

## **SUNY CORTLAND INTERGREEK COUNCIL CONSTITUTION**

### **ARTICLE I. NAME**

The name of this organization shall be the SUNY Cortland InterGreek Council (IGC).

### **ARTICLE II. GOALS**

1. To serve as an umbrella council for all recognized fraternities and sororities at SUNY Cortland.
2. To coordinate and promote participation in events sponsored by the InterGreek Council.
  - a. This would apply to events that are either open ‘just to Greeks’ or open to all.
3. To serve as a Greek life liaison to the campus and surrounding community.
4. To support and promote the works of all council member organizations either collectively or individually.
5. To foster respect, diversity, collaboration and communication amongst all council member organizations and the larger community in which we live.
6. To promote the academic advancement of all council member organizations and SUNY Cortland individual students.
7. To promote diversity, equity, and inclusion in Greek life, across campus, and within the surrounding community.
8. To conduct business according to parliamentary procedures.

### **ARTICLE III. MEMBERSHIP**

1. Membership of the InterGreek Council shall consist of all National and/or local Greek fraternities and sororities that are recognized by SUNY Cortland.
  - a. All Greek fraternities and sororities recognized by SUNY Cortland are required to belong to IGC except for any purely service fraternal organization such as Alpha Phi Omega.
2. Attendance at all regularly scheduled meetings is mandatory by one (1) representative from each member organization.
  - a. Unexcused absences will result in fines as outlined in the IGC Bylaws.
  - b. Chapter/colony representatives will be required to assist in the planning and implementation of IGC sponsored activities. While representatives will be ‘assigned’ to a specific committee, they are also welcome to assist in any other area in which they are interested.
    - i. Planning and implementation for all IGC sponsored activities must be done by representatives from multiple member organizations.
3. Uninitiated members of recognized fraternities and sororities are welcome to attend meetings as observers. They can participate in all discussions but are not eligible to vote or run for office.
  - a. SUNY Cortland’s “Greek Advisor” may ask for an exception to be made if a recently recognized organization has unique initiation requirements in its governing documents. Example: No member can be initiated until a group has been granted chapter status and that process will take more than one semester.

## ARTICLE IV. OFFICERS

1. The officers of the SUNY Cortland InterGreek Council shall be President, Vice President of Marketing, Secretary, Treasurer, Fundraising & Community Service, Scholarship, Social/DEI (Diversity, Equity, and Inclusion), and Member-at-Large.
  - a. Until such time as there are more than 6 chapters with more than 20 initiated members, the IGC advisor will also serve as the council Treasurer.
  - b. All other positions are to be held by currently matriculated SUNY Cortland students belonging to the IGC member organizations.
  - c. The Member-at-Large position is to be held by a chapter/colony with less than 20 initiated members and only if those organizations choose to fill the position. The intent behind the position is to ensure that those groups with smaller membership numbers, will still have a presence, a voice, on the council's Executive Board.
2. All chapters/colonies with at least 20 initiated members matriculated at SUNY Cortland will be required to have one member hold office.
  - a. All offices shall be held in rotation. The IGC advisor and/or the school's "Greek Advisor," will coordinate the rotation cycle and adjust as needed.
3. All officers and chapter representatives are required to attend all IGC meetings and are expected to serve for one academic year.
4. All officers and chapter representatives are required to meet the eligibility requirements that are outlined in the IGC Bylaws. Eligibility is to be verified by the school's "Greek Advisor." Two examples of these requirements are provided below.
  - a. All must have at least a 2.5 cumulative GPA prior to and throughout their time in office.
  - b. All must be in good standing with both their chapter and SUNY Cortland.
5. An officer and/or chapter representative can be voted out of position by a two-thirds majority vote of the voting members of the [recognized] SUNY Cortland fraternal community. Failing to fulfill position requirements, multiple unexcused absences, and/or inappropriate conduct that reflects poorly on Greek life are reasons for potential removal.

## ARTICLE V. OFFICER DUTIES

1. All officers are to keep records in an electronic folder for easy access during their time in office. Arrangements are to be made to transition these materials to the next incoming officer, thereby helping with their transition into the position.
2. IGC officers and committees will collaborate with each other as appropriate when planning events. Collaboration with groups outside of IGC member organizations should be considered as appropriate.

The **President** shall:

1. Have overall responsibility for the operation of the InterGreek Council (IGC).
  - a. This includes making sure that all council members know and follow the council's governing documents.
  - b. Making sure that all council members know, understand, and fulfill the expectations of their position.
  - c. Make sure that the governing documents are reviewed at least once every two years with the purpose being to consider possible needed updates.
2. Call and preside at all regular and special IGC meetings.
  - a. Delegate responsibilities for planning and/or implementing IGC events if not already done so by another officer.

3. Appoint all Special Committees and their chairperson and, in making these appointments, recognize representation from multiple member organizations.
4. Call and preside at any special meetings involving just the IGC officers. Report all decisions and actions made at the next IGC meeting and have the Secretary record them in the minutes.
5. Review all IGC related contracts but do not approve unless authorized to do so.
  - a. See the IGC Bylaws for more guidance in this area.
6. Serve as ex-officio member of all IGC committees with voice but no vote.
7. After considering what is in the best interest(s) of Greek life at SUNY Cortland, cast the deciding vote on all IGC matters if there is a tie.
8. Perform all other duties usually pertaining to this office.

The **Vice President of Marketing** shall:

1. Perform the duties of President in their absence, inability to serve, or at their call.
2. Be responsible for all forms of publicity, promotion, marketing as it relates to IGC.
  - a. This would include promoting upcoming IGC events as well as the promotion of Greek life in general.
  - b. This position will have a committee with which to work.
3. Liaison with all IGC officers and member organizations to help promote upcoming events.
4. Perform all other duties usually pertaining to this office.

The **Secretary** shall:

1. Maintain an accurate contact sheet for all individuals serving on IGC. Distribute to all members and update as needed.
  - a. Take attendance at all meetings.
2. Generate and keep accurate minutes of all IGC meetings and special meetings.
  - a. Minutes are to be sent to all IGC officers, chapter representatives and committee members (should there be any appointed committee members that do not sit on IGC itself).
    - i. Minutes should also be sent to the IGC Advisor, SUNY Cortland Greek Advisor, Director of Campus Activities and the presidents of all member organizations (if they are not already sitting on IGC).
    - ii. Minutes are to be sent no later than 36 hours following each meeting.
3. Ensure that all members of IGC and all its member organizations, know where they can find the most current IGC Constitution and/or Bylaws. Encourage them to use those documents as a reference moving forward.
4. Be responsible for the official correspondence of the InterGreek Council unless provided for otherwise.
5. Perform all other duties usually pertaining to this office.

The **Treasurer** shall:

1. Be responsible for the general supervision of the finances of the InterGreek Council.
  - a. Work with the SUNY Cortland's Greek Advisor in regard to the submission of any and all required paperwork since all Council funds are maintained as a separate entity within the Campus Activities program.
2. Provide the current IGC balance as part of your officer report at each meeting. This way, council members know how much money is available for use.
3. While the treasurer does not need to prepare a formal budget, they must be aware of how much money will be needed to actualize upcoming events and prevent the council from financially over-committing itself.
  - a. Generate and update a spreadsheet to keep track of money coming in (and going out).
4. Receive all payments due to IGC.

- a. Collect all dues, fines, etc. and provide receipts as needed.
  - b. Individuals who are fined for an unexcused absence must be informed within 48 hours of the missed meeting.
5. Be responsible for the timely payment of all IGC bills.
6. Make sure that all CAS guidelines are followed as they pertain to IGC funds.
  - a. Cannot pre-pay for any event and/or provide a deposit for any event or speaker.
  - b. Cannot give an individual petty cash to spend.
    - i. Arrangements for petty cash for events can usually be made through the IGC Advisor and the Campus Activities Office.
  - c. Cannot cut a check to pay a current student for working at an IGC event.
  - d. Cannot reimburse someone for paying taxes on anything bought.
    - i. See more in IGC Bylaws
7. Sign IGC contracts when authorized to do so.
  - a. See Council Bylaws for more guidance in this area.
8. Perform all other duties usually pertaining to this office.

The **Fundraising and Community Service** officer shall:

1. Be responsible for planning and coordinating all fundraising and/or community service activities for the InterGreek Council.
  - a. These could be IGC sponsored activities and/or possible collaborations with other campus and/or community organizations.
  - b. This position will have a committee with which to work.
2. Be responsible for keeping a current calendar of all fundraising and/or community service activities of IGC member organizations.
3. Maintain all records pertaining to specific IGC fundraising events and make they are transitioned to/available for future IGC fundraising and community service officers.
4. Perform all other duties usually pertaining to this office.

The **Scholarship** officer shall:

1. Be responsible for all matters pertaining to the promotion and advancement of academic achievement.
  - a. Develop programming to strengthen individual and group academic standing.
    - i. This programming should be open to the campus whenever possible.
  - b. Share important academic dates and deadlines with all chapters/colonies.
  - c. This position will have a committee with which to work.
2. Investigate and report on available scholarship opportunities provided by SUNY Cortland, individual chapters, National fraternal organizations, etc.
3. Perform all other duties usually pertaining to this office.

The **Social/Diversity, Equity, and Inclusion** officer shall:

1. Be responsible for planning and supervising all InterGreek Council social/DEI activities.
  - a. These activities are encouraged to be open to the campus whenever possible.
  - b. This position will have a committee with which to work.
2. Be responsible for keeping a current calendar of all social/DEI events of IGC member organizations as well as major campus and/or community events that fit these categories.
3. Perform all other duties usually pertaining to this office.

The **Member-at-Large** officer shall:

1. Be the voice of all member organizations with less than 20 initiated members currently matriculated at SUNY Cortland.
2. Maintain open communication lines with all chapters/colonies that fit in this category.

- a. Be willing to voice concern(s) that may arise, that may be brought to their attention; Present all perspectives to the council for consideration.
3. It is possible for a chapter/colony IGC representative to also serve in this capacity
  - a. That is not possible for any other position.

The **Chapter/Colony Representative** shall:

1. Serve as a liaison between IGC and their respective member organization.
  - a. Serve as a voice of their member organization.
2. Inform their member organization of all IGC actions, discussions, plans, etc. AND provide IGC with the requested chapter/colony related information.
3. Serve as an active member of any IGC committee on which they serve.

## **ARTICLE VI. ADVISOR**

The Associate Director for Campus Activities and Greek Affairs, informally known as SUNY Cortland's Greek Advisor, will serve as the IGC advisor. Any possible co-advisor is to be mutually agreed upon by this individual and the Campus Activities and Corey Union office.

## **ARTICLE VII. VIOLATIONS**

The InterGreek Council is to follow all appropriate guidelines, procedures, and regulations of SUNY Cortland as well as those of IGC's most recently adopted constitution and bylaws. Violations of these items must be dealt with in a timely fashion. While some violations can be handled internally, others may result in the individual and/or their member organization and/or IG being required to go through the school's student conduct process.

## **ARTICLE VIII. AMENDMENTS**

This Constitution may be amended by two-thirds vote of the voting members of the SUNY Cortland InterGreek Council, provided notice of the proposed amendment has been given, in writing, at a preceding regular meeting. The governing documents of this Council must be formally reviewed every two years but can be reviewed annually.