

# University of Dubuque

## Greek Council Constitution

Revised April 2013

### Name

The name of the organization shall be Greek Council.

### Purpose

The purpose of shall be to work together for the good of the member organizations, the university, and the community; to coordinate activities between the member organizations; to encourage better relations between member organizations; to establish dates for Greek Council events and to administer the guidelines monitoring these events; to serve as the official voice and legislative body for the unified social Greek system; to serve as a forum to address ideas and concerns for member organizations; to constitute the Greek Advisory Board which oversees the greek judicial process under the supervision of the Greek Council Advisor.

### By Laws

#### Article I – Organizational Structure

Greek Council shall be comprised of an Executive Branch, a Representative Branch, and at least one advisor. Greek Council shall oversee the activities of the Pan Hellenic Council (if active), the Interfraternity Council (if active), and the Greek Advisory Board.

#### Section One – Executive Board

The Greek Council Executive Board shall consist of six elected officers: President, Vice President of Community Service and Fundraising, Vice President of Greek Education, Secretary, Treasurer and Parliamentarian.

#### Section Two – Representatives

The Representatives shall include any two active members from each member organization (See Article IV, Section I, F).

#### Section Three – Advisor(s)

Greek Council in consultation with the Dean of Student Life shall select the Greek Council Advisor(s).

#### Section Four – Subordinate Organizations

A. Pan Hellenic Council

1. Pan Hellenic Council shall consist of one representative from each sorority.
2. The purpose of the Pan Hellenic Council shall be to provide an opportunity for the social sororities of Greek Council to work together for the good of the university and all of its women; to cooperate with the college administration in the maintenance of high social standards; to further intellectual accomplishment and sound scholarship; to formulate and enforce rules governing rushing, pledging, and initiation activities of sorority members.
3. Presidency of the Pan Hellenic Council shall rotate through each active sorority organization every academic year in alphabetical order and shall be held by the representative of that organization.
4. Pan Hellenic Council will be active and meetings will take place when two presidents of organizations deem necessary.

#### B. Interfraternity Council

1. Interfraternity Council shall consist of one representative from each social fraternity.
2. The purpose of the Interfraternity Council shall be to coordinate the activities of the social fraternities on campus with the administration, the student body, and the faculty; to encourage the elevation of scholastic and social standards within fraternities; to coordinate and regulate all Interfraternity activities. The purpose of the Interfraternity Council shall be to provide an opportunity for the social sororities of Greek Council to work together for the good of the university and all of its men; to cooperate with the college administration in the maintenance of high social standards; to further intellectual accomplishment and sound scholarship; to formulate and enforce rules governing rushing, pledging, and initiation activities of sorority members.
3. Presidency of the Interfraternity Council shall rotate through each active fraternity organization every academic year in alphabetical order and shall be held by the representative of that organization.
4. Interfraternity Council will be active and meetings will take place when two presidents of organizations deem necessary.

#### C. The Greek Advisory Board (GAB)

1. The Greek Advisory Board shall consist of the presidents of each Greek Council member organization, the President of Greek Council, and the Greek Council Advisor(s) (who shall serve as moderator).
  - A. In the event that the President of Greek Council is a member of the organization(s) involved, then the Vice President of Community Service shall be appointed to serve in his/her place followed by the Vice President of Greek Education, etc.
2. The purpose of the Greek Advisory Board shall be to serve as the official judicial hearing committee for all alleged violations of the Greek Council Constitution and its By Laws. It shall

have the power to administer sanctions as deemed necessary. Any violation of university policies shall be handled by the Dean of Student Life and current campus judicial policies.

3. The Greek Advisory Board shall also serve as a committee to approve newly founded/re-established organizations (See Article VI, Section 1, D).

4. Any member of an organization charged with a violation of the Greek Council Constitution or its By Laws shall be ineligible to serve on the Greek Advisory Board for that hearing.

## Article II – Duties of Officers

### Section One – Executive Officers

There are six Executive Officers on Greek Council: President, Vice President of Community Service and Fundraising, Vice President of Greek Education, Secretary, Treasurer, and Parliamentarian. These Officers are elected annually by April 1<sup>st</sup> for an academic year (See Article III).

#### A. President

1. Call regular and special meetings of Greek Council and the Executive Board.
2. Preside over Greek Council meetings, Executive Board meetings, and meetings of the Greek Advisory Board in a neutral manner.
3. Delegate tasks to Greek Council members and Greek Council executive members as necessary.
4. Serve as Greek Council representative to the Student Government Association at all Student Organizational meetings and functions.
5. Serve as a representative and spokesperson for the social Greek organizations on campus to the administration, faculty, and board of trustees.
6. Vote only in the event of a tie at Greek Council meetings and meetings of the Greek Advisory Board.

#### B. Vice President of Community Service and Fundraising

1. Fulfill the duties of the President in the President's absence in conjunction with the Vice President of Greek Education.
2. Fulfill responsibilities delegated by the President.
3. Develop a list of possible charitable/community service projects for Greek Council to be handed out at the first Greek Council meeting of each semester.
4. Coordinate fundraising activities to sponsor Greek Council events.
5. Establish and chair a committee to develop community service and fundraising activities for Greek Council if deemed necessary.
6. Track and approve community service projects of member organizations.

7. Coordinate one community service project during the fall semester and during initiation week for all member organizations.

#### C. Vice President of Greek Education

1. Fulfill the duties of the President in the President's absence in conjunction with the Vice President of Community Service and Fundraising.
2. Fulfill responsibilities delegated by the President.
3. Work with member organizations and the Office of Student Activities to develop a Greek Life brochure prior to the annual Involvement Fair.
4. Submit an article to the Belltower each semester that promotes Greek Life.
5. Establish and chair a committee to carry out annual Greek Week events and activities.
6. Track and approve informal and informational event dates.
7. Create and maintain an informational Greek Life bulletin board to be updated a minimum of twice a semester in Peters Commons.

#### D. Secretary

1. Record and distribute copies of the minutes of all Greek Council meetings to each active member of each member organization within three class days of the meeting.
2. Fulfill responsibilities delegated by the President.
3. Make and distribute the agenda for all Greek Council meetings to all active members of member organizations.
4. Publicize and notify each Greek Council member organization of all meetings of Greek Council.
5. Create and distribute a Greek Life academic calendar to each member organization by the first Greek Council meeting of the fall semester.
7. Coordinate all official Greek Council communications.

#### E. Treasurer

1. Maintain financial records for Greek Council and report financial standings at each regularly scheduled meeting.
2. Fulfill responsibilities delegated by the President.
3. Collect and record Greek Council dues and fines through monthly invoicing. See Article V.
4. Collect and record receipts for all Greek Council activities.
5. Coordinate all official Greek Council financial correspondence including Student Government Association requests.

6. Create and approve Greek Council budget to include all events and activities for the academic year.

#### F. Parliamentarian

1. Distribute Robert's Rules of Order packets and educate all member organizations once per semester.
2. Fulfill responsibilities as delegated by the President.
3. Advise the President, or presiding officer, at all Greek Council meetings as to correct Parliamentary procedure.
4. Record attendance at all Greek Council meetings and functions.

### Section Two – Advisor(s)

Greek Council deems the following duties necessary of their advisor(s):

- A. Attendance at all Greek Council meetings and executive board meetings
- B. Oversight of all pledging and initiation activities (Refer to Article IX)
- C. Assist in planning of campus-wide activities including but not limited to:
  1. Greek Week
  2. Homecoming
  3. Annual Greek Alumni event

### Section 3 – Training of New Officers

- A. Individual training meetings should be set up between new and current executive members following elections. Meetings must be completed prior to the end of the academic year.
- B. Any materials pertinent to executive positions (binders, etc.) are passed down to new executive members prior to the end of the academic year.
- C. New executive board members shall attend at least one meeting of the current executive board.
- D. One annual allocation and scheduling meeting shall be completed prior to April 15 of both prior and new executive boards.
- E. Hold at least one meeting of the new executive members to set goals and plan future events.

## Article III – Election of Officers

### Section One - Eligibility

In order to be eligible to run for a Greek Council executive position the nominated party must meet the following criteria:

- A. Have been an active member in the Greek system for at least one academic year. If no qualified individuals are nominated, new actives may be nominated.

B. Have attended at least two Greek Council meetings during the current academic year, prior to being nominated.

C. The President must have served on the Executive Board for at least one semester to be nominated. If no qualified individual is nominated, current active members that have been active in the Greek system at least one academic year may be nominated.

## Section Two - Nominations

A. Nominations shall take place at least one week prior to elections

B. Greek Council representatives may nominate any Greek active for executive positions, providing that person meets eligibility requirements. Nominations shall be done in the following order:

1. President
2. Vice President of Community Service and Fundraising
3. Vice President of Greek Education
4. Secretary
5. Treasurer
6. Parliamentarian

C. The secretary shall record the nominations and send out notice to the nominees.

D. Nominees shall provide prepared presentations to voting members prior to voting.

E. Nominees must be present at the time of voting.

## Section Three - Process for Voting

A. All nominees must be present to be eligible to run for office.

B. Each nominee will present a prepared presentation and may be asked questions in response.

C. The nominees shall leave the room and representatives will be asked to speak for or against the nominees. Voting shall happen in the following order:

1. President
2. Vice President of Community Service and Fundraising
3. Vice President of Greek Education
4. Secretary
5. Treasurer
6. Parliamentarian

D. Voting will take place by secret ballot.

E. Secret ballots will be counted by Advisor(s) and provided to Secretary to be reported in official minutes.

## Article IV – Meetings

### Section One – Meeting Procedures

A. Greek Council shall have weekly meetings and additional meetings as called by President or Advisor(s).

1. If classes during academic sessions do not meet, no meetings will be held.
2. If there is no business, meetings can be canceled.

B. In the event that Greek Council does not meet, the Executive Board shall have the authority to conduct business without the voting members so long as the topic has been discussed in a prior meeting or is generally minor in nature (such as community service, informal dates, etc.)

C. Times and locations for meetings shall be announced at least 24 hours in advance and emailed to all active members.

D. Meetings shall be conducted by Robert's Rules of Order.

1. The strictness to which Robert's Rules are followed shall be determined by the current Parliamentarian of the Greek Council Executive Board.

E. Quorum shall exist when at least 50% of eligible voting members are present. No formal business shall be conducted without quorum present.

F. Greek Council Meetings are mandatory for Greek Council members.

1. Each active organization must have two voting members.
  - a. Exceptions must be submitted within 24 hours of the Greek Council meeting and may be approved by the Executive Board.
2. Executive members do not count as representatives of individual fraternities or sororities at meetings.
3. Failure to attend Greek Council meetings will result in fines. (See Article V Section 3).
  - a. Following two weeks of unpaid consecutive absences, fines will double.
  - b. Following three weeks of unpaid consecutive absences, additional community service projects will be added to previous requirements to be completed during the current semester.
  - c. Should an organization become truant, as decided the Executive Board, charters shall be suspended.

G. Executive Board members are required to be at all regularly scheduled meetings.

1. Absences may be approved by the President and/or Advisor(s).
2. Unexcused absences will result in fines. (See Article V Section 3).
3. An executive member may have no more than two (2) unexcused absences.
4. Upon the second (2) absence, the Executive Member is allowed the appeal of one absence. If the Greek Executive member chooses to appeal, the remaining members of the Greek Executive Board shall vote based on the validity of the appeal. If the appeal is denied, the Executive Member is terminated from his or her position.
5. If an executive member's appeal is accepted and he or she misses one additional meeting unexcused, the Executive Member will be removed from office without further chance to appeal.

## Section Two - Voting

- A. Each member organization shall have two (2) votes.
- B. Any current active representative may vote on behalf of their respective organization.
- C. The Vice Presidents, Secretary and Treasurer shall have one (1) vote each.
- D. The Parliamentarian shall not vote in order to remain a neutral party.
- E. The President shall vote only in the event of a tie.
- F. A "clear majority" (over 50%) shall be necessary to carry all questions except Constitutional and By Law revisions.
- G. A "supra-majority" (75%) shall be required to change any part of the Constitution and/or By Laws.

## Section Three - Committees

- A. Committees may be established by the Executive Board as needed for special projects, events, or activities.
  1. Timelines for specific duties within projects, events, or activities shall be developed within two weeks of the committee's establishment.

B. Committees shall be chaired by appointed or volunteer active members of Greek Council and overseen by an Executive Board member.

## Article V – Finance

### Section One - Dues

A. Dues for returning active members for each member organization shall be \$5.00 per active per semester to be paid by October 1 for the fall semester and February 1 for the spring semester.



B. Dues for new active members shall be \$3.00 per member during semester of intake to be paid by April 1.

#### Section Two – Funding Acquisition

A. Greek Council and its member organizations may conduct fundraisers to support their activities.

B. Greek Council or its member organizations may petition the Student Government Association for Matching Funds for any fundraiser conducted by the Greek Council. Student Government guidelines must be followed in order to receive funds.

C. Greek Council may charge additional fees from member organizations for specific projects.

#### Section Three – Fines

A. Failure to attend Greek Council meetings will result in a \$5.00 fine per absent representative.

B. Unexcused absences of Executive Members will result in a \$5.00 fine.

C. Fines shall be assessed to each absent active member whenever official Greek Council meetings and events are held.

1. Refer to Article IV, Section One for meeting fine policies.

### Article VI – Charters

#### Section One – Charter Application

Any group of students seeking recognition as a social Greek organization, whether it is a new or re-established organization, must follow the guidelines listed below to obtain recognition by the Office of Student Life, Greek Council, the Student Government Association, and the University of Dubuque. Groups who do not follow these guidelines will not be recognized and will not have the right to recruit members on campus, advertise events, or otherwise promote their organization.

A. Applications for establishing new organizations may be submitted at any time.

1. New organizations must apply to be recognized by the University of Dubuque and the Office of Student Activities as a campus organization prior to requesting establishment as a Greek Organization.

2. Upon approval of the Office of Student Activities and the Student Government Association, requests may be made to become a member organization of Greek Council.

B. Newly established organizations must have with a minimum of four (4) founding members.

1. Members must have a GPA of no less than 2.0 on a 4.0 scale.

2. Founding members must have completed at least 12 credit hours at the University of Dubuque.

C. Honor Societies and professional organizations do not qualify to apply as member organizations of Greek Council.

#### D. Acceptance Procedure

1. Submit application form to be reviewed by Greek Executive Board, Greek Advisory Board, and Greek Council Advisor(s).
2. If application is found unsatisfactory, the organization may make necessary changes and resubmit at any time.
3. Upon approval of the application form, the Greek Executive Board, Greek Advisory Board, and Greek Council Advisor(s) will facilitate an application review meeting with the organization.
4. The Greek Council Executive Board, Greek Advisory Board, and Greek Council Advisor(s) will schedule a meeting to approve and accept organization charter.
  - a. Voting shall take place by secret ballot.

E. Upon acceptance as a member organization of Greek Council, the organization shall be in probationary status for two (2) semesters to include the semester of acceptance. See Article VI, Section Three for information regarding probationary status.

F. Upon denial as a member organization of Greek Council, the organization may continue to operate as a registered student organization and reapply after one calendar year following denial.

#### Section Two - Re-Establishing Charters

A. A re-establishing organization must adhere to the same guidelines as those for newly established organizations. (See Article VI, Section 1, D).

B. Probationary status may be waived for pledging should the organization complete the requirements prior to the bid list deadline:

1. Must locate and involve alumni in re-establishing traditions and activities, which will serve as the historical core for the organization once they are fully approved.
2. Must have at least one (1) alumni and one (1) advisor supervising all pledging activities.

#### Section Three - Probationary Status

A. During probationary status, founding or re-establishing organizations/members:

1. May not have a pledge class, if founding a new organization.
2. Must submit a list of all events, colors, letters, and the official crest of the organization to their Advisor(s) and the Director of Student Activities.
3. Must attend Greek Council, Pan Hellenic, or Interfraternity Council meetings under the same requirements as member organizations but shall not have voting rights.
4. Must learn the operations and traditions of Greek Council.

a. A Task Force will be established by Greek Council to assist in this process and to make recommendations regarding the type of activities which would be appropriate traditions for the new organizations.

5. Must perform at least three community service projects during probationary status with at least 75% of their members participating.

6. Must participate in the annual Greek Council community pledging activity including the community service requirement.

7. Must observe all applicable Rush, Pledging, and Initiation Guidelines.

8. May sponsor Informals and Formals.

B. Greek Council will complete an evaluation of the new or re-founded fraternity or sorority 14 days prior to the end of the probationary period.

1. This evaluation is based upon:

a. Participation in Greek Activities throughout the probationary period.

b. Fulfilling all obligations started during the probationary period.

2. If an organization fails to complete probationary requirements, the Greek Executive Board reserves the right to deny the organization or extend the probationary status after the evaluation.

## Section Four - Final Acceptance/Denial

A. Upon successful completion of the probationary period and receiving a positive evaluation from the Executive Board, the Greek Advisory Board and Advisor(s) shall vote on full acceptance and approval.

1. Accepted organizations may participate in the Rush, Pledging, and Initiation cycles.

2. Accepted organizations may wear colors/letters and display their crest in approved locations.

3. Accepted organizations may apply in writing to the Director of Student Activities for a permanent meeting room.

a. Rooms are assigned on a space available basis, and in order of the date the Director receives the request.

B. Upon denial of membership, a formal letter of disbandment will be sent to the organization by Greek Council President, stating why their organization was declined.

1. This will be done no more than seven (7) days after the decision has been made.

2. Denial following the probationary period is final and new applications for the organization under the same name may not be submitted.

## Section Five – Suspension and Revocation

## A. Suspension

1. Suspension shall be determined by the Greek Advisory Board. See Article X and XI for information regarding judicial process and sanctions.
2. Suspension of an organization will result in:
  - a. No Rush, Pledging, or Initiation activities.
  - b. No campus activities, formals, or informals.
  - c. Mandatory attendance at all Greek Council meetings and events.
  - d. Requirement of bi-monthly progress updates to Greek Council.
  - e. Payment of regular dues.
  - f. Completion of all community service requirements.
3. To remove suspension, an organization shall request an evaluation by the Greek Advisory Board.
  - a. Notification of approval or denial will be sent in writing within seven (7) days.

## B. Revocation

1. Revocation of an organization will result in:
  - a. All organizational activity must cease immediately.
  - b. Greek room must be vacated within 30 days.
  - c. Assessed damages of Greek room will be charged to each active member according to current Resident Life Policies.
  - d. Any university property including keys must be returned within 30 days.
  - e. Removal of crest from any university locations.
2. Organizations whose charters have been revoked may apply for reestablishment the following academic year.
3. Revocation shall be determined by Dean of Student Life and Advisor(s) of Greek Council based on severity of violations.

## Section Six – Extinction

- A. Extinction shall occur when there are no remaining active members in an organization.
- B. Prior to extinction, last remaining active members shall be responsible for:
  1. Informing Greek Council as soon as extinction is apparent.
  2. Returning all University property including Greek room keys.

3. Cleaning out Greek room.

a. Distribute historical documents and paraphernalia to willing recipient or Office of Student Activities.

4. Close university organization financial account or relinquish funds to Greek Council.

C. Prior to extinction, last remaining active members should consider informing alumni of impending extinction.

D. Extinct organizations may re-establish charters. (See Article VI, Section Two.)

## Article VII – Community Service

A. Greek Council will organize a Community Service project each semester and 75% of each Greek organization is required to participate.

1. If an organization does not participate with 75% of its active members without prior approval from Greek Council, Greek Council as a whole must perform another community service project. In addition, the organization in question must perform another community service project.

B. Each organization must participate in four (4) community service projects per academic year with a minimum of one (1) per semester.

1. If a minimum of one (1) project is not completed by the end of the fall semester, a fine of \$3.00 will be addressed to each active member of the organization.

C. Each Greek organization shall participate in a community service project after the completion of pledging so new actives are able to participate in one (1) project.

D. All projects must be approved by Vice President of Community Service and Fundraising by filling out the Community Service Project Form and submitting it for approval of each project. (See Appendix A).

E. All projects must be completed by May 1.

1. Remaining projects not completed by May 1 will result in a fine of \$3.00 per active per project. The money given to Greek Council in this manner will be donated to a local charity.

## Article VIII – Rush, Pledging and Initiation Guidelines

### Section One – Rush

Rush, also known as “Greek Week”, is typically scheduled during the first four weeks of the fall semester, planned by the Greek Executive Board. This period gives students interested in the University of Dubuque Greek System a chance to look at the different fraternities and sororities on campus. Activities are planned for their enjoyment and to let them see what each fraternity or sorority is about. They are not obligated to become a Greek just because they are “rushed”.

A. Each sorority and fraternity is allowed to have one informal rush party to be scheduled through Greek Council

## Section Two – Pledging and Initiation

A. Pledging is the time from the acceptance of a membership bid to the start of Initiation Week.

1. It lasts approximately three weeks.
  - a. National Organizations are permitted to operate under the timelines established by their constitution.
2. Its purpose is to assist pledges with learning traditions and organizational history, performing a service project, and other nonthreatening activities.
3. Pledging is designed to help prospective members (pledges) affirm their choice of organization and become comfortable with the organization and its members.
4. Initiation is the portion of pledging where emphasis is focused on bonding and trust building.

B. Schedules/Administration

1. Each organization must reserve the facilities that are to be used for pledging and initiation before pledging begins.
2. All actives and pledges must attend an informational meeting prior to the start of pledging to discuss the guidelines and regulations.
  - a. National Organizations with private pledging processes may schedule individual or private meetings with the Greek Council Advisor(s).
3. Each fraternity and sorority will be required to submit a pledging and initiation outline of activities including start and end time, and purpose to Greek Council Advisor(s) before they are permitted to begin pledging.
4. Each organization must have an advisor in attendance at all initiation week meetings and activities.
5. Greek Council will set up a community service project for all pledges and actives.
6. Any off campus activities must be first approved by the Director of Student Activities and Greek Council Advisor(s).
7. At no time may any student pledge an organization without first receiving a bid from that organization, signing it, and turning it in to Greek Council Advisor(s).
  - a. National organizations may conduct intake according to their constitutions and are not required to pass out bids.
8. Greek Council will nominate and vote on two (2) individuals, one (1) male and one (1) female, who will act as Pledging Officials. The Pledging Officials will handle all de-pledging and pledging problems with the exception of national organizations.

9. Each night of pledging, Pledging Officials shall do room checks. Room checks will take place at 12:15 am. If the condition of the rooms are poor, the actives of responsible organizations shall be called back to clean it.

10. The Executive Board will meet once a day during Initiation to help oversee the pledging process if deemed necessary.

#### B. Restrictions

1. Pledging and Initiation activities may not begin prior to 8:00 am and must end no later than 12:00 am on Sunday - Thursday and 1:00 am on Friday - Saturday.

a. The time from the close of each session until 8:00 am shall be reserved as free time for pledges to sleep or use as they see fit.

b. No total accumulation of activity Monday – Friday can be more than 8 hours, activities may last no longer than accumulative 12 hours Friday – Saturday.

c. During free time, no projects of any kind shall be done by the pledges, nor shall any active interfere in any way with the pledges, nor shall any activity be assigned previously which can only be accomplished during this time.

2. At no time will alcohol/illegal substances be present in pledging activities or consumed prior to pledging activities by pledges, actives, or alumni.

3. Alumni are welcome to attend pledging activities but they cannot participate, only counsel and advise pledges. Any alumni that violate these rules will be prohibited from pledging activities in the future. Exceptions for National Organizations will be considered on a case-by-case basis.

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4. At no time may a pledge enter an active fraternity or sorority room or lounge of another organization than the one that they are currently pledging.

5. At no time may a pledge steal/acquire an item such as posters, clothing, memorabilia, etc. from another organization without both organizations having expressed previous written consent in pledging outlines.

6. No pledging activities can be conducted in the dining hall, library, and classrooms during class time.

#### C. Pledges

1. All sororities and fraternities will require pledges to meet all academic responsibilities, including, but not limited, to class attendance. Pledges are required to attend all classes and have attendance sheets signed by their professors. Failure to comply with all academic requirements including class attendance sheets will result in immediate removal from Greek Life membership.

2. Any pledge found guilty of committing a felony will be automatically depledged and may be subject to University judicial process. If charged with a felony, they may continue until the case is adjudicated.

3. Any pledge or active found guilty of a misdemeanor may be subject to University of Dubuque judicial discipline.

4. The University of Dubuque always reserves the right to suspend pledging activities pending an investigation and/or to take judicial action.

5. If a pledge de-pledges after two weeks of the pledging period, they will not be allowed to pledge a different organization at any time. They may re-pledge the same organization in a subsequent year.

6. If any organization loses its pledge class due to the actions of its actives or alumni, the pledges may pledge another organization in a subsequent year even if the two week period has passed.

7. Non-resident pledges may stay in the residence halls overnight, but may not be in the fraternity or sorority rooms. This must also be pre-approved by the Director of Residence Life. All residents must be housed in their own room. No group housing is permitted.

#### D. Refusal

1. Pledges may reserve the right to refuse any pledging activity within reason that may be personally uncomfortable or offensive without jeopardizing their pledging status at the discretion of the organization in conjunction with Greek Council Advisor(s).

#### E. Silent Week

1. Silent Week begins as soon as bids are available for organizations to pick up and ends when pledges bid sheets are due back to Greek Council Advisor.

2. This is a period of time when no active Greek member shall initiate any communication including but not limited to verbal, e-mail, text, or social media between themselves and any potential pledges. This is so that potential pledges have a chance to make their decision of accepting a bid on their own and without any influence from the Greek organizations.

3. At no time during Silent Week may a sorority or fraternity host any event. Exceptions for National Organizations will be made based on their recruitment process at this time.

15 4. If an organization chooses not to participate in pledging, they must follow all Silent Week guidelines.

#### F. Banners

1. Banners are due to the Office of Student Activities on Monday mornings by 9:00 am of each week of Pledging and Initiation.

2. Banners will be hung no later than the end of the day on Tuesday (pending maintenance schedule). Any banners turned in late will be hung on the next scheduled date.



3. Banners must be a flat bed sheet or shower curtain 5 feet by 5 feet in size. Sheets or curtains must be cut to this size in order to be hung.
4. Banners may not contain any glitter, feathers, or loose items. Any banners containing these items will not be hung. All banners must be dry and able to be folded when they are submitted.
5. Any banners deemed inappropriate by Greek Council Executives and Advisor(s) will not be hung.

## Section Three – Hazing

The University of Dubuque prohibits hazing. Any organization found guilty of hazing is subject to having its charter revoked. Hazing is defined as follows: Any action taken or situation created intentionally, that produces mental or physical pain, discomfort, embarrassment, harassment or ridicule for the purpose of initiation or admission into, or affiliation with an organization regardless of a student's willingness to participate in the activity.

A. Such actions and situations include, but are not limited to:

1. Forcing or requiring the drinking, eating, or injecting of any substance.
2. Calisthenics (push-ups, sit-ups, running, etc...)
3. Paddling or other physical striking of any nature.
4. Road trips or kidnapping.
5. Scavenger hunts which involve activities that are illegal or a violation of University policies.
6. Creation of excessive fatigue.
7. Physical and psychological shocks.
8. Wearing apparel that is excessively conspicuous and prevents normal function.
9. Requiring that a person not maintain good personal hygiene in regard to their person or clothing.
10. Requiring a person to carry an animal, fish, bird or reptile (living or dead).<sup>16</sup>
11. Nudity or partial nudity.
12. Morally degrading or humiliating games or activities.
13. Wearing apparel that is not suitable for weather conditions.
14. Verbal abuse.
16. Requiring persons to perform personal service to others such as homework, carrying books, running errands, etc...
17. Forcing or requiring the violation of University of Dubuque, Local, State, or Federal laws.

## Article X – Judicial Process

If the Dean of Student Life deems necessary for a case to be brought to GAB, then the following guidelines will be followed. Individuals may also choose to file a written complaint. Section One – Filing a Complaint

- A. The complaining party (such as the Dean of Student Life, a member organization, Advisor(s) or a Greek affiliated individual) must submit a written complaint to the Advisor(s) of Greek Council within 30 days of an alleged violation.
- B. Any Greek Council active member, pledge or organization can be charged with a violation of Greek Council Constitution and/or its By Laws.
- C. The accused organization or individual will receive a copy of the written complaint within five academic days after the complaint is filed which shall include the date, time, and place of the Greek Advisory Board (GAB) hearing.
- D. A member of the Greek Council Executive Board shall notify the members of the GAB of the date, time and place of the GAB hearing.
- F. Complaints can be filed anonymously, however the complaining party will then forfeit their right to defend themselves and their complaint during the hearing process.

## Section Two – GAB Hearing Process

- A. For details regarding the Greek Advisory Board (GAB), refer to Article I, Section Four, C.
- B. The President and/or Parliamentarian distributes copies of the written complaint to all GAB members.
- C. The President and/or Parliamentarian reads the complaint aloud.
- D. Greek Council Advisor(s) shall be responsible to moderate and keep order.
- E. The prosecuting party may present a statement regarding the complaint no longer than ten minutes in duration.<sup>17</sup>
- F. The defending party may present a rebuttal to the charges no longer than ten minutes in duration.
- G. There will be a question and answer forum where all parties are present.
- H. The prosecuting and defending parties shall be separated and removed from the hearing location for the duration of hearing deliberations.
- I. Discussion of the verdict and sanctions will occur at this time.
  - 1. If any new evidence is introduced, the prosecuting and defending parties must be invited back into the room for a question/answer period regarding the new evidence.
  - 2. A vote of GAB needs to be taken, with the exception of the President of Greek Council. The verdict is decided based on a majority vote. In the case of a tie, the President must vote.

J. The prosecuting and defending parties shall re-enter the room upon a reached verdict. Greek Council Advisor(s) shall notify the parties of the verdict and of the sanction(s), if necessary.

### Section Three - Appeals

A. If the defending party wishes to appeal, they must notify the Greek Council Advisor(s) in writing within three (3) academic days.

B. Copies of the appeal should be forwarded to Greek Council Executive Board.

C. Appeals can be submitted based on concerns with due process, evidence, severity of the sanction, and/or the availability of new information. Examples are as follows:

1. Due Process: Was the hearing conducted in such a way that the accused had received due process and/or adequate opportunity to prepare and present defense?

2. Evidence: Was the evidence presented at the hearing substantial enough to justify a decision against the organization?

3. Severity of Sanction: Was the sanction imposed in keeping with the gravity of the wrongdoing?

4. New Information: Is there new information that could change the outcome of the decision?

D. The Board of Appeals shall be comprised of the Dean of Student Life, the Greek Council Advisor(s), and members of the Executive Board who will review the appeal request and determine if sufficient grounds for the appeal exist.

E. If it is determined that sufficient grounds exist through majority vote, the Board of Appeals will determine the possible outcomes which could include the following:

1. A second GAB hearing

a. If a second GAB hearing needs to occur, the GAB hearing procedures should occur with the following additions:

i. The President or Parliamentarian would read aloud the outcome of the original hearing and the subsequent sanctions that were given.) The President or Parliamentarian would also read aloud the appeal.

ii. The outcome is determined by a majority vote.

iii. There is no appeal of the results of this GAB hearing. The decision is final.

2. A lifting of any or all sanctions.

3. A reduction of the sanctions.

4. Other options as deemed by the Board of Appeals.

F. In the case of a tie, the Dean of Student Life will be the tie-breaking vote.

G. All decisions by the Board of Appeals are final.

## Article XI – Sanctions

The following are suggested sanctions for potential violations. They are listed in order to use as a guide for sanctioning. Based on specific incidents, sanctions may be adjusted as appropriate. Violations and sanctions may include but are not limited to the following:

### A. Theft

1. First Offense – Two semesters of social probation (restriction from any/all social Greek events and activities), one extra community service project per semester for two semesters and a written apology letter to Greek Council and the victim organization.
2. Second Offense – Loss of current pledge class, unless pledging has finished, in which case it is a loss of upcoming pledge class added to first offense sanctions.

### B. Breaking and Entering/Trespassing

1. First Offense- Two semesters of social probation, one extra community service project per semester for two semesters and a written apology letter to Greek Council and the victim organization.
2. Second Offense – Loss of current pledge class, unless pledging has finished, in which case it is a loss of upcoming pledge class added to first offense sanctions.

### C. Vandalism

1. First Offense- Two semesters of social probation, one extra community service project per semester for two semesters and a written apology letter to Greek Council and the victim organization.
2. Second Offense – Loss of current pledge class, unless pledging has finished, in which case it is a loss of upcoming pledge class added to first offense sanctions.

### D. Harassment/Hazing<sup>19</sup>

1. First Offense -- Two semesters of social probation, one extra community service project per semester for two semesters and a written apology letter to Greek Council.
2. Second Offense – Loss of current pledge class, unless pledging has finished, in which case it is a loss of upcoming pledge class added to first offense sanctions.

### E. Slander

1. First Offense – Apology letter to Greek Council and victim organization and one extra community service project for current semester.
2. Second Offense – Social Probation for one semester, apology letter to Greek Council and victim organization and one extra community service project for current semester.

### F. Dishonesty

1. First Offense – Apology letter to Greek Council and victim organization and one extra community service project for current semester.

2. Second Offense – Social Probation for one semester, apology letter to Greek Council and victim organization and one extra community service project for current semester.

G. Violation of Greek Council Constitution

1. First Offense – Apology letter written to Greek Council and one extra community service project.

2. Second Offense – Social Probation for one semester added with apology letter written to Greek Council and one extra community service project.

H. Violation of University of Dubuque Policy – Serious violation of University of Dubuque Policy(ies) will be handled by the Dean of Student Life or designees.

## Article XII- Amendments

Greek Council governing body reserves the right to amend Greek Council Constitution if the occasion arises. Desired amendment(s) shall be within Greek Council's ability and power to carry out. Motions from voting members may be made at any time throughout the academic year. The Executive Board may also review and suggest amendments at any time. Greek Council Executives reserve the right to table any motion until the following meeting in order to meet with Greek Council Advisors to discuss amending the current constitution. Upon deliberation by Greek Council Executives, there must be a supra-majority of the voting members in order for the amendment to pass. Once the motion for the amendment is passed, the amendment is effective immediately.