

## **SUNY CORTLAND GREEK MULTICULTURAL COUNCIL CONSTITUTION**

### **ARTICLE I. NAME**

The name of this organization shall be the SUNY Cortland Greek Multicultural Council (GMC).

### **ARTICLE II. PURPOSE**

The purpose(s) of this organization shall be:

1. To serve as an umbrella council for all recognized fraternal organizations that can be referred to as ethnic and/or cultural in origin with said organizations to include those traditionally classified as African-American, Asian-American, Latina/Latino, multicultural, etc.
2. To promote the awareness of multicultural diversity, equity and inclusion within SUNY Cortland and the larger Cortland community through the contributions of this Council and its member organizations.
3. To support and promote the works of this Council's member organizations as well as those of their individual members.
4. To foster respect, unity, friendship, and open lines of communication amongst all GMC member organizations, individual members of said organizations, and the larger community in which we live.
5. To promote the academic advancement of all member organizations, individual members of said organizations, and the larger community in which we live.

### **ARTICLE III. CREED**

All Council members are expected to conduct themselves according to the following guidelines:

1. Always keep an open mind and listen constructively.
2. Respect each other.
3. If disagreeing, disagree with ideas but not with those presenting them.
4. Share your perspective with others so that your voice can be heard.
5. Share responsibility and follow through on commitments you have made.
6. Participate in Council discussions and events.
7. Respect organizational privacy as it pertains to rituals, moratoriums, etc.
8. Abide by all Council policies; remember that individuals created these policies in the best interest of the Council and its member organizations.
9. Hold individuals and GMC member organizations accountable for following all GMC policies.

### **ARTICLE III. MEMBERSHIP**

1. Membership on this Council shall consist of any and all National cultural fraternities and sororities that are recognized by SUNY Cortland.
2. All SUNY Cortland recognized cultural fraternal organizations shall be required to be active members on this Council.
3. Each member organization will be required to provide one (1) chapter/colony representative to attend all Council meetings. The following criteria are required of all chapter/colony representatives serving on GMC.
  - a. Must be in good standing with both SUNY Cortland and the chapter/colony to which they belong.

- b. Must have at least a 2.50 cumulative GPA and not be on either Academic Warning or Academic Probation.
  - c. Must be an initiated member of the chapter/colony that they are representing.
  - d. All of the above requirements are to be verified by the school's Associate Director for Campus Activities and Greek Affairs (referred to as 'Greek Advisor' from this point on).
4. Any and all SUNY Cortland active, undergraduate members of Council member organizations are welcome to attend the last two full GMC meetings each semester. While attending, they may participate in any and all discussions. As guests, they will not be allowed to participate in any vote. The right to vote belongs only to GMC officers and GMC chapter/colony representatives.
  5. All Council members must be matriculated students at SUNY Cortland.

#### **ARTICLE IV. OFFICERS**

1. The officers of the SUNY Cortland Greek Multicultural Council shall be President, Vice President of Programming, Secretary, Public Relations, and Treasurer.
  - a. SUNY Cortland's Greek Advisor has agreed to serve as Treasurer if and when membership numbers do not allow for a student to hold this position.
2. All officers shall be elected by a majority vote of the member organizations in the appropriate GMC meeting and as outlined by the procedures contained in the GMC Bylaws.
3. All officers are expected to hold their position for one academic year.
4. No single organization can hold more than two offices so as to promote equity amongst all member organizations.

#### **ARTICLE VI. OFFICER DUTIES**

All current officers must keep records, notes, etc. from their events, programs, etc. that can be passed down and used by future officers. Ways in which this can be done include binders, notebooks, flash/thumb drives and/or electronic folders using something like Google Docs. Any physical storage items are to be purchased with Council funds and are to be stored with the school's Greek Advisor over Summer and Winter Breaks.

The **President** shall:

- (1) Have overall responsibility for all Council operations;
- (2) Call and preside at all regular and special Council meetings;
- (3) Review and approve all Council contracts in consultation with the school's Greek Advisor;
- (4) Serve as ex-officio member of any and all Council committees that may be created;
- (5) Delegate appropriate responsibilities regarding planned programs;
- (6) Liaison and collaborate as appropriate with officers in any other SUNY Cortland Greek council and/or SUNY Cortland student club;
- (7) Cast the final vote in the event of a tie; Otherwise the president does not get a vote;
- (8) Make sure the GMC constitution and bylaws are reviewed (and updated if needed) at least once every two years;
- (9) Perform all other duties usually pertaining to this office.

The **Vice President of Programming** shall:

- (1) Perform the duties of the President in their absence, inability to serve, or at their call;
- (2) Be responsible for keeping a calendar of all major SUNY Cortland events;

- (3) Be responsible for coordinating a calendar of all GMC member organization events;
  - a. This would include training chapter/colony representatives on how to input events.
- (4) Be responsible for coordinating the planning and supervision of any planned GMC program/event;
  - a. This would include the delegation of tasks associated with such program.
  - b. This would apply to both in-person and virtual programs/events.
- (5) To organize and coordinate community service events on behalf of GMC;
  - a. Promote collaboration whenever possible.
  - b. GMC should strive to hold at least one community service project per academic year.
- (6) Liaison and collaborate as appropriate with officers in any other SUNY Cortland Greek council and/or SUNY Cortland student club;
- (7) Perform all other duties usually pertaining to this office.

The **Secretary** shall:

- (1) Take attendance at all Council meetings and inform the GMC treasurer of any member(s) with an unexcused absence;
- (2) Create and maintain an accurate contact sheet for Council members. Update and distribute electronically as needed;
- (3) Generate minutes of all meetings of this Council. Minutes are to be electronically distributed to all Council members within 24 - 48 hours after each meeting.
  - a. Minutes should also be sent to the Council advisor(s), the Greek Advisor (if someone else is serving as the Council's advisor) and the Director of Campus Activities and Corey Union.
  - b. Council minutes shall also be sent to the presidents of all member organizations if that person does not happen to already hold a seat on the Council;
- (4) Ensure that all Council members have access to the Council's governing documents (constitution and bylaws);
- (5) Be responsible for making all room/facility reservations for GMC in-person activities;
  - a. Council Advisor(s) will typically make reservations for all regular Council meetings (in-person and/or virtual).
- (6) Be responsible for any and all official Council correspondence unless provided for otherwise;
- (7) Perform all other duties usually pertaining to this office.

The **Treasurer** shall:

- (1) Be responsible for the general supervision of all GMC finances;
  - a. Work with the Greek Advisor in regards to the submission of any and all required documentation since all GMC funds are maintained as a separate entity within the Campus Activities program.
- (2) Recite the current balance at each Council meeting;
  - a. The current balance will be provided by the school's Greek Advisor at the start of each semester. After that, it is the responsibility of the Treasurer to keep track of how much money is in the GMC account.
- (3) Receive all payments due to the Council and generate/distribute any requested receipts. Keep written and/or electronic records of all transactions and maintain accurate, up-to-date records;
  - a. Any and all contracts must be reviewed with the Greek Advisor prior to signing to make sure that the terms can be met.
- (4) Keep all members informed about what dues and/or fines are owed and by when they need to be paid;

- (5) Remind individuals about appropriate financial procedures outlined in GMC Bylaws.
  - a. No reimbursements can be made unless a receipt has been provided.
  - b. Tax exempt forms must be used when making a purchase on behalf of GMC. GMC cannot reimburse anyone for any tax that might have been paid.
    - i. These forms are available from the Greek Advisor.
- (6) Work with the VP of Programming to organize and execute fundraisers on behalf of the Council
  - a. If the school's Greek Advisor is serving as Treasurer, the responsibility to organize and execute fundraisers should be shared amongst student Council members instead.
- (7) Perform all other duties usually pertaining to this office.

The **Public Relations Officer** shall:

- (1) Be responsible for any and all marketing and promotion of Council events and activities
  - a. This could also include the promotion of GMC member organization events and activities.
  - b. This could also include the sharing of relevant diversity, equity, inclusion, and/or social justice items pertaining to the Cortland, national and/or international community.
  - c. Methods of marketing and promotion could include but not be limited to:
    - i. Generating and/or maintaining any and all GMC social media accounts while also keeping track of the appropriate usernames and passwords;
    - ii. Generating and distributing paper copies of flyers while following all school guidelines in this area;
    - iii. Generating and submitting newspaper articles to *The Dragon Chronicle*, *The Cortland Standard*, *the Cortland Voice* and/or any other physical or on-line media outlet.
  - d. It is important to note that the Public Relations officer may generate the above items themselves or they may also post/distribute appropriate items provided by other Council officers, chapter/colony representatives and/or members of any GMC member organization.
- (2) GMC may choose to select a co-chair if needed/desired each semester. That decision should be based on how many active brothers and sisters of all GMC member organizations there are.

## **ARTICLE VII. ADVISOR**

The Associate Director for Campus Activities and Greek Affairs shall serve as advisor to the SUNY Cortland Greek Multicultural Council. Said individual may delegate and/or share that responsibility as they deem appropriate and/or as there are other professionals interested in serving in this capacity.

## **ARTICLE VIII. GREEK MULTICULTURAL COUNCIL ALUMNI ADVISOR**

It is possible for this Council to have an alumni advisor. This person must be willing to promote all GMC member organizations equally and always act in the best interests of the Council and SUNY Cortland. This individual will not have a vote but will be able to serve as a resource, a sounding board for the Council. This individual would be welcome to virtually attend all GMC meetings but would not be required to do so. This individual must be responsive to inquiries that any GMC member may have.

The GMC Alumni Advisor is an elected position. Candidates can be nominated by current undergraduate members or they can self-nominate. All nominees must submit a 1 to 2-page

double spaced letter to the GMC advisor(s) that explains their interest in serving as the GMC alumni advisor. This document must also include the nominee's contact information and their anticipated availability to the Council. This document must be submitted no later than August 15th each year. All received letters will then be shared electronically with all undergraduate members of all GMC member organizations for review.

Each active chapter will get one vote and is to submit that vote directly to the GMC advisor(s) no later than August 28th each year. The nominee with the most votes will be selected to serve. Any tie will be broken by the incoming GMC President. It is intended that the GMC Alumni Advisor would be in place by September 1st of each academic year. This elected position is to last one year, although a candidate could choose to run again the following year if they had the time, interest, and availability.

#### **ARTICLE IX. VIOLATIONS**

Violations of any regulations of this Constitution or its related Bylaws, etc. shall be handled under the guidance of the Council Advisor(s) and could culminate in being referred to the SUNY Cortland Student Conduct and/or Title IX Office.

#### **ARTICLE X. AMENDMENTS**

This Constitution may only be amended by a two-thirds vote of the voting members of this Council, provided notice of the proposed amendment(s) 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 prior to any official vote taking place. Chapter/colony presidents will also receive an electronic copy as will any and all GMC advisors and the SUNY Cortland Greek Advisor.