



## **CONSTITUTION**

### **ARTICLE I – Name**

The name of this organization shall be the Multicultural Greek Council and is abbreviated as MGC.

### **ARTICLE II – Object**

The object of the Multicultural Greek Council shall be to:

- Section 1. Assist member groups in developing and maintaining fraternity life and Interfraternity relations at the University of Oklahoma.
- Section 2. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- Section 3. Promote academic achievement among its member organizations.
- Section 4. Cooperate with university officials in maintaining high cultural, educational and social standards.
- Section 5. Be a forum for the discussion of issues and problems common to member groups and to strive to develop unity and cooperation among member groups.
- Section 6. Act in accordance with such rules established by MGC that do not violate the sovereignty, rights and privileges of member groups.

### **ARTICLE III – Membership**

- Section 1. Membership definitions. Member organizations shall be classified into two subsections, Full membership and Associate Membership.
  - A. A full member organization in MGC is defined as:
    - i. Being in good standing with the Council.
    - ii. Possessing all voting rights granted to member organizations
    - iii. Having no restrictions on their ability to host events at the University of Oklahoma
  - B. An associate member organization in MGC is defined as one or more of the following:
    - i. An organization that is on social probation.
    - ii. An organization that is on suspension.
    - iii. An organization that lacks the required amount of active members.
    - iv. Having restrictions to their rights as defined by Article II of the MGC Bylaws.
- Section 2. Membership Admission

- A. Any non-affiliated interested organization may apply to be a member of MGC, granted they are a registered student organization at the University of Oklahoma.
- B. Interested organizations must be established on campus for a minimum of at least one year after receiving letters from their national organization.
  - i. If the organization is created locally at the University of Oklahoma, they must be established for a minimum of two years before applying.
  - ii. If an organization is not allowed to receive letters from their national organization until after being admitted to MGC, the organization must be established for a minimum of two years before applying.
- C. During the period of establishment, the organization must maintain a minimum of seven active members in their house.
  - i. Active members are defined as University of Oklahoma undergraduate students in good academic standing and continued participation within the organization.
- D. Any interested Greek organization must have a minimum cumulative GPA of 2.75.

Section 3. Membership Requirements. In order for a member organization to remain in good standing in MGC, they must meet the following requirements:

- A. Maintain a minimum mean grade point average of 2.5 per semester.
- B. Have a representative present at a certain amount of weekly President Meetings as determined by the Executive Board.
- C. Maintain a minimum of five members in active house.
- D. Should a member organization fail to meet any one of these requirements, they will be levied infractions according to Article V of the MGC Bylaws.

**Article IV. Multicultural Greek Council**

Section 1. Duties and Authority

- A. MGC shall compile rules, regulations and policies governing MGC, which do not violate the sovereignty, rights and privileges of member fraternities.
- B. The voting body of MGC shall be by the member chapters of the council.

Section 2. Chapter Presidents

- A. A chapter president shall represent his/her chapter at Presidents' meetings. The MGC President will establish the time, date and location of these meetings each semester.
- B. Attendance at the Presidents' meetings will be limited to chapter presidents, the MGC President, executive board and Advisor. A chapter president may send

representative(s) in his/her place with prior approval of the MGC President. Additional parties may attend by invitation.

## **ARTICLE V - Multicultural Greek Council Executive Board**

- Section 1. Duties and Authority
- A. The administrative authority of the MGC Executive Board shall be vested in the Executive Board.
  - B. It shall be the duty of the Executive Board to administer all business related to the overall welfare of the MGC within the boundaries and guidelines established by MGC.
- Section 2. Executive Board Officers
- A. Executive Board Officers of the University of Oklahoma Multicultural Greek Council, listed in order of authority, shall be: President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Administrative Affairs, Vice President of Finance, Vice President of Recruitment, and Vice President of Judicial Affairs.
  - B. These officers shall perform the duties prescribed by the Constitution, Bylaws, and by the parliamentary authority adopted by MGC.
  - C. Members of the Executive Board will serve one year or until their successors are selected.
  - D. Executive Board Officers lack the power to vote in President or Special meetings, but may be recognized during discussions.
- Section 3. Executive Board Elections
- A. All Executive Board Officers are elected or appointed during the fall semester. The Vice President of Recruitment and Vice President of Judicial Affairs are appointed by the outgoing Executive Board prior to the fall election.
  - B. The elected offices shall be elected by at least majority vote by all present full member organization's representative(s)
  - C. All Executive Board Officers, elected or appointed, shall be installed at the last MGC meeting of the fall semester.
  - D. The term for each officer shall be one full calendar year.
  - E. The election procedure for all remaining offices is set forth in a separate document titled "Multicultural Greek Council Executive Board Election Procedures."
- Section 4. Qualifications
- A. An Executive Board Officer must be an active (initiated) member of his/her chapter and a full-time undergraduate student at the University of Oklahoma

(Norman campus or Health Sciences Center campus) at the time of election/appointment and throughout his/her term. He/she may not be elected/appointed during the semester in which he/she pledged. An Executive Board Officer must be a member in "good standing" of his/her respective chapter at the time of election/appointment and throughout his/her term.

- i. Good standing shall be defined as eligible to hold and maintain an Executive Board position within his/her respective chapter.
  - ii. All Executive Board Officers will be held to a semester GPA requirement of 2.75 or overall GPA of 3.25 prior to running for an office and during their term. If an officer is unable to maintain this standard, he/she will be removed from the position and replaced in accordance to Article V, Section 6 of the MGC Constitution.
- B. Chapter presidents may hold an Executive Board position on the MGC Executive Board.
- C. MGC President shall not hold presidency position or succeeding office of his/her fraternity or sorority during his/her term as MGC President.
- D. Only two members from the same fraternity or sorority may hold an Executive Board position during an election cycle.
- E. Members from fraternities or sororities holding an associate/inactive membership in MGC are not eligible to hold an office.
- F. To be eligible to be MGC President, a student must have:
- i. Completed two semesters at the University of Oklahoma (Norman campus or Health Sciences Center campus). Summer or Intersession terms do not count toward this requirement.
  - ii. Been Associated with his/her fraternity or sorority at least two semesters at the time of election. Summer or Intersession do not count toward this requirement.
    1. Exceptions shall be to members who have not been associated with their organization for a minimum of two semesters if no other individuals are running, or one is unopposed for a position.
  - iii. Served as Executive Board Officer, Chapter President, or succeeding office to Chapter President of his/her fraternity or sorority.

## Section 5. Officers Duties and Responsibilities

- A. The President shall:
- i. Have overall responsibility for the operation of MGC.
  - ii. Call and preside at all regular and special meetings of MGC.
  - iii. Call and preside at all Executive Board Meetings.
  - iv. Review, approve, and sign all MGC checks and contracts with the approval of the MGC Advisor
  - v. Serve as an ex-officio member of all MGC committees and have the right, but not the obligation, to participate in the proceedings of the committees. (The president is not counted in quorum and does not vote).

- vi. Complete a minimum of four regularly scheduled office hours per week.
- vii. Meet weekly with the MGC Advisor.
- viii. Maintain a complete and current President file for five years including but not limited to a copy of the MGC Bylaws; Judicial Board Guidelines and Procedures; Election Procedures; Recruitment Rules and Procedures; MGC Budget; MGC *Manual of Information* and related information; University of Oklahoma *Student Code of Responsibilities and Conduct*; correspondence; reports; evaluations; contracts and other material and information pertinent to this office and MGC.
- ix. Serve on the MGC Executive Recruitment Team and assist the Vice President of Recruitment during formal recruitment.
- x. Oversee MGC Executive Board Elections and Appointments.
- xi. Perform all other duties normally associated with this position.

B. The Vice President of Internal Affairs shall:

- i. Assist the MGC President and shall perform the duties of the President in his/her absence.
- ii. Serve as the chairman of the Programming Committee
- iii. Be Responsible for organizing projects and programs in which MGC votes to participate throughout the year.
- iv. Serve as the Chapter Academic Officer.
- v. Complete a minimum of two regularly scheduled office hours per week.
- vi. Attend all Executive Board meetings
- vii. Attend all MGC meetings and report on current and/or upcoming projects.
- viii. Serve on the Executive Recruitment Team and assist the Vice President of Recruitment during formal recruitment.
- ix. Perform all other duties normally associated with this position.

C. The Vice President of External Affairs

- i. Serve as the MGC liaison to all campus and community organizations.
- ii. Handle all aspects of publicity and public relations for MGC.
- iii. Work with Executive Board Officers and member fraternities or sororities to promote the projects and events of MGC.
- iv. Work with the University of Oklahoma Public Affairs office in promoting MGC.
- v. Stay current and report on local, state, and national issues affecting campus fraternity and sororities.
- vi. Serve as the MGC Web Page Coordinator.
- vii. Complete a minimum of two regularly scheduled office hours per week.
- viii. Attend all Executive Board meetings
- ix. Attend all MGC meetings and report on current and/or upcoming projects.
- x. Serve on the Executive Recruitment Team and assist the Vice President of Recruitment during formal recruitment.
- xi. Perform all other duties associated with this position.

D. The Vice President of Administrative Affairs shall:

- i. Keep records of attendance for all meetings.
- ii. Prepare and distribute minutes of all meetings in a timely manner.
- iii. Prepare and copy the agenda for MGC meetings
- iv. Complete a minimum of two regularly scheduled office hours per week.
- v. Attend all Executive Board meetings.
- vi. Attend all MGC meetings and report on current and/or current projects
- vii. Serve on the Executive Recruitment Team and assist the Vice President of Recruitment during formal recruitment.
- viii. Perform all other duties normally associated with this position.

E. The Vice President of Finance shall:

- i. Be responsible for the general supervision of the finances of MGC.
- ii. Be responsible for submitting the MGC budget for the next academic year. The budget must have approval prior to the end of the fall academic term
- iii. Be responsible for submitting the SGA Fraternity and Sorority Programs & Services MGC budget.
- iv. Complete a minimum of two regularly schedule office hours per week.
- v. Attend all Executive Board meetings.
- vi. Attend all MGC meetings and report on current and/or upcoming projects.
- vii. Serve on the Executive Recruitment Team and assist the Vice President of Recruitment during formal recruitment.
- viii. Perform all other duties normally associated with this position.

F. The Vice President of Recruitment shall:

- i. Be responsible for working with the MGC Advisor in organizing and conducting MGC Recruitment.
- ii. Serve as the chairman of the Recruitment Committee
- iii. Be responsible for working with the MGC Advisor in organizing informal recruitment for participating chapters.
- iv. Serve as the Recruitment Manual Editor.
- v. Work during the summer in preparation for Recruitment.
- vi. Complete a minimum of 2 regularly schedule office hours per week during the academic year.
- vii. Attend all MGC meetings.
- viii. Attend all MGC meetings and report on current and/or upcoming projects.
- ix. Perform all other duties normally associated with this position.

G. The Vice President of Judicial Affairs shall:

- i. Serve as the chairman of the MGC Judicial Board
- ii. Supervise the appointment, orientation, and training of judicial board members.
- iii. Maintain and preserve all judicial records.
- iv. Serve as the Risk Reduction Officer of MGC.
- v. Oversee the Participation/Competition Policy.
- vi. Complete a minimum of two regularly scheduled office hours per week.

- vii. Attend all Executive Board Meetings
- viii. Attend all MGC meetings and report on current and/or upcoming projects.
- ix. Serve on the Executive Recruitment Team and assist the Vice President of Recruitment during formal recruitment.
- x. Perform all other duties normally associated with this position.

Section 6. Officer Removal and Vacancies.

- A. An Executive Board Officer failing to perform his/her duties may be removed by a two-thirds of the remaining Executive Board members, excluding the vote of the Vice President of Judicial Affairs
- B. Upon report that the President of MGC has displayed conduct unbecoming, that officer is subject to impeachment as outlined by the UOSA Constitution. Other members of the Executive Board can be removed only after being given a hearing, after which the remaining Executive Board is to vote on the continued status of the officer.
- C. An Executive Board Officer removed by the Executive Board may appeal the decision to the Judicial Board.
- D. When a position becomes vacant the Executive Board shall fill the position through an appointment process.
  - i. Should the President position become vacant, the position will be filled in order of authority according to Article V, Section 2, Subsection a. If an officer declines the offer to become President, the next officer of authority will be chosen until someone accepts the appointment. Should no officer accept the position of MGC President, another individual in MGC will be appointed.

### **ARTICLE VI – Meetings**

Section 1. President Meetings

- A. President meetings of MGC shall be held throughout the fall and spring academic semesters.
- B. The MGC President and MGC Advisor shall set the calendar at the beginning of each semester. The MGC President shall designate the time, dates, and location.
- C. Upwards of two representatives from each member organization may be sent to each meeting.

Section 2. Special Meetings

- A. The MGC President or three members of the Executive Board may call a special meeting.
- B. In the case of a special meeting, all full member organizations, Executive Board Officers, and the MGC Advisor must be notified at the earliest possible time.

- Section 3. Quorum
- A. Two-thirds of full member organization's Representatives shall constitute quorum at President or special MGC meetings.
- Section 4. Executive Board Meetings
- A. Executive Board meetings shall be held bi-weekly throughout the academic semester.
  - B. All Executive Board Officers and the MGC Advisor shall attend the Executive Board meetings. President shall establish and enforce the attendance policy/requirement.
  - C. The MGC President shall establish the time, date, and location of the Executive Board meetings.

### **ARTICLE VII – Advisor**

- Section 1. Duties. The duties of the MGC Advisor are, but not limited to the following:
- A. Meeting with the Executive Board to provide guidance and recommendations to the Executive Board and Member Organizations.
  - B. Attending MGC meetings and events.
  - C. Serving as an ex-officio member of the Judicial Board, along with any committees formed by the Executive Board.
  - D. Being well-versed in MGC laws and affairs.
  - E. Being well-versed in OU and FSPS rules and regulations

- Section 2. Selection. The MGC Advisor will be appointed by University of Oklahoma Student Life.

### **ARTICLE VIII - Judicial Board**

- Section 1. Duties and Authority
- A. The Judicial Board is responsible for handling violations of MGC UNANIMOUS AGREEMENTS, Constitution Bylaws, Membership Recruitment Guidelines and Procedures and Standing Rules.
  - B. Judicial Board guidelines and procedures are set forth in the current MGC Manual of Information and in the University of Oklahoma Multicultural Greek Council Judicial Board Guidelines and Procedures document.

- Section 2. Judicial Board Members
- A. The MGC Judicial Board is comprised of five members: one chairman (Vice President of Judicial Affairs), one Vice Chairman, and three members.
  - B. The MGC Executive Board, using an application process, appoints all collegiate members of the Judicial Board including a Vice Chairman.



- C. Members of the Judicial Board will serve one year or until their successors are selected. The term of office runs January to January.
- D. Members may serve more than one term.
- E. A collegiate member of the Judicial Board must be an active member of his/her chapter and an undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus). A Judicial Board member must be a member in "good standing" of his/her respective chapter. For the purpose of this document, "good standing" is defined as eligible to hold and maintain Committee Chairmanship position within his/her respective chapter.
- F. A chapter may only have one member on the Judicial Board at a time.
- G. Chapter Presidents and members of the MGC Executive Board may not serve on the Judicial Board.
- H. The MGC Board may remove any collegiate member of the Judicial Board by a two-thirds vote for failure to fulfill the duties and responsibilities of the position or for failure to maintain confidentiality.
- I. The MGC Executive Board shall fill vacancies in the Judicial Board through an application and/or interview process.
- J. Three members of the Judicial Board shall constitute quorum in the case of any violation of MGC Rules and Regulations. Should quorum not be met due to conflicts of interest, the MGC Executive Board will have the authority to appoint temporary members for the purpose of deciding that case.
- K. In the case that there is a shortage of members in the Judicial Board due to lack of applicants, quorum will be established by the number of members remaining on the board.

### **ARTICLE IX – Non Discrimination Policy**

- Section 1. Membership in, association with, and benefits emanating from The Multicultural Greek Council and its related activities shall be based upon such considerations as performance, educational achievement and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards.

### **ARTICLE X – Additional Governing Principles**

- Section 1. This Organization is subject to Local, State, and Federal Laws.

- Section 2. If there is a conflict between our national or parent organization's rulings, constitution, or direction and the University of Oklahoma Student Handbook, the Student Handbook preempts the national or parent ruling.

### **ARTICLE XI – Amendments**

- Section 1. The Constitution may be amended at any President or Special meeting by a two-thirds majority vote by all full member organization's Representatives provided that the amendment has been submitted in writing at the previous President meeting.

## **BYLAWS**

### **ARTICLE I – Member Expansion**

- Section 1. Process
- A. Any interested organizations wanting to join MGC must first apply. Then, they must prepare an oral and written presentation consisting of a chapter history, constitution/bylaws, and reasons for wanting to join the MGC. This is to be presented at a general council meeting.
    - i. Interested organizations must apply in the Spring semester.
  - B. Following the application process, the Chapter Representatives will vote, and a passing vote of two-thirds or higher is required for the applicant to gain chapter member status.
    - i. If an interested organization is rejected for admission into the Council, the interested organization must wait one semester before re-applying.
    - ii. If the number of votes does not result in an integer, the amount of votes required will be rounded down.

### **ARTICLE II – Membership Termination and Probation**

- Section 1. Membership Revocation
- A. A member organization will forfeit their position as a member of MGC if a 3rd strike is levied according to Article V, Section 1 of the Bylaws.
- Section 2. Voluntary Membership Termination
- A. If an organization determines they no longer wish to be a member of MGC, they must meet the following requirements:
    - i. Been a member of MGC for a minimum of two full semesters
    - ii. Be a full member organization at the time of application.
  - B. The member organization must first meet with the MGC Advisor to discuss the reasoning behind their resignation from MGC. If the organization gains the approval from the Advisor, the Executive Board shall make the decision to allow or reject the organization's request.
- Section 3. Social Probation
- A. A member organization is subject to be placed on Social Probation when one or more of the following criteria are met:
    - i. Receiving a 1st strike.
    - ii. Chapter Mean Grade Point Average is below 2.5

- B. Social Probation includes:
  - i. Loss of scheduled weeks and/or any events that are hosted by the member organization on or off campus.
  - ii. No participation hosted by any registered organization at the University of Oklahoma
  - iii. Absolutely no parties
  - iv. Loss of SGA funding for the semester

Section 4. Suspension

- A. A member organization is subject to Suspension when one more of the following criteria are met:
  - i. Receiving a second strike.
- B. Suspension includes:
  - i. Loss of scheduled weeks and/or any events that are hosted by the member organization on or off campus
  - ii. No participation in events by any registered organization at the University of Oklahoma
  - iii. Absolutely no parties
  - iv. Voting privileges will be revoked
  - v. Loss of SGA funding for the semester
  - vi. The organizations and regional headquarters are to be notified

Section 5. Regaining Full Member Status:

- A. An Associate Chapter may regain as a full member organization if the reason(s) for placement in the category is resolved.
  - i. Associate Chapters must remain in this category for a minimum of one full academic semester.

**ARTICLE III - Membership Dues**

Section 1. Dues

- A. The amount of dues per member for each member organization shall be determined no later than the beginning of each semester by the Vice President of Finance.
  - i. Dues per member shall not exceed more than \$15.00.
- B. The total amount of dues for each chapter each semester shall be based on the official Multicultural Greek Council fall and spring membership roster submitted to Fraternity and Sorority Programs and Services.
- C. The minimum amount of dues will be \$70 per member chapter. (Note – As of Fall 2018, the current MGC per member dues is \$12.00)
- D. The Vice President of Finance shall collect dues by the first meeting of the semester unless special arrangements have been made.

**ARTICLE V – Committees**

- Section 1. Creation and Disbandment
- A. The power to form and disband committees is vested in the MGC President
  - B. All committees must be formed with a specific purpose and goal that is beneficial to MGC and its members.
  - C. All committees created must have an Executive Council Officer as chair.
  - D. A maximum of ten members may be on a committee.
  - E. Membership in these committees is appointed, and is open to any individual in MGC.
- Section 2. Powers
- A. A committee is advisory in nature.
  - B. A committee has the right to research and investigate whatever is relevant to the committee.

### **ARTICLE VI – Membership Recruitment**

- Section 1. Formal Membership Recruitment
- A. The formal recruitment period shall take place the first week of the fall and spring academic semester.
  - B. The MGC Advisor will set the date based on the Official University Academic Calendar.
- Section 2. Membership Recruitment Rules
- A. Guidelines, policies, procedures, and rules relating to recruitment are set forth in a separate document.
  - B. Changes or amendments to the “Multicultural Greek Council Recruitment Rules and Procedures” require a two-thirds vote of the Chapter Presidents, provided that the amendment has been submitted in writing at the previous regular or special meeting.
- Section 3. Bids
- A. The Executive Council will decide, on a semester basis, when member organizations are able to send potential members bids during or after formal recruitment.

### **ARTICLE IV – Parliamentary Authority**

- Section 1. The rules contained in the current edition of *Robert’s Rules of Order Newly Revised* shall govern MGC in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order MGC may adopt.

### **ARTICLE V – Infractions and Sanctions**

## Section 1. Infractions

- A. Infractions shall be defined as one or more of the following:
  - i. Violating the laws of MGC as defined by the Constitution and Bylaws.
  - ii. Conducting ones selves unbecoming of MGC, granted sufficient evidence is provided by the Executive or Judicial Board for this claim.
- B. Sanctions will be levied on any infraction
- C. Infractions may include, but are not limited to the following acts:
  - i. Distributing bids prior to the standardized time and date set by the Executive Council
  - ii. Distributing alcohol or any illegal substances at any organization sponsored event that is not properly registered with the University.
  - iii. Failing to pay MGC dues when required.
  - iv. Failing to attend President's meetings
  - v. Failing to maintain a cumulative grade point average as determined by Article III, Section 3 of the Constitution.
- D. If a member organization reaches three infractions for a semester, they will be issued a strike.
- E. If an infraction is deemed exceptionally unfavorable, said affected member organization will be given a hearing
- F. Member organizations may appeal to any infraction

## Section 2. Sanctions

- A. Sanctions shall be defined as punishments for any infraction.
- B. Sanctions may include, but are not limited to the following:
  - i. Warnings
  - ii. Fines
  - iii. Loss of voting rights for a number of meetings, as determined by the Executive Council
  - iv. Temporary suspension of reservation rights to buildings on the University of Oklahoma Norman Campus for any reason other than study rooms or chapter meetings.
  - v. Temporary Social Probation

## Section 2. Strikes

- A. Strikes shall be given to member organizations granted they receive a certain amount of infractions as defined in Article V, Section 1, Subsection d. of the Bylaws. The following sanctions will be levied for each offense:
  - i. 1st Strike - \$250 and possible social probation
  - ii. 2nd Strike - \$350 and possible suspension
  - iii. 3rd Strike Removal from MGC

- B. A strike will remain on an organization's record for six full member status semesters after the semester the strike has occurred.

## **ARTICLE VI - Fines**

### Section 1. Absences and Tardiness

- A. Absences to any MGC meeting shall be defined as:
  - i. Not being present or tardy at a meeting.
- B. The fine for an absence shall be set at \$25.00
- C. Each member organization is allowed one excused absence per semester without any repercussions. An excused absence is when prior written notice is given to the VP of Administrative Affairs at least 24 hours prior to the general council meeting. Any other type of absences will fall under unexcused.

### Section 2. Tardiness

- A. Tardiness to any MGC meeting shall be defined as:
  - i. Not being present when a meeting is called to order for member organizations.
  - ii. Being no later than ten minutes after a call to order.
- B. The fine for a tardy shall be set at \$10.00

### Section 3. Miscellaneous Fines

- A. All other fines will be established at a President's meeting by the VP of Finance, with the approval of the Chapter Representatives.

### Section 4. Collection of Fines

- A. All monetary sanctions placed on a member organization must be paid by the first meeting of the following semester.
- B. Monetary sanctions must be collected at the same time as dues.

## **ARTICLE VII - Amendment of Bylaws**

- Section 1. These bylaws may be amended at any President's or Special meeting by a two-thirds majority vote by all full member organization's Representatives, provided that the amendment has been submitted in writing at the previous President's Meeting.

# MULTICULTURAL GREEK COUNCIL RECRUITMENT RULES AND PROCEDURES

All chapters are required to adhere to the **Guidelines for Conducting Membership Intake / Recruitment and New Member Process** as established by the Office of Fraternity and Sorority Programs and Services (FSPS).

\*Important to note: **Recruitment** and **Intake/New member Education** are NOT the same thing.

Section 1. MGC shall organize a semi-structured recruitment process for its member organizations, which shall include the following sample schedule:

- A. Two MGC Organized Informationals
- B. MGC Showcase
- C. MGC sponsored community service event

## **MGC Informational Time Selection**

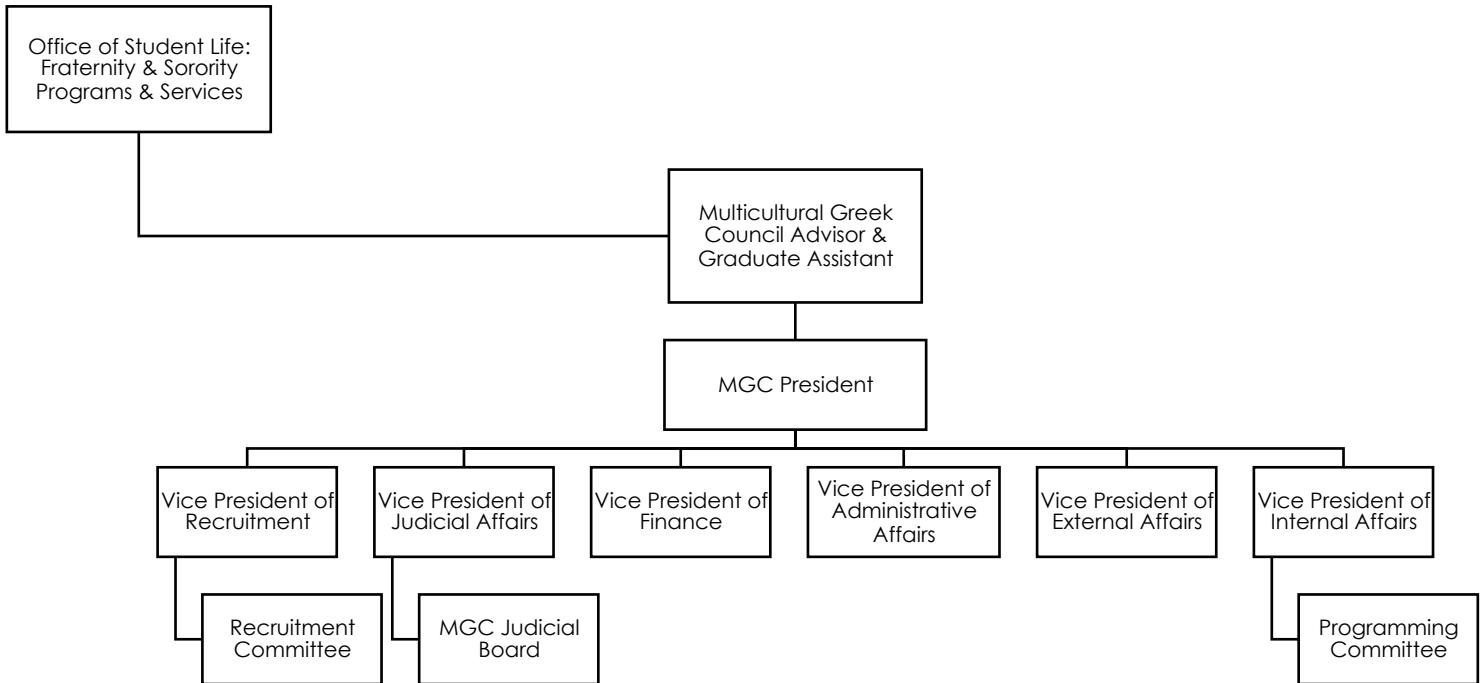
Time selections for MGC Informationals will be determined by the MGC Recruitment Committee.

## **MGC Showcase**

1. All member organizations within the Multicultural Greek Council will be expected to participate in the MGC showcase either in the form of a short presentation, a performance, or a combination of both.
2. Each chapter will be allotted a total of 5 minutes for the showcase type of their choosing, or as designated by the MGC Vice President of Recruitment.
3. The order of the show will be determined by the MGC Vice President of Recruitment.
4. Performance Expectations
  - a. Each chapter will have a maximum of 5 minutes to perform, including introduction and exit.
  - b. No obscene profanity, ridicule of other organizations, and sexually explicit material/music will be tolerated. Failure to adhere to this expectation will result in an immediate dismissal of your organization's performance.
  - c. All performance props must be approved by FSPS.
  - d. Each chapter will be required to participate in a Dress Rehearsal on **August 22, 2018 at 6:00 PM.**
  - e. Each chapter will be required to submit the music for their show to the MGC Vice President of Recruitment by **August 5<sup>th</sup>, 2018 at 11:59 PM.** All song choices must be the clean version of the song.

# MULTICULTURAL GREEK COUNCIL ORGANIZATIONAL STRUCTURE

As of Fall 2018



## EVENT MANAGEMENT GUIDELINES & PROCEDURES

### MGC EVENT DRAFTING INSTRUCTIONS

#### Selection Order

- The order for event selections will be determined by the Vice President of Administrative Affairs, with guidance from the MGC Executive Board.
- Selection Order – Summer 2018
  - The process for chapter order selections will be done through a random drawing system, with the exception of Philanthropy Weeks which were determined prior to the meeting. Each chapter was asked to submit preference weeks to the Vice President of Administrative Affairs, who then compiled weeks accordingly.

#### Round 1

- Chapters are randomly chosen.
- Each chapter will be allowed to select 3 preferred event dates that do not fall under an organization's philanthropy week (unless special permission is granted by the host chapter).

#### Round 2

- Chapters are randomly chosen.
- Each chapter will be allowed to select 2 preferred event dates that do not fall under an organization's philanthropy week (unless special permission is granted by the host chapter).

#### Round 3

- Chapters are randomly chosen.



- Each chapter will be allowed to select 2 preferred event dates that do not fall under an organization's philanthropy week (unless special permission is granted by the host chapter).

## **MGC CALENDAR REGULATIONS AND GUIDELINES**

1. An organization will receive a fine of \$100 if they choose to host an event during the same date as another organization without consent or without notifying the organization at all.
  - a. The organization and MGC must be notified within 5 days or more of the event.
  - b. If the organization does not receive consent, MGC will not promote the event nor will it be added to the MGC calendar
2. System for picking dates on MGC Calendar
  - a. Organizations will send the VP of Administrative Affairs their first three picks for their philanthropy/founder weeks.
  - b. MGC will conduct a round draft system of choosing 7 dates for other major events (conferences, new member presentations, benefit nights, bake sales, etc.)
  - c. The rest of the dates will be first come, first serve after each organization has their chance to choose up to 10 dates (7 events and 3 full days).
3. If an organization has a date reserved on the calendar but does not end up hosting an event, the organization will receive a fine of \$25, if they do not notify MGC within 2 weeks of the date.
  - a. MGC Executive Board reserves the right to cancel the date if there are no event updates (Ex. No location identified, time has not been determined, type of event, etc. within 2 weeks of the anticipated event)
  - b. Exceptions: weather, speaker cancellation, anything completely out of the organizations control.
4. Organizations do not need to put in a request to reserve a date on the MGC calendar for boothing. In the event of programs such as bake sales, organizations will be permitted to reserve times within the morning/afternoon, however if another chapter wants to also solicit items, date reservations will be handled on a case-by-case level.
  - a. Ex. Sorority AAA wants to have a bake sale, but Fraternity ZZZ wants to also host a dunk tank. Both organizations would then work with the MGC Vice President of Administrative Affairs to facilitate a discussion between chapters on how they want to proceed on how the conflicting date will be used.
5. Organizations are only able to reserve the night time of a date on the MGC calendar for major evening events. (Ex. Probates, Presentations, Chapter Signature Event, etc...)
6. It will be a case-by-case decision if organizations are able to reserve a full day or only half a day on the MGC calendar for benefit night events.
7. Each organization will have a limit of 7 events and 3 full days a semester when reserving major event dates.
8. If an organization is hosting a week-long event, the organization is only able to reserve 3 full dates of the week.