carry that over into the next year. If a new calendar is created, be sure to carry over any relevant events from the old calendar. Example: If GMC pre-planned an event to be held in October of the next academic year.
  - a. It is the responsibility of each chapter/colony to input their specific events on the GMC calendar.
    - i. The word pending is to be used for any event that is not yet finalized and is to be removed if and when appropriate.
    - ii. Pending events could be those waiting on the approval of either a room reservation request and/or a fundraising request from the school.
    - iii. Pending events could be those waiting on a date finalization being made by either the chapter/colony or its National organization.
2. **Week of Events:** As Greek life expanded at SUNY Cortland, GMC made the difficult decision to no longer allow its member organizations to hold organizationally specific weeks of events unless specifically required by its National organization. Those exceptions are below:
  - a. Sigma Lambda Upsilon – Last full week in September
  - b. Sigma Gamma Rho – Week of November 12<sup>th</sup>
  - c. Omega Phi Beta – Week of Illumination, usually at end of March or early April
3. These three chapters will confirm the week of their organization specific events no later than the second full week of classes of each semester
  - a. The specific dates and times for an organization's week of events must be shared with GMC advisors and all GMC member organizations as soon as they are known. It is expected that these dates and times will be placed on the GMC calendar at the same time.
  - b. There may be times when the chapter hosting a week of events will give permission for another group to hold an event during that week. It cannot be presumed that this permission will be given so the second group must ask.
4. **Informationals:**
  - a. No two sororities (or fraternities) can hold Informationals on the same day.
    - i. One sorority and one fraternity could hold Informationals on the same day and even at the same time if so desired since attendees will not be the same.
  - b. During the SLU, SGRho and/or OPB week of events, no other sorority may hold an Informational during that week. A fraternity may hold an Informational as long as it does not conflict with another cultural Greek event that is open to the public.
    - i. Rare exceptions to this have happened. One example: Sorority X planned an Informational for the same week as OPB's Week of Illumination and had placed it on the GMC calendar in early February. OPB did not decide on when exactly they would be holding their Week of Illumination until March so Sorority X could still hold their Informational as scheduled.

5. **Cross-programming Concerns:** GMC member organizations and GMC are to have mutual respect for each other's events and not plan things that intentionally cross-program against each other.
  - a. GMC member organizations will not schedule events for the same day, same time as another GMC member organization. Nor will the GMC member organizations schedule an event for the same day, same time as a GMC event.
    - i. Nor can scheduled events overlap each other. While not required, it would be ideal if there was at least a 15-minute break between events just in case the earlier event ran long.
  - b. The same also holds true for GMC - it will not schedule an event for the same day, same time as one of its member organizations.
  - c. Out of mutual respect, if any GMC member organization and/or GMC itself wants to hold an event on the same day, but at a different time, then another GMC member organization, that group must first get permission from the organization that already has a program planned for that day AND had already put it on the GMC calendar.
  - d. Tabling is a different kind of event and multiple GMC member organizations may table at the same time on the same days.

#### **ARTICLE VII. MEETINGS**

1. Meetings of the SUNY Cortland Greek Multicultural Council shall be held weekly on Monday evenings at 6:00 p.m.
  - a. The first meeting of each semester will typically be an "officers only" meeting with a full council meeting taking place the week after. This rotation will continue throughout the semester.
2. Quorum: Two-thirds of the member organizations and officers shall constitute a quorum for the transaction of business.

#### **ARTICLE VIII. HAZING**

All forms of hazing shall be banned. This Council must abide by all hazing policies found in the SUNY Cortland *Student Code of Conduct*.

#### **ARTICLE IX. BANNED/UNRECOGNIZED FRATERNAL ORGANIZATIONS**

We, the members of the SUNY Cortland Greek Multicultural Council do hereby agree not to co-sponsor events and/or associate with any unrecognized or banned student organization.

#### **ARTICLE X. RULES OF ORDER**

This Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in Council specific governing documents.

#### **ARTICLE XI. AMENDMENT**

These Bylaws may only be amended by a two-thirds vote of the voting members of this Council, provided notice of the proposed amendment has been given at a preceding, full council meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will any and all GMC advisors and the SUNY Cortland Greek Advisor.