**Professional Greek Council**

West Virginia University Chapter

Constitution- First Edition

December 6, 2018

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Constitution: Draft Copy

**Preamble**

In order to advance the interests of Professional, Academic, and Service Greek Letter Organizations, and create a greater spirit of cooperation, camaraderie, and diversity among the Organizations established at West Virginia University, we do ordain and establish this Constitution of the Professional Greek Council at West Virginia University.

**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**

Executive Officers

Section 1. Executive Officers will exist for the purpose of the facilitation and enactment of meetings and the day to day operations of the Professional Greek Council. The Executive Officers shall make up an Executive Board consisting of a President, Vice President, Treasurer, Secretary and Administrative Correspondent.

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.

Section 3. All elected or appointed officers must maintain active status within a Member Organization and meet University requirements for holding elected and appointed positions. Undergraduate officers must maintain a 2.50 cumulative grade point or higher, be enrolled in twelve (12) credit hours per semester and have the absence of disciplinary probation.

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. The Executive Board meetings:

1. The Executive Board will meet at least twice per month to discuss, evaluate, and review activities involving Member Organizations, meeting agendas, etc.
2. Executive Board meetings will be held the week prior to an upcoming General Assembly Meeting unless otherwise indicated

**Article III**

Requirements for Membership

Section 1. Member Organizations shall be Greek lettered organizations that strive in the subjects of professionalism, academics, and service. Organizations that are categorized as honors societies or primarily social shall not be eligible to become members. All member organizations must be duly recognized by the Office of Student Engagement & Leadership.

Section 2. Member Organizations within the Professional Greek Council will be required to maintain a 2.50 average cumulative GPA. A report of each Organizations preceding Semester and cumulative GPA will be submitted to the Professional Greek Council no later than the first month of each semester’s inception.

Section 3. Organizations will be required to establish Philanthropy programs, in which every Member within these Organizations must complete at least two (2) hours of Philanthropy based service to the community each semester. Failure to do so will result in a $5 fine for each hour not achieved.

Section 4. A Representative of each Organization must be present at each formal meeting of the Professional Greek Council. Organizations that cannot provide a representative will submit a reason for absence twenty-four (24) hours prior to the meeting. There will then be a vote to accept or deny the excuse. Organizations may not have more than four (4) unexcused absences each semester.

Section 5. The Professional Greek Council shall charge each Member Organization dues in the amount of $5.00 per Member. Membership dues shall be finalized and charged no later by the second week of the Fall and Spring semesters.

1. The total sum of the Chapter Member Dues shall be due to the Treasurer fourteen business days after issue.
2. Failure to submit the total sum of Chapter Member Dues by 5:00 pm on the fourteenth business day after issue, the chapter shall be charged a late fee of $10.00 per business day late.
3. Interim additions will be assessed a prorated due amount not to exceed $4.00 per new Member. The amount will be decided upon by vote at the meeting following their acceptance onto the Professional Greek Council.
4. Member Organizations that do not meet these requirements will be subject to judicial action.

Section 6. This organization will not deny membership on the basis of age, disability status, ethnicity, gender identity, national origin, religion, sex, sexual orientation or veteran status.

Section 7. The voting membership of this organization shall be limited to organization members who are WVU students.

**Article IV**

Meetings

Section 1. General Assembly meetings shall occur on a bi-monthly basis, the date and time of the following General Assembly meeting shall be set at the end of each General Assembly Meeting.

Section 2. 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.

Section 3. Special meetings may be called by any two Executive Officers.

Section 4. Quorum shall be constituted by 2/3 of the membership.

**Article V**

Special WVU Requirements

Section 1. This organization and its member groups will adhere to the West Virginia University Student Conduct Code.

**Article VI**

Advisor

Section 1. The Advisor to the Professional Greek Council shall be the Director of Fraternity & Sorority Life or his/her designee.

**Article VII**

Amendment Process

Section 1. The process for introducing new amendments to this Constitution 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.