**Professional Greek Council**

West Virginia University Chapter

Bylaws – First Edition

December 6, 2018

**Article I**

Name and Objective

Section 1. The name of this Organization shall be the Professional Greek Council.

Section 2. The objective of the Professional Greek Council shall be as follows:

1. To promote the advancement of Professional, Academic, and Service Greek Letter Organizations at West Virginia University.
2. To establish and further relationships between the respective students and Organizations present at West Virginia University.
3. To facilitate the improvement of relationships between Students, Organizations, and Faculty.
4. To encourage the advancement of education, philanthropy, and professionalism.
5. To serve as a forum for inter-Organizational goals and relevant activities.
6. To be of assistance in the collaboration of the Organizations associated and furthering of their ideals.

**Article II**

Members

Section 1. Member Organizations will be officially recognized by the Professional Greek Council by the following process:

1. Prospective Organizations will submit a formal request of Membership to an Organization on the Professional Greek Council. Organizations must provide evidence of recognition by the Office of Student Engagement & Leadership.
2. The Organization in receipt of this request will then make a Motion to Discuss, which is to be passed *without* a second.
3. The Organization will read the request aloud.
4. The President will then ask if there are any reasons for the apprehension of the prospective Organizations joining.
5. The Prospective Organization will then be offered a chance to have the floor to speak if present.
6. There will then be a Motion to vote on the Prospective Organization joining the Council.
7. A formal letter will be issued and signed by the Executive Council of their Acceptance or Denial.
8. A letter of Denial will include the reasoning as to why and possible suggestions for improvement.
9. In order for a Prospective Organization to be reevaluated, another formal request of Membership will need to be resubmitted.

**Article III**

Duties of Officers

Section 1. Executive Powers will exist for the purpose of the facilitation and enactment of meetings of the Professional Greek Council.

Section 2. Executive Officers of the Professional Greek Council and their responsibilities will be as follows:

1. President
   1. To facilitate meetings and to see to their order and Organization.
   2. To appoint committees, committee chairs and serve as Ex-Officio Members of all committees.
   3. To serve as the chair of the Executive Board.
   4. To call special meetings when needed.
   5. To sign all documents & co-sign all checks along with the Treasurer.
   6. To maintain forms, records, and provide new officers with transition documents.
   7. To assume other duties as assigned by the council.
2. Vice President
   1. To execute the duties and powers of the President in their absence, resignation, or is impeached.
   2. To maintain forms, records, and provide new officers with transition documents.
   3. To assume other duties as assigned by the council.
3. Treasurer
   1. To organize and maintain a budget of funds.
   2. To collect dues and other funds and deposit all funds within five (5) business days of receipt.
   3. To keep a ledger of all transactions, a copy of all receipts, as well as monthly bank statements to be reconciled and its status reported to the Executive Office at the end of each statement.
   4. To maintain forms, records, and provide new officers with transition documents.
   5. To assume other duties as assigned by the council.
4. Secretary
   1. To record the correspondence of meeting in minutes and report the minutes to each Organization in a timely manner.
   2. To organize and maintain the general council calendar and a joint calendar of all Member Organizations.
   3. To issue any necessary correspondence on behalf of the council.
   4. To maintain forms, records, and provide new officers with transition documents.
   5. To assume other duties as assigned by the council.
5. Administrative Correspondent
   1. To report relevant information to and from the Office of Fraternity & Sorority Life at West Virginia University.
   2. To maintain forms, records, and provide new officers with transition documents.
   3. To assume other duties as assigned by the council.

**Article IV**

Election of Officers

Section 3. There may be a Maximum of two Members of Executive Officers from each Member Organization unless exigent circumstances are presently preventing this from being achieved.

Section 4. Elected Positions will be nominated at the next-to-last meeting of each Spring semester, and a formal vote for these positions will be held at the last meeting of the Spring semester.

Section 5. Nominations may be made by a show of hands or by another Member of the Professional Greek Council.

Section 6. Each Nominee for Executive Office will be given one (1) minute to give their reasoning as to why they are the best fit for the position.

Section 7. Nominees not Elected must be given the option to trickle-down to the subsequent position as defined in Article III, Section 2.

Section 9. In the event of an elected officer resignation, a special election will be held during the following General Assembly Meeting. If an appointed officer were to resign, the executive board reserves the right to appoint a new officer to take their place.

**Article V**

Meetings

Section 2. Facilitation of General Assembly Meetings

1. The conduction of meetings will be as follows:
   1. The President will call the meeting to order.
   2. The Secretary will summarize the previous meeting.
   3. Each Member Organization will be given the floor for a brief time to speak about events, issues, and ideas they wish to discuss.
   4. The Officers will then be given the floor for a brief time to speak about events, issues, and ideas they wish to discuss.
   5. There will be an open forum to allow any Members to speak.
   6. A motion will be made to adjourn to be seconded to end the meeting.
   7. General facilitation of meeting shall follow Roberts Rules of Order

The Executive Board shall consist of all elected officers and advisors.

1. The Council President will serve as the chair of the Executive Board.
2. The Executive Board will meet at least twice per month to discuss, evaluate, and review activities involving Member Organizations, meeting agendas, etc.
3. Executive Board meetings will be held the week prior to an upcoming General Assembly Meeting unless otherwise indicated.
4. General Assembly: The General Assembly shall consist of all Member Organizations. Each Member Organization shall have one voting delegate and an alternate voting delegate. The assembly will meet twice a month.

**Article VI**

Finances

Section 1. The Treasurer of the Professional Greek Council and the President will hold joint access to a Bank Account holding the dues collected.

1. Any and all transactions set forth by this account over the amount of $100 will require the signatures of at least two Executive Officers, these signatures must occur on either the written permission of the expenditure or on the receipt itself.

Section 2. The Professional Greek Council shall maintain a reserve account for unforeseen expenses.

1. Five percent of each semester’s collected dues will be deposited into this reserve account.
2. Expenditures from this fund must be approved by majority vote of the executive officers.

**Article VII**

Legislative

Section 1. Legislative Power will lay in the hands of the Organizations present. Each Organization will have equal (one) vote on all decisions brought forth to be enacted by the council.

Section 2. Motions enacted by the Professional Greek Council will proceed as follows:

1. One Chapter will make a Motion
2. Another Chapter will second the Motion
3. The Professional Greek Council will then vote as a whole on the Motion.
4. The vote will pass with a simple majority. (>50%)
5. If a Motion fails, there may be a Motion of Reasoning, to evaluate the failure, in the goal of being resubmitted.

**Article XIII**

Judicial

Section 1. Judicial Committee

1. The Judicial Committee will consist of one Member from each Member Organization, as well as the Vice President presiding.
2. The formation of a Judicial Committee will be upon necessity and will be disbanded upon resolution.
3. There must be at least four (4) Members of the committee, excluding the Vice President. If there are too few Members, the Vice President may appoint another Member from a Member Organization.
4. Executive Officers of the Professional Greek Council excluding the Vice President may not sit on the Judicial Committee.
5. Member Organizations on probationary status will not sit on the committee.

Section 2. Judicial Procedure will be as follows:

1. The Judicial Procedure will start upon the receipt of a Formal Complaint of a Member Organization, either by an executive officer. This Complaint will be a written document, outlining the accused party, and the reason for accusation, and will be presented to a Member of the Executive Officers to determine merit.
2. If the claims are merited, the Vice President will then call for a Judicial Committee to be formed, asking for a representative of each Member Organization to volunteer one Member to be on the committee. The accused Member Organization will be considered under probationary status.
3. The committee will then determine a time for a judicial hearing, no later than one week upon receipt of the Formal Complaint.
4. At the Judicial hearing, the accused Member Organization will be given the floor to speak as much as they see fit, or release a written defense of their position.
5. The accused Member Organization will then leave the committee meeting until called for resolution.
6. The Judicial Committee will then discuss the possibility of disciplinary actions for the accused based on the severity of the accusation.
7. Once a disciplinary action is agreed upon unanimously, the Vice President will be charged with providing a written letter of resolution to the accused party no later than 24 hours after the hearing.
8. Failure of the accused Member Organization to comply with the resolution will result in another formal complaint and further disciplinary action.

Section 3. Disciplinary actions will be consistent with University Disciplinary policies and procedures

**Article IX**

Miscellaneous

Section 1. Risk Management - Member Organizations of the Professional Greek Council are required to abide by the following standards set forth for the mitigation of risk potential. In order to host social events, member organizations must hold active and approved insurance as detailed in the *Office of Fraternity & Sorority Life Manual of Operations*. Likewise, the Social Event Policy of the Office of Fraternity & Sorority Life must be adhered to. The following standards apply:

1. Hazing
   1. Hazing, as defined below will not be tolerated on or off campus.
   2. Hazing is defined as any action or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Any activities which are not consistent with Organizational governing laws, rituals or regulations and policies of the university. This statement applies to all affiliated Members, including new Members, Members, and Alumni. Please consult the WVU Student Conduct Code for more information.
   3. Anti-hazing practices and policies shall be developed, implemented and maintained by each Member Organization in order to maintain the safety of their respective Organizations.
2. Alcohol
   1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a Member Organization event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Member Organization, shall be in compliance with any and all applicable laws of the nation, state, province, county, city and institution of higher education, and shall comply with either the BYOB or Third-Party Vendor Guidelines identified by FIPG and the Office of Fraternity & Sorority Life.
   2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for Members or guests be undertaken or coordinated by any Member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. Controlled Substances
   1. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a Member Organization event or at any event that an observer would associate with the Member Organization is strictly prohibited.
4. Sexual Abuse and Harassment
   1. Member Organizations shall not tolerate or condone any form of sexist or sexually abusive behavior on the part of its Members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to any person or persons, including but not limited to verbal harassment, sexual assault by individuals or Members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a Member Organization’s event as defined in this policy is prohibited.
5. Education
   1. Each Member Organizations shall annually instruct its new Members, Members, alumni in its risk management policies and procedures.
   2. All Member Organizations shall receive either by their respective Organization or the council training in the following areas: alcohol and drug abuse, sexual abuse and harassment, and anti-hazing.
      1. A document containing the signature of every Member of each Organization stating all have received this training will be submitted before the Greek Collaborate Council no later than 4 weeks into the semester.
      2. Failure to do so will result in the formation of a temporary committee to go to the non-compliant Organizations’ meeting and giving an extensive presentation on these areas.
6. Digital Media Presence
   1. The Professional Greek Council actively encourage the use of social media to publish and communicate freely in the recruitment of new Members. The Professional Greek Council does not always reflect and/or support the opinions of its individual Member Organizations and does assume any responsibility for the actions of its Membership. Further, the Professional Greek Council will actively remind its individual Member Organizations the importance of caution and sensibility when utilizing social media.
   2. The Professional Greek Council prohibits the use, infringement, or unauthorized modification of the trademarks or copyrights of others without strict written consent to be documented and archived.
   3. All communication used in its capacity on behalf of the council and its Membership should be both appropriate and in good taste.
7. West Virginia University Compliance
   1. Member Organizations of the Professional Greek Council will agree and adhere to any and all policy changes affecting Fraternity & Sorority Life at West Virginia University in an act of good faith and will inquire about the alteration of any operations set forth by this Council to accommodate a mutually beneficial relationship.
8. Member Organizations that do not meet these standards will be subject to judicial action or recommended to the Office of Student Conduct for the removal of recognition.

**Article X**

Amendment Process

Section 1. The process for introducing new amendments to this Bylaws of the Professional Greek Council will be as follows:

1. An Organization will introduce a bill as New Business.
2. This bill will then be presented to the Member Organizations present.
3. Member Organizations will discuss necessary alterations to the bill by a show of hands.
4. There will then be a Motion to Close Discussion of the bill.
5. The altered bill will be reintroduced the following meeting in Old Business.
6. Member Organizations will discuss necessary alterations to the bill by a show of hands.
7. There will then be a Motion to Close Discussion of the bill, or if there are no alterations necessary, a Motion to Vote.
8. A simple majority will be needed to pass a bill into an amendment.