



**THE CONSTITUTION OF THE MULTICULTURAL
GREEK COUNCIL AT CALIFORNIA STATE
UNIVERSITY, MONTEREY BAY**

TABLE OF CONTENTS
CONSTITUTION

PREAMBLE	4
ARTICLE I – NAME	4
ARTICLE II – PURPOSE	4
ARTICLE III – FOUNDING ORGANIZATIONS	4
Section 1	4
Section 2	5
Section 3	5
ARTICLE IV – POWERS & SCOPE OF AUTHORITY	5
Section 1-Scope of Authority	5
Section 2-Powers of the Multicultural Greek Council	5
ARTICLE V – STRUCTURE	6
Section 1	6
Section 2	6
Section 3	6
Section 4	6
ARTICLE VI – MEMBERSHIP	6
Section 1	6
Section 2	7
Section 3	7
Section 4	7
ARTICLE VII – EXECUTIVE BOARD	7
Section 1	7
Section 2	7
Section 3	7
Section 4	8
Section 5	8
ARTICLE VIII – MEETINGS	8
Section 1	8
Section 2	8
Section 3	8
Section 4: Excused Absences and Changes of Representative(s)	9

Section 5: Fines	9
ARTICLE IX – RUNNING COST	9
Section 1	9
ARTICLE X – EVENTS	10
Section 1	10
Section 2	10
Section 3	10
Section 4	10
Section 5	10
Section 6	11
Section 7	11
Section 8	11
ARTICLE XI – AMENDMENTS	12
Section 1: Method to Amend the Constitution	12
ARTICLE XII – COLONY STATUS	12
Section 1-Applying for Colony Status	12
Section 2-Presentation to the MGC	13
Section 3-Colony Status Vote	13
Section 4-Privileges of a Colony	14
Section 5	14
Section 6	14
Section 7	14
Section 8	15
ARTICLE XIII – CHARTER STATUS	15
Section 1-Requirements of the Chartering Process	15
Section 2-Consequences	15
ARTICLE XIV – GOOD STANDING GREEK LETTER ORGANIZATION	16
Section 1- MGC Organization Requirements	16
Section 2- Consequences	17
BYLAWS	17
ARTICLE I – OFFICERS	18
Section 1: Election of Officers	18
A. The President shall:	18
B. Internal Affairs Officer shall:	19
C. Finance Officer shall:	19
D. External Affairs Officer shall	20

E. Programming Officer shall:	20
Section 2: MGC Representatives	20
Section 3: MGC Advisor	20
Section 4: Vacancies and Impeachment	21
ARTICLE II – AD HOC COMMITTEES	22
Section 1	22
Section 2: Ad Hoc Committee Meetings	22
ARTICLE III--FINANCE	22
Section 1: Collection of Dues	22
Section 2: Special Fees and Assessments	23
Section 3: Sanctions for Late Dues, Assessments and Outstanding Debts	23
ARTICLE IV – JUDICIAL PROCEDURES	24
Section 1	24
Section 2	24
Section 3	24
ARTICLE V – AUTHORIZATION	24
Section 1	24
ARTICLE VI – PARLIAMENTARY AUTHORITY	24
Section 1	24
Article VII -- STANDING RULES AND RECOMMENDATIONS	25
Section 1	25
Section 2	25
Section 3	25
Section 4	25
Section 5 Recruitment/Intake Policy	25
Quorum:	26

Modified Spring 2018

PREAMBLE

We, the undersigned Greek Letter Organizations (GLO) have joined together to form this council known as the Multicultural Greek Council (MGC) at California State University Monterey Bay (CSUMB) in order to meet our individual and joint needs and to voice our concerns. We recognize that certain areas of action and programming can be best carried out by the joint efforts of all such organizations. As Greek Letter Organizations (GLO) we strive to promote culture, community service, and enhance leadership and academics. We do hereby establish such an organization and bind ourselves to abide by the provision of the following Constitution and Bylaws.

ARTICLE I – NAME

The name of this organization shall be the Multicultural Greek Council at California State University, Monterey Bay hereinafter referred to as MGC at California State University Monterey Bay.

ARTICLE II – PURPOSE

The purpose and pride of the MGC at CSUMB shall be to uphold the values of the University's Vision Statement, promote cultural awareness, community service, and enhance leadership and academics; to create and maintain a high standard of life for Greek Organizations; to perpetuate constructive relationships; to organize, address, coordinate, and develop strategies on matters of mutual concern to the affiliate organizations making up the MGC; to serve as a conduit for such action plans as may be developed; and to serve as a liaison between the MGC, the University student body, Associated Students and the administration, thereby improving the quality of campus life.

ARTICLE III – FOUNDING ORGANIZATIONS

Section 1

The founding charter organizations of the Council include: Delta Omega Rho, Gamma Zeta Alpha, Lambda Sigma Gamma, Sigma Theta Psi, Omega Delta Phi, and Nu Alpha Kappa.

Section 2

The founding colony organizations include: Epsilon Sigma Rho and Theta Alpha Sigma.

Section 3

The current members of MGC include: Alpha Kappa Alpha, Delta Sigma Theta, Delta Omega Rho, Epsilon Sigma Rho, Gamma Zeta Alpha, Kappa Alpha Psi, Kappa Delta Chi, Kappa Sigma, Lambda Sigma Gamma, Lambda Theta Nu, Nu Alpha Kappa, Omega Delta Phi, Sigma Omega Nu, and Theta Alpha Sigma. The current colonies consist of Alpha Sigma Phi and alpha Kappa Delta Phi.

ARTICLE IV – POWERS & SCOPE OF AUTHORITY

Section 1-Scope of Authority

MGC is the only body to recognize GLOs. The scope of authority for the MGC shall be legislative, administrative, and advisory. By virtue of the authority vested in it by this constitution, the council shall have the power to regulate all matters of organizational interest: wherein the MGC is free to make recommendations to CSUMB, as well as hearing recommendations and feedback made by the University to the MGC, which is further discussed in the Statement of Relationship between GLOs and CSUMB.

Section 2-Powers of the Multicultural Greek Council

The powers of MGC shall be to:

- A. Abide by and conduct official business according to Robert's Rule of Order.
- B. Formulate any rules necessary to regulate all organizational matters.
- C. Administer and enforce the constitution, bylaws, rules, and regulations established by the MGC at CSUMB.
- D. Enact bylaws and amend them to better serve the represented organizations.
- E. Adopt resolutions and/or suggestions on policies for the chapters.
- F. Provide guidance to MGC member organizations at CSUMB.
- G. Be the sole requestor of campus resources for MGC activities.
- H. Carry any blanket insurance policy as required by the University.

ARTICLE V – STRUCTURE

Section 1

There shall be a General Council consisting of two (2) officially selected representatives from each GLO recognized by the MGC, and shall have to say on matters related to this Council, in accordance with the University guidelines. Representatives must be currently enrolled CSUMB students and as outlined in Article VI, Section 2.

Section 2

There shall be an Executive Board who will be made up of the council's elected officers, active members of Chartered Organizations represented at the General Council of the MGC

Section 3

The MGC shall be comprised of national, regional, and local GLOs at CSUMB.

Section 4

If an Executive Board position becomes vacant during a given term, the Executive Board may appoint a member of the MGC to that vacant position. The position will be open to the MGC council, including members from the previous board who held the position.

ARTICLE VI – MEMBERSHIP

Section 1

All organizations that wish to be part of the University, as a Recognized GLO, must take part in the MGC. Failure to participate in the MGC will cause the organization to lose its current status or be removed from the colonization process as defined in the Constitution and By-laws of the MGC.

Section 2

- A. Each affiliate organization shall be required to have two (2) official representatives. Any exceptions must first be brought to the council and approved by a two-thirds (2/3) vote.
- B. Each organization in attendance at the meetings will have one (1) vote.
- C. Representatives must be an active member within the organization they are representing and in good standing with the University.
- D. Voting will be established at each meeting.
- E. Council members must have been enrolled at CSUMB for at least one (1) semester.

Section 3

Chapters are required to obtain recognition by the CSUMB Student Activities Office.

Section 4

GLO must maintain good status with the University and their corresponding organization.

ARTICLE VII – EXECUTIVE BOARD

Section 1

The elected officers of the council shall be considered the Executive Board (E-Board):

- A. President
- B. Internal Affairs Officer
- C. Finance Officer
- D. External Affairs Officer
- E. Programming Officer

Section 2

The job descriptions for each elected officer will be stated in the bylaws of the MGC Constitution.

Section 3

The officers must be active members within their respective organizations and in good standing with the University. Officers may not hold the Presidential position within their respective organizations in order to ensure the success of the Executive Board.

Section 4

The E-Board meeting shall not conflict with the General Board meeting.

Section 5

E-Board members shall not miss more than two unexcused scheduled council meetings during the academic semester; otherwise, they will go under review by other members of the E-Board. For any absence, members of the E-Board will notify Internal Affairs Officer at least 24 hours in advance or 48 hours after the meeting if it is an emergency.

ARTICLE VIII – MEETINGS

Section 1

All member organizations will be required to have representation at all regularly scheduled meetings of the MGC. Any member organization with two (2) or more unexcused absences at regularly scheduled meetings of the MGC, during the current academic semester, will be subject to sanctions or fines within Article VIII, Section 5, including loss of active status approved by the advisor.

Section 2

All member organizations will be required to have representation at all regularly scheduled committee meetings, excluding the two (2) excused absences. Any member organization with two (2) or more absences per committee during the current academic semester at regularly scheduled meetings of an ad hoc committee will be subject to sanctions including loss of voting privileges for a specified number of meetings decided by the Executive Board.

Section 3

Any organization with two (2) or more absences at regularly scheduled MGC meetings and committee meetings will have to meet with the Executive Board and discuss a possible course of action.

Section 4: Excused Absences and Changes of Representative(s)

- A. Excused absences and changes of representative(s) for MGC meetings and Ad Hoc committee meetings are:
 - a. Sickness
 - i. If ill, members must notify the Internal Affairs Officer for MGC meetings or Ad Hoc committee heads for committee meetings 24 hours in advance. Failure to notify will result in fines outlined in Article VIII, Section 5, Letter A.
 - b. Emergency
 - i. In the case of an emergency, a member must notify the committee Internal Affairs Officer for MGC meetings or the committee head for committee meetings within 48 hours of the missed meeting.

Section 5: Fines

- a. All fines distributed by the MGC council are to be paid no later than (2) MGC meetings after the fine is given. If extra time is needed to pay a fine, your organization must notify and get approval from the MGC President and Finance Officer.
 - i. Any fine that is unpaid or late will be counted as a violation of policy as detailed in Article VIII Section 5 Letter C.
 - ii. Fine penalties will reset once per academic year and one fine will be forgiven each semester.
 - 1. Unpaid fines will persist through semesters and academic years until the fine has been paid and fully addressed
 - 2. Each week a fine is late, without notifying the MGC council for an extension, will be counted as a violation of policy.
- b. Unexcused absences and changes of representatives from council meeting including failure to let the Internal Affairs Officer know by the timeline in Section 4 and failure to show up to the council meetings are as followed:
 - i. Any unexcused absence from one (1) council meeting, that has not been notified to the Internal Affairs Officer:
 - 1. Fine (\$10.00.)

- ii. Any unexcused absence from two (2) council meetings shall:
 - 1. Fine (\$15.00)
- iii. Any unexcused absence from three (3) or more council meetings shall:
 - 1. Fine (\$20.00)
 - 2. Representatives and Chapter President will have to meet with the Executive Board and discuss a possible course of action
- c. Violations of the policy will result in the following:
 - i. Violation of policy that occurs once shall result in:
 - 1. Fine (\$10.00.)
 - ii. Violation of policy that occurs twice shall result in:
 - 1. Fine (\$15.00)
 - 2. Representatives and Chapter President will have to meet with the Executive Board and discuss possible courses of action
 - iii. Violation of policy that occurs three (3) or more times shall result in:
 - 1. Fine will be overseen and voted on by the council
 - 2. Other Sanctions that will be determined by the MGC Executive Board

ARTICLE IX – RUNNING COST

Section 1

MGC Account

All funds collected on campus, including MGC dues, belonging to the MGC must be a check, money order, cash, or dispersed through a Foundation Club Account established for the MGC at the Student Activities Office. Further details of MGC dues are outlined in Section III of the MGC bylaws.

- i. Checks are to be made payable to: CSUMB Multicultural Greek Council

All funds must be deposited within two (2) business days of collection. If this does not occur the respective organizations must be notified within two (2) business days. Finance must deposit any received form of payment within two (2) business days from collection or refund the payment.

ARTICLE X – EVENTS

Section 1

Alcohol will not be present at any event carrying the name of the Multicultural Greek Council. MGC member Organizations must approach the use of alcohol in a respectful and responsible manner.

Section 2

All member organizations should notify the Programming Officer of events/activities to prevent conflicting events between organizations.

Section 3

Each member organization is encouraged to co-sponsor/co-program events with other member organizations or student clubs/organizations.

Section 4

Each member organization should communicate with other student clubs/organizations so as to not double book events.

Section 5

MGC organizations may sponsor or co-sponsor an event with any GLO that is not recognized by the MGC and in good standing.

Section 6

Mandatory events:

- a. What is a mandatory event?
 - i. A mandatory event can be defined as any event that requires the presence of each GLO recognized by the university.
 - ii. An event can be recognized as mandatory ONLY if the event is announced at a Council meeting at least two weeks in advance (prior to the actual event).
 - iii. See *Types of Events* within the Appendix.
- b. Who can declare an event as mandatory?
 - i. President
 - ii. Head of each individual MGC Ad- Hoc Committee
- c. Absent from mandatory events:

- i. Any GLO absent from a mandatory event, that has not notified the MGC's Internal Affairs Officer and the respective Committee head 48 hours in advance shall be subject to fines depicted in Article VIII, Section 5.
 - ii. ***In the event that a GLO should be absent from a mandatory event held within the last two weeks before the final MGC meeting, said GLO will not be allowed to participate in the first Monday of the Official Recruitment week.
- d. Number of representatives per GLO
 - i. In order for a GLO to be counted as present at a mandatory event, each organization must meet the minimum number of representatives for their respective organization size. (refer to Policy Appendix titled "Greek Letter Organization Size Chart").

ARTICLE XI – AMENDMENTS

Section 1: Method to Amend the Constitution

- A. Proposed amendments are to be sent to MGC E-Board for a first review and approval. If an amendment is not approved, the Internal Affairs Officer can revise and re-submit the proposal up to three times. If the E-Board does approve the amendment it will be brought to the council as a discussion item.
- B. Approval by two-thirds (2/3) vote of the General Council, at an MGC meeting, is needed. The amendment is immediately effective unless otherwise stipulated in the proposal.
- C. A copy of the amended Constitution must be filed in the Student Activities Office within one day of its passage.

ARTICLE XII – COLONY STATUS

Colonization is the period of time that New GLO must enter into and complete prior to becoming fully recognized as a Greek Letter Organization at CSU Monterey Bay. During this trial period, the GLO will be evaluated on their ability to meet the Good Standing Minimum Requirements (see Article XIV of MGC Bylaws) and their compatibility with the five pillars of MGC and the CSUMB vision statement.

Section 1-Applying for Colony Status

Any organization seeking recognition must fill out a registration packet and turn it into the Student Activities Office. The Registration Packet includes:

- A. Signature Authorization Form for GLO University Trust Account
- B. Advisor Form – Identifies the organization’s on-campus and off-campus Advisors, and outlines the advisors’ responsibilities/expectations
- C. Community Service Form – Provides information regarding the organization’s local and national philanthropy, minimum service hour requirement for each member, and the organization's plans to fulfill their community service requirement
- D. National Contact Information – Information regarding the national or regional affiliate office and contacts for the “parent” organization (for nationally or regionally affiliated organizations)
- E. Constitution
- F. Proof of Non-Profit 510(c)3
- G. Mission Statement/Purpose
- H. Risk/Harm Reduction Policies

The Expansion Committee reviews all registration packet for completion and, based on the needs of the council and the University, will select three organizations to present to MGC and the CSUMB community. The Committee must provide each applicant with the reasons why they were or were not selected. If no applicants are deemed fit to join the community, the committee is not required to select any organizations. The Expansion Committee is made up of the MGC President and Internal Affairs Officer, Director of SA&LD, and two additional members of the SA&LD staff. The Greek Advisor will serve as a non-voting member of the committee. However, the Greek advisor shall act as the final vote in the event of a tie.

Section 2-Presentation to the MGC

Once the Expansion Committee has approved the registration packet, each interested organization will present to the MGC during a general meeting and meet with current chapter presidents. The Expansion Committee will collect feedback from each presentation and chapter meeting. The presentation may not exceed forty minutes in length. The organization will have an additional twenty minutes to answer questions from the audience. The presentation should include the following information:

- A. The mission statement and values of the interested organization
- B. The number of Alumni in the Northern/Central California area (if applicable)
- C. The number of (potential) members at California State University Monterey Bay.
- D. The managerial and financial support available to the group requesting colony status.
- E. How the interested organization will contribute to the overall success of MGC, CSU Monterey Bay, and the surrounding communities.
- F. National and/or local policies on hazing and general codes of conduct adopted by their organization.

- G. A list of colonies/chapters and their status at each institution.
- H. A list of proposed events that represent each of the five pillars of MGC (service, academics, social justice, support, and leadership).

Section 3-Colony Status Vote

- A. The Expansion Committee will use feedback from the campus community and chapter presidents to make a recommendation to the Vice President of Student Affairs (VPSA) or an assigned designee within two weeks after the interested organizations' presentations. Based on student feedback and the committee's recommendation, the VPSA will make the final offer within four weeks of the interested organizations' presentation to one (1) of the three (3) interested organizations to receive colony status. The VPSA's decision is final.
- B. Any interested organizations that do not receive an invitation to colonize may apply again during the next call for GLO.

Section 4-Privileges of a Colony

Colonies may:

- A. Schedule classrooms and University facilities assigned to the MGC to conduct meetings
- B. Co-sponsor events on campus with existing student organizations
- C. Receive assistance in working with group development issues
- D. Obtain an organization mailbox in the SA&LD
- E. Utilize the services of the SA&LD including copy machine, fax, computer lab, poster machine, popcorn machine, and coffee maker.
- F. Speak on any subject, but has no vote within the MGC and is not subject to MGC Dues.
- G. Participate in MGC sponsored community service activities.
- H. Participate in MGC organized activities designed to recruit, as well as recruit new members per semester. An approval per line is required by the MGC advisor.
- I. Not initiate amendments to the MGC constitution.

Section 5

The colony is bound to the MGC constitution, By-laws, and all University rules, regulations, and mandates.

Section 6

The colony must appoint and maintain a faculty and/or staff advisor(s).

Section 7

Colonies will not be able to apply for charter status if:

- A. Found responsible for any infraction of the rules, regulations, mandates, or policies of CSUMB; or the Constitution or By-laws of the MGC will not be able to apply for charter status.
- B. The colony has missed two (2) or more MGC meetings in one semester.
- C. The colony has any unpaid dues and/or charges due to the MGC.

Section 8

If the colony does not meet the chartering requirements after two years from the start of the colonization process, it will lose all colony privileges and will not be able to apply for colony status for a full academic year.

ARTICLE XIII – CHARTER STATUS

Charter status gives the organization the full privileges of active members of MGC.

Section 1-Requirements of the Chartering Process

- A. Complete Good Standing Requirements (see Article XIV of MGC Bylaws) two consecutive times.
- B. Write a formal letter to the MGC BOD informing them of the organization's intent to become a chartered member of the council. This letter must be submitted two weeks before the desired presentation date. The colony President must meet with the Greek Advisor before presenting to the council. It is recommended to have a progress meeting with the Greek Advisor within the first two consecutive semesters.
- C. Present (no longer than 15 minutes, an additional 5 minutes for questions) at the MGC meeting. This presentation must:
 - a. Share the history of the colony/interest group
 - b. Indicate how the organization's actions reflect the five values of MGC
 - c. Demonstrate the colony/interest group's ability to meet the Good Standing Requirements
 - d. Demonstrate how the colony/interest group has contributed to MGC and the campus community
 - e. Demonstrate how the colony/interest group will continue to contribute to MGC and the campus community
 - f. Share the colony/interest group's short term (1 year) and long term (3-5 years) SMART goals

- D. Voting will take place in the following meeting of the presentation. A two-thirds (2/3) majority vote of the MGC representatives is required to become a chartered member of the council. Privileges of charter organizations will take effect immediately.

Section 2-Consequences

Any colony/interest group that violates the CSUMB Student Code of Conduct or MGC governing documents will not be allowed to present for charter status until the following academic semester. If the colony/interest group fails to become a chartered member of the council after four consecutive semesters, they will lose their rights as a colony/interest group as outlined in Bylaws Article XII, Section 5. They may reapply for colony/interest group status after one academic year. Violations will be reviewed by the MGC Executive Board, Judicial Affairs, and the MGC Greek Advisor.

Organizations that have not submitted the required documents will be subject to sanction by the MGC Executive Board and MGC Greek advisor which may include loss of all privileges listed under the Charter and Colony Status of MGC Bylaws in Article XII, Section 5.

ARTICLE XIV – GOOD STANDING GREEK LETTER ORGANIZATION

Section 1- MGC Organization Requirements

Members of the Multicultural Greek Council are leaders on the CSUMB campus. In order to remain forward-thinking, positive role models for the CSUMB campus and Monterey County community, every colony and chartered organization of the Multicultural Greek Council will adhere to the agreed-upon standards in five areas: service, social justice, academics, support, and leadership. These requirements will be completed each academic year unless stated otherwise.

A minimum of 2/3 of active, undergraduate chapter members must attend the entirety of the event/program in order to fulfill the requirement unless stated otherwise.

To ensure this requirement is met, take a photo and upload it into Community (under Documents) by March 15. Submission must include a chapter name, event title, event date, and which fulfilled requirement this photo will be used for.

Service:

- A. Establish a partnership with a local non-profit organization in Monterey County and participate in/host/co-host a service event with said organization.
- B. Participate in/host/co-host an *annual* service event to support a national organization.
- C. Establish a semester minimum service hour requirement for each chapter member.

Social Justice:

- A. Participate in/host/co-host in at least one culturally-based event *annually*. The event description and agenda must be approved by the Greek Advisor prior to the event.
- B. Send one member to participate in a Greek sponsored dialogue.

Academics:

- A. Maintain an average chapter semester GPA of 2.5 or higher.
- B. Participate in/host/co-host an academically-focused workshop.

Support:

- A. Host a sisterhood/brotherhood event for members of the chapter.
- B. Co-host an event with an organization or department outside of the Multicultural Greek Council.
- C. Co-host an event with a chapter within the Multicultural Greek Council.

Leadership:

- A. *All new members* must attend New Member Retreat the semester after initiation.
- B. *All active undergraduate members* must attend *annual* Bystander Training.

Reporting:

Updated each semester

- A. Update roster in Community.
- B. Update Greek Advisor with a list of the new member classes.
- C. Log service hours through the Catalyst Center.

Uploaded annually

- A. Letter of good standing from the organization's (Inter) National Board or Board of Directors into Community
- B. Updated chapter constitution into Community
- C. Proof of 501c3 (non-profit) into Community

Section 2- Consequences

Any chartered organization that violates any MGC document or fails to meet any of the requirements will be sanctioned, which may include loss of voting privileges or status etc. Violations will be reviewed by the MGC Executive Board, Office of Student Conduct, and the MGC Greek Advisor.

- A. If an organization fails to meet minimum standards for one semester, it will be placed on a Chapter Action Plan.
- B. If an organization fails to meet minimum standards for two consecutive semesters, it will be placed on social probation. All social events with outside organizations will be prohibited.
- C. If an organization fails to meet minimum standards for three consecutive semesters, it will lose university recognition.

BYLAWS

ARTICLE I – OFFICERS

Section 1: Election of Officers

1. Nominations will be held at the first meeting in the month of March.
2. All candidates will be required to give a speech detailing their reasons for seeking office and their qualification at the meeting following nominations. Speeches shall not exceed five minutes, including questions and answer session
3. Elections will occur at the second meeting in the month of March.
4. The mode of elections shall be by secret ballot after speeches from all candidates have been completed. The nominee receiving a simple majority vote shall be elected. In the case of a tie, a run-off election shall be held between the candidates. The candidate receiving the highest number of votes shall be declared the winner.
5. In the case of three (3) consecutive ties reached by the membership, the Executive Board, excluding the presiding President, will determine the winner by a simple majority.
6. New officers will officially hold the new position at the last meeting of the semester and once they have been elected and transitioned by the previous Executive Board.

Elected Officers and Their Duties

- A. The President shall:
 1. Serve as Chairperson of the General Council
 2. Call, conduct and preside at all meetings of the Executive Board and the Council
 3. Execute and oversee all vouchers for expenditures of the budget funds
 4. Serve as the official representative of Multicultural Greek Council
 5. State and put all questions properly brought before the general council

6. Preserve order and decorum
7. Put a question to vote
8. Vote only when the President's vote would affect the vote in the case of a tie
9. Study all governing documents (i.e; MGC Constitution, Bylaws, standing rules, and recommendations)
10. Be in possession of all governing documents at all meetings
11. Able to make an event mandatory as long as it is announced at the council meeting 2 weeks before the event
12. Required monthly individual meetings with MGC Executive Board Members
13. Required bi-weekly meetings with Greek Advisor
14. Abide by the will of the council
15. Fill in for vacant positions
16. Remain fair and impartial

B. The Internal Affairs Officer shall:

1. Keep attendance for all MGC Meetings and events.
2. Oversee, maintain, and amend the Governing Docs of MGC, and present it to the MGC Council as needed
3. Take Minutes at Meetings
4. Will send out the MGC council meeting agenda 72 hours before the meeting
5. Will send out MGC council meeting minutes within 24 hours after the meeting
6. Attend Judicial Affairs Meetings
7. Will plan MGC Executive Board Fall, Winter, and Transition Retreat with assistance from President and Greek Advisor
8. Required Monthly meeting with Advisor
9. Assume duties in absence of the President

C. The Finance Officer shall:

1. Receive, collect, deposit, and manage all funds from dues, fundraisers, fees, and assessments
2. Ensure all checks are issued for the expenditures of all funds upon receipt of properly executed vouchers
3. Present budget proposal for the semester at the second council meeting
4. Present a report at the end of the year consisting of:
 - a. Statement of the amount on hand at the commencement of the year
 - b. The amount received during the year as well where the funds were accumulated from.
 - c. The total amount paid out by order of the society
 - d. The balance on hand
5. Provide receipts for transactions

6. Maintain accurate records of the receipts and expenditures of funds.
 - a. Three signatures will be needed for all MGC expenditures (President, Finance Officer, and Advisor)
7. The treasurer is to deposit any collected funds within 2 business days of receiving the fund
8. Collect MGC Dues once a semester
9. Plan and execute at least one fundraiser per semester
10. Required monthly meeting with Greek Advisor

D. The External Affairs Officer shall:

1. Be responsible for publicizing all programs and activities of MGC
2. Publicize all approved flyers for organizations within MGC
3. Oversee the planning of Go Greek Week and Rush in both Fall and Spring
4. Remain unbiased and represent all organizations of the MGC to the best of their ability during GO Greek Week.
5. Create and chair (or appoint the appropriate Executive Board Member) Ad Hoc Committee Meetings when needed
6. Required monthly meeting with Greek Advisor
7. In the President's absence, serve as an Official Representative of MGC or appoint another Executive Board Member

E. The Programming Officer shall:

1. Plan and execute at least one event per semester that reflects the MGC pillars
 - a. The event can be in collaboration with another campus organization
2. Plan and execute at least one community service project per semester
3. Plan and execute traditional events such as Greek Fest and Greek cup with the Greek Student Coordinator
4. Chair/sit on any Ad Hoc committee regarding programming events (e.g. Greek Fest, Greek Cup)
5. Plan New Member Retreat with the assistance of the President and Greek Advisor
6. Required bi-weekly meeting with Greek advisor

Section 2: MGC Representatives

A. Each Organization Representatives shall;

1. Report activities, events, and any other news to the MGC
2. Review the constitution and bylaws before attending the first MGC meeting of every semester
 - a. In the event of a change in representatives, the new reps must review the constitution and bylaws before taking over as the Representative for the organization.

3. Provide the External Affairs Officer with materials of all activities from their respective organization
4. Encouraged to have their organization represented in every Ad Hoc committee of MGC

Section 3: MGC Advisor

- A. The MGC Greek Advisor shall:
 1. Serve as a liaison between Greeks Organizations, the MGC, and CSUMB
 2. Serve as a voting member on the MGC Judicial Board when needed
 3. Assist recognized Greek organizations with all student activities paperwork and following of University policies and procedures
 4. Be responsible for requesting University facilities/resources for use by the MGC

Section 4: Vacancies and Impeachment

- A. Vacancies
 - a. In the event of a vacancy in office, the MGC Executive Board shall appoint all vacant offices.
 - b. An announcement of the vacancy will be made at a regularly scheduled general meeting.
 - c. Qualified applicants will have one week to turn in a letter of interest to the Executive Board.
 - d. The Executive Board must have filled the vacancy by the meeting following the collection of the letters of interest.
- B. Impeachments
 - a. All elected officers may be subject to impeachment consistent with violation of any article of the MGC Constitution and Bylaws and/or CSUMB regulation and policies.
 - b. Grounds for dismissal of officers or representatives shall include:
 - i. Failure to follow duties of elected officers and representatives including: More than two (2) absences from meetings per semester, unless notification of absence is sent via email to the Executive Board twenty-four (24) hours prior to the meeting or event
 - ii. Failure to work in harmony with the purpose of the MGC
 - iii. Failure to accept responsibilities
 - c. Procedure:
 - i. Any member organization(s) may bring an officer of the MGC, up for impeachment with due cause. The alleged violations must be presented in writing and be available in published form at the meeting/hearing.
 - ii. Notification
 1. All Executive Board members must be notified of the alleged charges in a formal written letter. The letter must include the officer accused and the date and time of the complaint.
 - d. Hearing

- i. The Executive Board shall convene and formally hear the accusations of the sponsoring organization(s) or board member and the rebuttal from the accused officer. The Executive Board will then determine appropriate sanctions within a reasonable amount of time.
 - e. Sanctions
 - i. Removal from office (2/3 vote of the Executive Board)
 - ii. Probation and review
- C. The decision of the Executive Board is Final.
- D. The person in question may petition for an appeal, only if new evidence, that had not been heard prior to the decision of the board surfaces.

ARTICLE II – AD HOC COMMITTEES

Section 1

All Ad Hoc Committees shall be formed and established, in accordance with the needs of the MGC, to carry out the programs of the council. The establishment of such committees will be under the direction and supervision of the President, External Affairs Officer or Programming Officer of the Executive Board of MGC.

Section 2: Ad Hoc Committee Meetings

- A. One rep must attend each Ad Hoc committee meeting as designated by External Affairs Officer. If unable to attend must notify the head of the Ad Hoc Committee. Any organization that fails to do so will result in a fine depicted in Article VII, Section 5.

ARTICLE III--FINANCE

Section 1: Collection of Dues

Dues must be submitted to the Finance Officer two weeks after invoices have been sent to the organizations. All checks are to be written out to CSUMB MGC including a memo of the organization's name. The designated dues will be based on the rosters submitted to Student Activities and Leadership Development. Dues are as follows: Active Members will pay \$10 per semester.

Section 2: Special Fees and Assessments

All dues and assessments are payable by the prescribed dates, which shall be set by the Finance Officer and approved by the Executive Board, and are subject to a late fee if not received by the deadline.

Section 3: Sanctions for Late Dues, Assessments, and Outstanding Debts

- A. A late fee of an additional \$5 of the original amount per active undergraduate member will be charged. This is to be paid by two weeks before additional repercussions.
- B. The repercussions for not adhering to the above will be as follows:
 - a. Will not be allowed to participate in Council functions after 2 weeks of no payment.
 - b. Voting rights revoked until the financial status is regained after 3 weeks of no payment.
 - c. Failure to pay the outstanding debt by the last meeting of the semester will result in the loss of recognition by the MGC.

Section 4: Expenditures

A. The General Council has the authority to approve all Multicultural Greek Council expenditures \$1,000 and over that are not specific line items on the Multicultural Greek Council operating budget.

- a. A notification, which shall be included in the Finance Officer's biweekly report, must be given to the general council before purchases of more than \$500 are made; all notifications shall include an itemized list of intended purchase(s) and reasoning for the expenditure(s). If the general council sees fit, a period of discussion may be had about the proposed purchase.

B. The Finance Officer has the authority to approve all Multicultural Greek Council expenditures \$999.99 and lower that are not specific line items on the Multicultural Greek Council operating budget.

- a. Upon approval of $\frac{2}{3}$ vote of the Executive Board

ARTICLE IV – JUDICIAL PROCEDURES

Section 1

The Judicial Board has the authority to implement University and MGC policies and procedures. The Judicial Board is responsible for implementing sanctions that are decided by the MGC Judicial Board as a result of conduct hearings.

Section 2

The MGC Judicial Board will uphold the policies of CSUMB and the values stated in the University’s Vision Statement through unbiased review and investigation of alleged cases of misconduct referred to the MGC Judicial Board that concern any organization recognized under the MGC.

Section 3

The University’s Judicial Affairs will handle any violation of the “Title 5, California Code of Regulations” adhering to the procedures under the “EXECUTIVE ORDER NO. 628: STUDENT DISCIPLINARY PROCEDURES”.

ARTICLE V – AUTHORIZATION

Section 1

The President of the MGC at California State University Monterey Bay is authorized to speak on behalf of the council.

ARTICLE VI – PARLIAMENTARY AUTHORITY

Section 1

Robert’s Rule of Order, newly revised shall govern in all matters not provided for in this Constitution and Bylaws of the MGC.

Article VII -- STANDING RULES AND RECOMMENDATIONS

The Multicultural Greek Council of California State University Monterey Bay
These *Standing Rules and Recommendations* will remain in effect until modified by the Multicultural Greek Council, who will amend and approve them accordingly.

Section 1

The council should have, as a primary advisor, a representative from the Student Activities Office at CSUMB.

Section 2

There should be a representative from each organization on all Ad Hoc committees created by the MGC Executive Board.

Section 3

Prior to recruitment, all recognized organizations must have on file a current letter from their National Board stating that they are in good standing with the organization and they are allowed to recruit new members. Failure to submit a letter of good standing will result in the organization not being allowed to participate/or recruit until the letter is submitted

Section 4

The Programming Officer will select a date to host recruitment week. All organizations will be allowed to publicly recruit all year long, proper SA&LD guidelines must be followed at all times for distributing recruitment media.

Section 5 Recruitment/Intake Policy

Organization's Recruitment Prerequisites

1. All member organizations under the Multicultural Greek Council (MGC) must be in good standing with the University and the council to participate in any recruitment events, begin recruitment, and reserve any space to hold recruitment events

2. All member organizations under MGC must upload a letter of Good Standing from their Local or National headquarters by the first MGC meeting of the semester into Community. In lieu of Local or National boards of organizations, a letter from the organization's Founding Chapter is also accepted. The letter must clearly state the organization's standing and whether the organization is permitted to recruit new members. Organizations will not be allowed to participate in any recruitment events until the letter is on file.
3. Any fliers or promotional material posted on campus/social media/the community must be approved by the Greek Adviser on Monday of MGC Week by 5:00 pm.
4. All member organizations must follow the Alcohol Policy during official recruitment week under: **Article X-Events of MGC Constitution and Bylaws**

Pre-Recruitment

1. All member organizations must follow the Alcohol Policy during official recruitment week under: **Article X-Events MGC Constitution and Bylaws**
2. Each organization must have at least one representative at each MGC Week event unless previous arrangements have been made with the Greek Adviser.
3. All individual members and organizations can begin the promotion of their respected Greek Letter Organization at the beginning of the academic school year. This is defined as the promotion of your Greek Letter Organization and hosting open events that are for the purpose to highlight your Greek Letter Organization's values/philanthropy. You may not, however, table for the purposes of recruitment or begin any form of a new member education process. All members are still required to promote Multicultural Greek Council's pillars, missions, and events.
4. Strolling/stepping/chanting is prohibited before Monday at 6:00 am after MGC week, except for the MGC Yard Show. Organizations must abide by the campus quiet hours in regard to strolling/stepping and chanting.

Official Recruitment Week(s)

1. All member organizations must follow the Alcohol Policy during official recruitment week under: **Article X-Events MGC Constitution and Bylaws**
2. Individual organization recruitment week will begin on Monday at 6:00 am, every third week of school for Fall and Spring semesters.
3. All interests must complete the SA&LD grade release form 24 hours within the start of the new member education process.
4. All member organizations will abide by the MGC constitution and by-laws.

Failure to comply with any of the Recruitment Policy stipulations will result in appropriate sanctions by the Executive Board and MGC Advisor. This includes, but is not limited to, loss of tabling privileges and/or recruitment probation. Fines and sanctions will be depicted from the fines in Article VIII, Section 5.

Quorum:

1. Defined as the majority of total full GLO's that currently serve on the Council, and is not affected by organizations holding the status of a colony at the university.

2. Defined 2/3 majority vote from the charter organizations making up the Council.

POLICY APPENDIX

Dress Code Policy

Multicultural Greek Council meetings are held in a business casual atmosphere, but this does not exclude representatives from dressing in professional attire. Internal Affairs Officer will ensure that representatives attending council meetings are abiding by the dress code policy. If there are any issues in regards to this policy you are to direct concerns with the President, Internal Affairs Officer, or Greek Advisor.

Appropriate	Inappropriate
Suits (Skirts or Pants)	No visible bra straps/ sheer tops
Dresses (Business)	No cargo pants, leggings, no ripped jeans, no shorts
Dress pants/ Slacks, dark denim jeans/ pants	No sandals, flip-flops, slides, or athletic footwear
Skirts (cannot be higher than 4” above the knee when sitting/this includes no short skirts with tights)	No hats/ Beanies
Greek accessories (pins, tikis, line jackets)	No Sleeveless shirts
Button-down blouses	No Sweatshirts

Hazing Policy:

The Multicultural Greek Council at California State University, Monterey Bay is in alignment with the campus’ policy according to Education Code Sections 32050 and 32051 as:

"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state..." This hazing policy does not include any customary competitions or contests as pertaining to individual organizations.

Any persons thought to be hazed or hazing should immediately be reported to the Executive Board of the Multicultural Greek Council or the Greek advisor.

Nondiscrimination Policy:

The Multicultural Greek Council at California State University, Monterey Bay is in alignment with the campus’ policy, according to the campus’ policy as stated:

“California State University Monterey Bay does not discriminate on the basis of race, color, ethnicity, national origin, age, religion or veteran status in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination.”

Any persons thought to be discriminated against should immediately report to the Executive Board of the Multicultural Greek Council or the Greek advisor.

***Size Chart

<p><i>Small</i> Greek Letter Organization 4.5</p>	<p>Defined as having 5 or less Active members - must have at least 2 members attend mandatory events to be counted as present</p>
<p><i>Medium</i> Greek Letter Organization 14</p>	<p>Defined as having more than 5, but less than 20 Active members - must have at least 4 members per event to be counted as present</p>
<p><i>Large</i> Greek Letter Organization 29.5</p>	<p>Defined as having 20 or more Active members - must have at least 6 members per event to be counted as present</p>

Types of Events

1. Open Events – Events that are open to the public/campus community.
2. Closed Events –Events that are closed to the public/campus community.

- a. Closed events must have an invite list prior to the event. The invite list must be typed, printed out with the date and time of the event which each chapter will have at hand.