

SUNY CORTLAND INTERGREEK COUNCIL BY-LAWS

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the SUNY Cortland InterGreek Council (IGC) shall be from August 1 to July 31 inclusive.
2. **MEETINGS.** Regular IGC meetings will be held weekly on Thursdays at 5 pm.
3. **QUORUM.** Two-thirds of the member organizations shall constitute quorum for the transaction of business.
4. **CONTRACTS.** All contracts entered into by IGC must be approved by the SUNY Cortland Greek Advisor before the contracts can be deemed binding.
5. **CHECKS.** The necessary paperwork that needs to be completed for issuance of all checks shall be completed and/or filed by the Treasurer and/or the SUNY Cortland Greek Advisor. To be clear, the SUNY Cortland Greek Advisor must sign all documentation before it is submitted.
6. **PAYMENTS.** All payments due to the SUNY Cortland InterGreek Council shall be made to the Treasurer, who shall record them and provide receipts as needed. Checks shall be made payable to the Auxiliary Services Corporation (or ASC for short). The memo line on each check can be used to cite the payment purpose i.e. Fall '23 active member dues.
 - a. Cash payment is also acceptable.
7. **MEMBERSHIP DUES.**
 - a. **Amount.** The dues of each InterGreek Council member organization shall be an assessment of \$5 per initiated member and \$2 per new/associate/line member each semester.
 - i. Dues for initiated members who have been verified as having a 'partially active' status within their chapter/colony will be \$2.50.
 - b. **Time of Payment.** The dues of active and partially active members shall be payable the third week of each semester unless otherwise announced by the IGC Treasurer.
 - i. Dues for those joining a chapter/colony each semester will be due by October 15 (Fall) and March 15 (Spring). If these dates fall on a school break, payment is due by the last day of classes prior to the scheduled break.
 - c. There are to be no refunds of paid dues if a member goes from "active" to "inactive" during the semester. The same holds true if someone withdraws from the new member process after their dues have been paid.
8. **FINES.** Unexcused absences from SUNY Cortland IGC meetings will result in the fining of said individual.
 - a. All officers and chapter/colony representatives will be charged \$5 per unexcused absence.
 - b. All fines are to be assessed and collected by the IGC Treasurer after consulting with the IGC Secretary and/or President.
 - i. If a fine has not been paid within a week, a late fee of \$1 per day that it is late will start to accrue (8 days late costs \$6, 9 days late costs \$7, etc.)
 - c. If an officer is absent, no fine will be levied if the officer has arranged to have someone else attend in their place AND submit the expected report.
 - i. This report must be generated by the absent officer. It could either be provided electronically to the IGC Secretary ahead of time OR read aloud by the substitute.

- ii. It is required that the officer will meet up with their substitute within 24 hours of the meeting to discuss what took place.
 - d. If a chapter/colony representative is absent, no fine will be levied if they have arranged to have someone else attend in their place AND submit any expected chapter feedback and/or vote.
 - i. It is required that the representative will meet up with their substitute within 24 hours of the meeting to discuss what took place.
 - e. Frequent absences will be brought to the attention of the appropriate chapter president and the chapter will be held liable for the payment of all fines and may also choose to replace the officer and/or representative.
9. **ABSENCES.**
- a. Planned absences are to be reported to the IGC Secretary and President at least 24 hours in advance.
 - b. The IGC Secretary, President, and Treasurer will determine if an absence is to be considered as excused.
 - c. Excused absences would include, but not be limited to, such things as a death in the family, a group project that could not be scheduled for another time, an extra class session, being extremely ill, etc.
 - d. Unexcused absences would include, but not be limited to, such things as forgetting, leaving early for Break, social events, homework, etc.
10. **PURCHASE OF ALCOHOL.** InterGreek Council funds are not to be used to purchase alcoholic beverages.
11. **PURCHASE OF DRUGS.** InterGreek Council funds are not to be used to purchase narcotics, hallucinogens, and other illegal substances.
- a. IGC funds are also not to be used to purchase cannabis and/or cannabis-related products.

ARTICLE II. SELECTION OF OFFICERS

1. The office of IGC president shall be held in rotation by each member organization that has at least 20 initiated members matriculated at SUNY Cortland.
 - a. The president must have been an initiated member for at least one complete semester prior to being elected/selected to serve in this position.
2. All other officers shall also be held in rotation by each member organization. Each of these individuals will have been an initiated member of their organization for at least one complete semester prior to being elected/selected to serve.
 - a. Exceptions can be made for any member organization with less than 20 initiated members matriculated at SUNY Cortland.
3. To be eligible to run for (and hold), all IGC offices and positions, 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. Said individuals must also be considered to be in good academic standing by their respective fraternal organization. GPA verification is to be provided by the SUNY Cortland Greek Advisor.
 - a. Any individual whose cumulative GPA falls below a 2.5 or who is placed on Academic Warning or Academic Probation during their term of office will be required to resign from their position.

4. To be eligible to serve on IGC, an individual must be in good social standing with SUNY Cortland. Verification of this standing is to be provided by the SUNY Cortland Greek Advisor in consultation with the SUNY Cortland Student Conduct Office.
5. Chapter presidents can serve in any position except IGC president.
 - a. For chapters with over 50 members, IGC positions must be filled by individuals not holding positions on the chapter's Executive Board.
6. Officers and chapter/colony representatives will not be able maintain their IGC position or attend IGC meetings if their chapter/colony is placed on suspension or loses recognition.
7. Transition related: Incoming officers and chapter/colony representatives are encouraged to attend the last meeting of the semester before they sit on the council.
 - a. General training of all IGC members will take place at the first meeting of each academic year. Additional one-on-one sessions will be scheduled as needed.
 - i. Incoming presidents, vice presidents of marketing, secretaries, and treasurers must each set up a separate training/orientation session with the IGC advisor. Contact should be made a week prior to the start of the semester so that training can be completed within the first week of classes. These officers should send the IGC advisor a copy of their semester schedule of commitments 10 days before the semester begins.
 - ii. Any other IGC officer who wants a separate training/orientation session should follow the steps given above.
8. Position vacancies: If a vacancy occurs during the semester, it is the responsibility of the chapter/colony concerned to elect/select a replacement within one week of said vacancy. The IGC president, secretary and advisor are to be given the name and contact information for the incoming individual(s).

ARTICLE III. VOTING

1. Each member organization will have one vote.
2. All IGC business requires a majority vote with the exception of revising the governing documents. This requires a 2/3 majority as stated in the last article of this document.
3. Uninitiated members of IGC member organizations are not eligible to vote or run for IGC Office.

ARTICLE V. HAZING

All forms of hazing are illegal and therefore are banned.

Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational host institution.

The InterGreek Council must abide by all hazing policies found in the SUNY Cortland *Code of Student Conduct*. IGC must also abide by the hazing laws and regulations of the New York State and the Federal Government. Each member organization is also expected to abide by their organizational hazing related policies. If unclear what those policies might be, consult the appropriate website.

ARTICLE VI. ADOPTED RESOLUTIONS

1. Be it resolved that the SUNY Cortland InterGreek Council will not accept cash contributions, sponsorships or in-kind donations from tobacco companies and other organizations whose purpose is to promote tobacco interests. Adopted February 2010.
2. We, the members of the SUNY Cortland InterGreek Council do hereby agree not to co-sponsor events and/or associate with any unrecognized or banned student organization. Adopted November 2010.
 - a. As of 2022, the above have been lumped together and referred to as “underground groups.”

ARTICLE VII. RULES OF ORDER

The SUNY Cortland InterGreek Council shall be governed by Robert’s Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

ARTICLE VIII. AMENDMENT

These Bylaws may be amended by two-thirds vote of the voting members of the InterGreek Council, provided notice of the proposed amendment has been given, in writing, at the preceding regular meeting.