

The United Greek Council

The University of Alabama

Last Amended

11/02/18

Article I. Name

The name of this council is the United Greek Council, hereby referred to as the UGC.

Article II. Purpose

A. The primary purpose of the UGC is to unite its member organizations in order to share ideas and resources, promote mutual respect and equality, provide a support network for involved students, and collectively accomplish the following goals:

1. To serve as the governing body of the organizations approved for membership in the United Greek Council at the University of Alabama.
2. To organize and implement activities and events that will build and support member organizations and relations between them, the campus and local community.
3. To serve as a forum for discussion and debate on issues and concerns important to the general campus and the Greek community in particular.
4. To promote scholarly excellence in the member organizations and provide academic support to substantially improve the retention and graduation rate of individual members.
5. To coordinate programs and services, which promote and foster the development of strong individual leadership, communication, and interpersonal skills.
6. To serve as a liaison between the members of the UGC, other Greek organizations, all student organizations, the student body, the administration and faculty, and the local community.

Article III. Membership

A. There shall be two (2) classes of membership:

1. Associate Membership: organizations that have not achieved Full Member status, but have met the requirements as outlined in Section D of Article 3 and have passed an unanimous vote of the UGC General Body to attain status.
2. Full Membership: organizations that have achieved Full Member status as outlined in Section C of Article 3 and have passed an unanimous vote of the UGC General Body to attain status.
3. Membership in the UGC may only be attained for organizations whose membership is composed of students attending the University of Alabama.
4. The UGC prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, disability, political belief or affiliation, veteran status,

sexual orientation, gender identification and any other class of individuals protected from discrimination under state or federal law.

B. Applying for Full Membership

1. Applicants applying for Full Membership shall submit an application to the UGC Executive Council.
2. Organizations are able to make a presentation for Full Membership status to the UGC after one (1) semester of Associate Member standing.
3. When an organization is scheduled to present to the UGC, it shall come equipped with proof that the following requirements were met:
 - a. Have been recognized as an Associate Member of the UGC in good standing, for at least one (1) academic semester not including summer semesters.
 - b. Have not presented their organization for Full Membership status to the UGC more than three (3) times.

C. To maintain good standing as a Full Member, the chapter must meet the following requirements:

1. Be in good standing with the University of Alabama.
2. Be in good standing with your National Headquarters, if applicable.
3. Be registered as a Greek letter organization through the Office of Fraternity and Sorority Life, hereby referred to as OFSL.
4. Be current with all document requests from the University of Alabama and the UGC.
5. Be no more than fifteen (15) business days delinquent on all financial obligations to the UGC.
6. Adhere to the UGC Constitution and Bylaws.
7. Follow all local, state, and federal laws, and policies of the University of Alabama.
8. Attend two thirds (2/3) of required UGC meetings each semester.
9. Achieve representation warranted for each UGC event on an event by event basis.

D. To maintain good standing as an Associate Member, an organization must meet the following requirements:

1. Be in good standing with the University of Alabama.
2. Be registered through OFSL as a Greek letter organization.
3. Be current with all documentation requests from the University of Alabama.
4. Adhere to the UGC Constitution and Bylaws.

5. Follow all local, state, and federal laws, and policies of the University of Alabama.
6. Attend three quarters (3/4) of required UGC meetings each semester.
7. Attend two thirds (2/3) of UGC-sponsored Special Events unless told otherwise.
8. Failure for any associate member organization to attend two (2) mandatory meetings will result in a fine of \$10 per meeting and the organization will lose its good standing as Associate Members until five (5) consecutive meetings have been attended given that no other Associate Member conditions have been violated. Absences shall be excused through prior notification to a UGC Executive Board member and approved by the UGC Executive Board.
9. Should an Associate Member organization fail to attend three (3) mandatory meetings, the organization will lose their associate membership status and must reapply during the following Associate Member application period.
10. Be no more than ten (10) business days delinquent of all financial obligations.
11. Complete and turn in a monthly report to the UGC Internal Vice-President of the organization's events and activities throughout the month.

E. Organizations in poor standing at the end of any semester shall be given the following rights and restrictions:

1. Members of the organization will not be able to hold chairs for the next semester, or take part in committees until all obligations to the UGC have been met.
2. Organizations will not be able to host Greek Point events.
3. Organizations will be considered in poor standing with OFSL and, therefore, be unable to participate in Greek-wide events, including but not limited to Homecoming and Greek Week.
4. In order to regain good standing with the UGC organizations must:
 - a. Pay a fine equal to one third (1/3) of their total required dues based on membership from the semester in which poor standing was instated.
 - b. Not miss two (2) required UGC meetings in a row.
 - c. Be in compliance with Article III, Section C or Article III, Section D for Full Members or Associate Members, respectively.

F. Associate Member organization(s) shall be given the following rights and restrictions:

1. Associate Members are able to hold chairs and take part in committees.
2. Any Associate Member shall have the right to have their case reviewed by the general body of the United Greek Council after one (1) semester of probation.

3. No member of an Associate Member organization is eligible to run for an executive board position.
4. Associate Members are allowed a vote on anything presented to the General Body, excluding votes on membership.
5. During the first semester of associate membership, one or more representatives from the associate member organization must meet with the executive board four times throughout the semester in order to maintain communication and help them reach their goals/keep them on track.

G. Regarding potential new associate member organizations,

1. An organization must be Source approved in order to be permitted to sit on our general body meeting. The United Greek Council Executive Board may reach out to the organization as soon as they are alerted to the existence of the organization and the eligibility of the organization to join the United Greek Council.
2. The United Greek Council will formally extend information to the new organization through one of the following mediums:
 - a. A formal letter,
 - b. A formal email, or
 - c. A meeting between representatives from the organization and representatives from the United Greek Council Executive Board.

H. Every active member of each chapter in UGC, as reported by the chapter to OFSL at the beginning of each semester, will pay the following dues:

1. If the chapter is of member status (associate or full) prior to the dues due date, dues will be assessed at a rate of \$15 per person per semester.
2. If the chapter attains associate member status following the dues due date for the semester, dues will be assessed at 50% of the rate specified in (1).

Article IV. Offices

A. Elections

1. The President shall preside over elections, unless running for office. In such a case, the parliamentarian shall preside over the process. If they are also running then an advisor shall preside over the process.
2. Elections will be held by the end of the Fall Semester.
3. A candidate must win by a simple majority.

4. In the event of a tie, the decision is determined by current UGC Executive Board vote. In the event of a tie between Executive Board, the Advisor will resolve the case. Current members of the Executive Board who are running for a consecutive term in office for which the tie exists shall not have a vote in breaking the tie.

5. Election results are to be tabulated immediately following each vote by the presiding Parliamentarian with an UGC advisor looking on. Vote results are to be announced before elections can be proceed to the next officer position.

B. Filling Vacancies

1. Should any Executive Board office become vacant for any reason, the procedure for filling the office shall be as follows:

a. At the first general body meeting after the executive board has been made aware of an upcoming vacancy, the President shall:

i. Announce the vacancy to the council.

ii. Explain the procedure for filling vacancy.

iii. The president will appoint temporary replacement until emergency elections can be held. If the president is the vacant office, the Vice President will replace the President and appoint the new Vice President until emergency elections can be held.

b. An election shall occur at the next United Greek Council meeting following the announcement of the vacancy, except in the case where the announcement falls on the last Council meeting of the semester and/or year. In this case, the election will be held at the first meeting of the next semester.

c. All other regular election procedures shall be upheld as provided for in

2. Should vacancies develop during the summer, the office is appointed temporarily by the UGC Executive Board.

C. Impeachment and Removal

1. The violation of this constitution by any member of the Executive Board shall warrant a call for impeachment from the General Body by a majority vote.

2. Any member of the United Greek Council shall be able to initiate impeachment procedures for any officer of the United Greek Council on the following grounds:

a. Dereliction of duty.

b. Mismanagement or misuse of United Greek Council funds.

c. Inappropriate conduct and/or behavior.

3. Impeachment procedures shall be as follows:

a. Calls for impeachment proceedings must be made at an official UGC General Body Meeting. An explanation must be given on the grounds of impeachment and must receive a majority vote by the General Body for impeachment proceedings to continue.

b. The alleged violations must be presented in writing to an Advisor and the President of UGC. The allegations shall be presented to the Executive Board for review and investigation.

c. The President will schedule a hearing between the Executive Board and the accused officer no later than one business week after written allegations have been presented.

d. The Executive Board will make its recommendation regarding impeachment to the General Body based on its investigation. A recommendation must be presented no later than the second UGC meeting following the initial allegation.

e. The General Body will vote on whether to accept or reject the Executive Board's recommendation. A two thirds (2/3) vote is required to impeach an officer.

4. Removal from office will occur if any of the following conditions are met:

a. If an officer is removed or suspended from their chapter.

b. If an officer is placed on Academic probation or if in violation of Academic Honor Code.

5. Appeals may be made to the Director of Greek Affairs and Chapter Presidents.

Article V. Executive Board

A. The Executive Board shall consist of the following positions:

1. President

2. Vice President

3. Treasurer

4. Secretary

5. Parliamentarian

B. The duties of the UGC Executive Board shall be as follows:

1. The President shall:

- a. Have overall responsibility for the operation of the UGC.
- b. Enforce the UGC Constitution, regulations, and policies.
- c. Preside at all full and special meetings of the UGC Council.
- d. Call and preside at all full and special meetings of the UGC Executive Board.
- e. Set good moral, academic and leadership standards for members to follow.
- f. Be the official spokesperson of the organization and maintain good relations with campus officials.
- g. Serve as liaison between the UGC and the Presidents' Council, and attend all Presidents' Council meetings.
- h. Meet weekly with the UGC Advisor.
- i. Organize an officers-elect training retreat to take place after the Executive Board elections and before the new officers first preside over the Voting Council.
- j. Maintain a complete, updated President's file which will include the current UGC Constitution and Bylaws; the current UGC budget; the current UGC manual of correspondence and materials received from the UGC advisor; copies of UGC reports to the UGC advisor; and other pertinent materials.
- k. Have the authority to co-sign UGC checks and shall sign all contracts and documents necessary to perform the will of the Council.
- l. Submit a written report to include a summary of all activities performed upon completion of term of office to be filed in the UGC's files and with the UGC advisor.
- m. Host a minimum of one (1) office hour held every week which will be located within the Office of Fraternity and Sorority Life and announce the timing of his or her office hour(s) at the first general body meeting of every semester.

2. The Vice President shall:

- a. Assume the responsibilities of the President in her or his absence.
- b. Will be in charge of all advertising and marketing of UGC events.
- c. Will be in charge of relations with other councils on the UA campus.
- d. Will oversee standing committees.
- e. Perform other duties as assigned by the President.
- f. Host a minimum of one (1) office hour held every week which will be located

within the Office of Fraternity and Sorority Life and announce the timing of his or her office hour(s) at the first general body meeting of every semester.

g. Oversee the intake of potential associate member organizations, including the formal extension of information and facilitation of associate member organization communication meetings.

3. The Treasurer shall:

a. Preside over General Body meetings in the absence of the President and Vice Presidents.

b. Maintain accurate records of the expenditures and receipts of all funds.

c. At every General Body meeting, present a current account balance.

d. Handle all financial exchanges.

e. Collect semester dues for the council.

f. Issue checks for the expenditures of all the funds upon receipt of voucher properly executed.

g. Co-sign all withdrawals with the President of the UGC.

h. Perform other duties as assigned by the President.

i. Host a minimum of one (1) office hour held every week which will be located within the Office of Fraternity and Sorority Life and announce the timing of his or her office hour(s) at the first general body meeting of every semester.

4. The Secretary shall:

a. Reserve rooms for all meetings.

b. Record all attendance and take minutes at all Executive Board and Voting Council meetings.

c. Draft the official correspondence of the UGC unless otherwise provided for.

d. Maintain a complete, updated file which will include the minutes of the meetings of the UGC, all resolutions of the UGC, copies of all contracts made by the UGC, and current correspondence.

e. Produce and distribute an agenda before each General Body meeting.

f. Distribute minutes twenty-four (24) hours after all meetings to General Body and Executive Board.

g. Perform other duties as assigned by the President.

h. Host a minimum of one (1) office hour held every week which will be located

within the Office of Fraternity and Sorority Life and announce the timing of his or her office hour(s) at the first general body meeting of every semester.

5. The Parliamentarian shall:

- a. Maintain decorum and order at all meetings.
- b. Apply parliamentary procedure and Constitutional guidelines.
- c. Submit a written report to include a summary of all activities performed upon completion of term of office to be filed in the UGC's files and with the UGC advisor.
- d. Provide and make readily available to chapters all policies and procedures affecting said chapters, and provide training and education about these policies and procedures.
- e. Review the Constitution and Bylaws annually with the Constitution and Bylaws Committee.
- f. Regulate question and answer segment during voting.
- g. Interpret the UGC Constitution.
- h. Serve as the main contact point for issues of diversity, equity, and inclusion.
- i. Plan events to engage UGC within the greater campus or Tuscaloosa at least once per semester.
- j. Perform other duties as assigned by the President.
- k. Host a minimum of one (1) office hour held every week which will be located within the Office of Fraternity and Sorority Life and announce the timing of his or her office hour(s) at the first general body meeting of every semester.

C. Terms of Office

1. Each elected Executive Board Member shall serve a twelve-month term from December to December.
2. The period of time between the election process and the first general body meeting of the spring semester will serve as a transition and training period during which time the elected officers will become familiar with the duties of their position.
3. A new Executive Board of Officers shall be in place by the end of fall semester every year.
4. No Executive Board Member shall serve as an Executive Board Member on another Greek Council at the University of Alabama.
5. No Executive Board Member shall serve as the President of any UGC organization.

Article VI. Meetings

A. General Body Meetings

1. Shall be official meetings consisting of the Executive Board, Chairs and Committees, and one (1) delegate from each organization.
2. General Body Meetings shall be held bi-weekly on days to be determined at the beginning of each semester.
3. Quorum for General Body Meetings will be two thirds (2/3) of the member organizations, as represented by delegates present and voting.

B. Executive Board Meetings

1. Executive Board Meetings shall be held as deemed necessary by the UGC President but no less than every two (2) weeks during the fall and spring semesters.
2. The President may call special meetings of the Executive Board with twenty-four (24) hours notice to all Executive Board members.

C. Delegates

1. Each organization will have one (1) delegate to be determined by their own procedure.
2. Delegates will be the voting voice of the organization they are representing and will report UGC decisions back to chapters.

D. Fines

1. Outburst/Language- \$1
2. Meeting tardiness (until 15 min)- \$5
3. Meeting absence (delegates)- \$10
4. Event tardiness (until 15 after)- \$5
5. Event absence- \$20
6. Late payment of dues- \$15/week (rounding up to the nearest full week)

Article VII. Relationships

The UGC shall have no relationship to or be controlled by any other local, state or national organization.

Article VIII. Committees

Standing committees and special officers that may be necessary to carry out the work of the UGC shall be appointed by its Executive Board to serve during the tenure of the Executive Board that appointed them.

Article IX. Parliamentary Authority

The rules contained in the current addition of Robert's Rules of Order, Newly Revised shall govern the association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and special rules of order the council may adopt.

Article X. Amendments

The By-laws may be amended by a majority vote within the Regular Members of the UGC council at two (2) separate meetings (first meeting proposed, second meeting voting). Any amendments must be reviewed by the General Body and must be given in writing. Amendments can only be initiated by organizations holding regular memberships within the UGC.

Article XI. By-Laws

The UGC at the University of Alabama may establish By-laws to this Constitution provided that such By-laws do not conflict with the provisions herein, and further provided that such By-laws be introduced by a member of the UGC, read and passed by a two-thirds (2/3) at two (2) meetings of the General Body of the UGC.

Article XII. Attendance

A. General Body Meetings

1. Delegates

- a. One (1) delegate from every active organization will attend every United Greek Council general body meeting.
- b. In the event that a delegate is unable to attend, an alternate that will represent that delegate's organization will be accepted.
- c. An absence request may be filed with the secretary twenty four (24) hours in advance of a General Body meeting if all members of an organization will be otherwise occupied during the designated meeting schedule.
- d. In the event of an emergency where a delegate and alternate are unable to meet

attendance requirements, the organization will have 24 hours to present the cause to the executive council.

e. If the requirements are not met, the organization will receive a meeting absence fine (see Article VI, Section D).

B. United Greek Council Events

1. A 10% organization attendance is required at every UGC sanctioned event. This includes and is limited to Service and Social events.
2. In the event that the attendance requirement cannot be met, a representative from the chapter can inform the Executive Council during an Executive Council Meeting or submit an absence request form with the UGC treasurer.
3. In the event of an emergency, an organization representative may contact the UGC Executive Board to present the cause of the absence.
4. If the requirements are not met, the organization will receive an Event Absence fine (see Article VI, Section D).
5. In order for an event to be mandatory for attendance it must be added to the calendar and announced one month in advance of the event date.

Article XIII. Community Service

A. Greek Points

1. A minimum of 3 Greek Points per member of each organization is required to be reported to the Executive Board each semester.
2. A fine of \$5 per Greek Point not completed will be assessed at the end of each semester by the Treasurer but will not exceed \$50.
3. Should this requirement be unobtainable for an organization during a semester a representative from the organization will meet with the Executive Board to explain circumstances.
 - a. Waivers of this fine require approval from the Executive Board.