Fraternity & Sorority Council Bylaws
University of California, Merced
Last updated February 7, 2015

I. Finances
   A. Fiscal Year: The fiscal year shall run from July to June.
   B. Budget: The Vice President of Administration shall determine a budget each semester for the following semester to be approved by a majority vote of the Chapter Delegates.
      i. If the proposed budget is not approved two weeks before the end of the semester, the previous year’s semester budget shall be instituted until a budget is approved.
      ii. Contingency Fund: The budget shall be required to have a contingency fund of at least $500. This fund shall only be used in the case of an emergency, and the use of this fund shall require a majority vote of the Chapter Delegates.
   C. Unexpended Funds: Unspent monies at the end of the semester shall be transferred into the same line item that it was originally assigned to.
   D. Payments: Payable to UC Regents, the Vice President of Administration shall collect and deposit all payments made to the FSC.
   E. Contracts: The signatures of the FSC President and the Vice President of Administration must be obtained for all financial contracts, including FSC-approved Payment Plans.
   F. Membership Dues:
      i. Dues shall be collected each semester from member organizations holding regular membership in the FSC.
      ii. Amount: The amount shall be an assessment per active and new member, which will be determined by the previous year’s semester amount.
         1. The Vice President of Administration shall have the ability to request a change in the amount. A change in the amount shall be approved by a majority vote of the Chapter Delegates along with the new budget.
      iii. Time of Payment: The dues of each member organization shall be payable in one lump sum or in two separate payments, as detailed by an FSC-approved Payment Plan.
         1. A payment plan may be requested by any chapter unable to pay dues in one lump sum. The payment plan shall be comprised of two separate payments:
            a. The first payment or entire lump sum will be due by the third FSC General Meeting of each semester and must include at least half of the amount owed to the FSC.
            b. The second payment, if applicable, will be due by the seventh FSC General Meeting of each semester and must account for the remaining amount of dues owed to the FSC.
2. Payment Plans must be requested by the first meeting of the semester and approved by a majority vote of the Chapter Delegates.

G. Late Fees
   i. Sanctions for overdue fines and outstanding debts are as follows:
      1. If dues haven’t been paid by the third FSC General Meeting, an additional fine of 7% of the total amount owed will be charged the following week. An additional 3% will be charged each week after the fourth FSC General Meeting until both dues and fines have been paid.
      ii. By the seventh FSC Meeting, if any outstanding dues remain, the chapter or colony will be placed on restriction as defined by the FSC Constitution and will not be able to vote on financial matters until both dues and fines have been paid.

H. Use of on campus account by chapters
   i. FSC must receive a check and associated invoices prior to proceeding with a transaction with the on campus account.
      1. All associated documents must be submitted to the FSC two weeks prior to the date of the event in which the funds will be used.

I. ASUCM or ICC Funding Requests & Distribution
   i. Chapter delegates must draft a bill in conjunction with VP of University Relations to present to the FSC;
      1. All requests must be approved by the FSC in order to submit the fund request to ASUCM or ICC;
   ii. It is the responsibility of the chapter to lobby for the bill following the approval by the FSC;
   iii. Once the fund requests are approved by ASUCM or ICC, chapters must follow all university business and purchasing policy procedures, including, but not limited to, securing signatures from the designated FSC officers.

II. Executive Board Elections
   A. General Provisions
      i. Elections shall take place during spring semester in the first week of March.
      ii. Incoming officers shall take office May 1st and serve for one year (May to May).
      iii. Election meetings will move into closed session during discussions and voting, and shall be overseen by the Executive Vice Presidents of Fraternities and Sororities.
      iv. Voting shall be done by secret ballot and will not be recorded.
      v. One (1) to five (5) questions posed to candidates of a specific position shall be decided before the meeting and must be asked in exactly the same format.
vi. Positions will be gone through in the order written in the bylaws, beginning with FSC President.

B. Applicant Eligibility
   i. Applicants for the FSC Executive Board must:
      1. Be active members in a recognized FSC chapter.
      2. Have a 2.5 cumulative grade point average
      3. Be in good standing with their chapter and the University.
      4. Be able to attend all FSC Regular and Executive Board meetings.
      5. Promise to meet all the requirements of their position.
   ii. The Executive Vice President of Fraternities must be a member of a Men’s Fraternity.
   iii. The Executive Vice President of Sororities must be a member of a Women’s Fraternity or Sorority.

C. Application
   i. All candidates must submit a completed application to the Vice President of Administration at least twenty-four (24) hours before the election meeting.
   ii. Applications which are not complete shall be discarded.

D. Election Meeting
   i. All candidates for the position will exit the room, and be brought back in one at a time. They will then give up to a two (2) minute speech, followed by one (1) minute for each question after that. The candidate will leave and the next candidate will enter until there are no candidates left.
   ii. The FSC will then enter a closed session and begin up to a five (5) minute discussion. The candidates’ chapter’s delegate shall be able to speak first. Once consensus has been reached, delegates have voted to end discussion (majority), or five (5) minutes is up without an extension of time, a vote will occur by secret ballot.
   iii. All candidates shall be brought back into the room and the winner congratulated by the previous office holder.

III. Executive Board Responsibilities
   A. Each Executive Board Officer shall have specific responsibilities as follows:
      i. President
         1. Shall be responsible for all aspects of the FSC and the fair representation of all member organizations;
         2. Call and preside at all FSC General and Executive Board Meetings;
         3. Shall create and provide an agenda for all FSC General Meetings;
         4. Serve as the official representative of the Greek community to the University of California, Merced, the Associated Students of University of California, Merced, and to the larger Merced and Central Valley communities;
5. Meet with the FSC Advisor on a regular basis;
6. Shall be an ex officio (non-voting) member of all committees;
7. Shall oversee fraternity and sorority expansion;
8. Train and facilitate Chapter Delegates and Executive Board Officers, and;
9. Organize at least one FSC Executive Board retreat per semester.

ii. Executive Vice President of Fraternities
1. Shall be responsible for all judicial matters relating to the violation of the FSC Constitution and/or By-Laws, working in collaboration with the Executive Vice Presidents of Panhellenic and NALFO in working with the Fraternity Sorority Standards Board;
2. Shall oversee all FSC General Meetings in which elections are taking place in collaboration with the Executive Vice Presidents of NALFO and Panhellenic;
3. Shall work in collaboration with the recruitment chairs of the fraternity member organizations to coordinate and administer formal recruitment, as well as set and regulate the recruitment calendar, procedure, evaluation of recruitment, and rules;
4. Shall chair the Men’s Recruitment Committee;
5. Shall be responsible for the organization of the approved fraternity recruitment period, including distribution of bid cards;
6. Shall be responsible for the assignment of the approved fraternity recruitment dates, and;
7. Shall be responsible for recruitment advisor selection, training, and program.

iii. Executive Vice President of Panhellenic
1. Shall be responsible for all judicial matters relating to the violation of the FSC Constitution and/or By-Laws, working in collaboration with the Executive Vice President of Fraternities and the Executive Vice President of NALFO in working with the Fraternity Sorority Standards Board;
2. Shall oversee all FSC General Meetings in which elections are taking place in collaboration with the Executive Vice President of Fraternities and the Executive Vice President of NALFO;
3. Shall work in collaboration with the recruitment chairs of the sorority member organizations to coordinate and administer formal recruitment, as well as set and regulate the recruitment calendar, procedure, evaluation of recruitment, and rules;
4. Shall chair the Panhellenic Recruitment Committee
5. Shall co-chair the Women’s Recruitment Committee with the Executive Vice President of NALFO;
6. Shall be responsible for the organization of the approved sorority recruitment period, including distribution of bid cards for Panhellenic sororities;
7. Shall be responsible for the assignment of the approved sorority recruitment dates for Panhellenic recruitment, and;
8. Shall be responsible for recruitment advisor selection, training, and program.

iv. Executive Vice President of NALFO
1. Shall be responsible for all judicial matters relating to the violation of the FSC Constitution and/or By-Laws, working in collaboration with the Executive Vice President of Fraternities and Executive Vice President of Panhellenic in working with the Fraternity Sorority Standards Board;
2. Shall oversee all FSC General Meetings in which elections are taking place in collaboration with the Executive Vice President of Fraternities and Vice President of Panhellenic;
3. Shall work in collaboration with the recruitment chairs of the sorority member organizations to coordinate and administer formal recruitment, as well as set and regulate the recruitment calendar, procedure, evaluation of recruitment, and rules;
4. Shall chair the NALFO Recruitment Committee
5. Shall co-chair the Women's Recruitment Committee with the Executive Vice President of Panhellenic;
6. Shall be responsible for the organization of the approved sorority recruitment period, including distribution of bid cards for NALFO recruitment;
7. Shall be responsible for the assignment of the approved sorority recruitment dates for NALFO recruitment, and;
8. Shall be responsible for recruitment advisor selection, training, and program.

v. Vice President of Administration
1. Shall assume the responsibilities of the FSC President in his or her absence during the academic calendar year;
2. Shall accurately record and report all financial matters of the FSC;
3. Shall be responsible for invoicing, collecting and depositing dues each semester;
4. Shall prepare an itemized budget each semester for the following semester to be approved by a majority vote of the Chapter Delegates;
5. Shall ensure an audit of all transactions of the FSC at the end of the term;
6. Shall be responsible for filing all FSC document due to the OSL or University;
7. Shall be responsible for recording, filing, and dispersion of attendance records and all minutes of the FSC Regular and Executive Board Meetings;
8. Shall coordinate all official correspondence of the FSC both internally and with the organizations holding membership;
9. Shall oversee the Executive Board application process;
10. Shall be responsible for collecting chapter rosters and calendars every semester;
11. Rosters must include All Active and New Members: First Name, Last Name, Phone Number, UC Merced Email Address, Officer Position, and UC Merced Student ID #: As well as University-required Faculty/Staff Advisor: First Name, Last Name, Phone Number, UC Merced Email Address, Job Position.
12. Shall be responsible for any media via Internet used by FSC, including, but not limited to, the FSC UCM Crops webpage, All Greek Calendar, FSC Email, and any other website FSC holds.

vi. Vice President of Academics
1. Shall organize at least one academic-related program per semester;
2. Shall chair the Academic Committee;
3. Shall organize at least one faculty appreciation initiative per year;
4. Shall be responsible for coordinating grade release forms and collecting average chapter grade point average statistics from the FSC Advisor;
5. Shall maintain an updated list of academic resources available to all member organizations;
6. Shall serve as a liaison to the academic chairs of the member organizations, and;
7. Shall work with the UC Merced Career Center to develop a career development program.

vii. Vice President of Outreach
1. Shall organize at least one community service and philanthropy event per year, and;
2. Shall help coordinate and collect reports for large events, serving as a liaison on such events between the Office of Student Life and Fraternity & Sorority Council.

viii. Vice President of Involvement
1. Shall be responsible for planning Greek programs on a wide variety of issues affecting the Greek community;
2. Shall chair the Events Committee;
3. Shall be responsible for organizing and executing all FSC-sponsored social events;
4. Shall encourage Greek community participation in University-wide events;

ix. Vice President of University Relations
1. Shall be responsible for attending both ASUCM weekly meetings on Wednesdays at 7:30 PM;
2. Shall be encouraged to attend ICC weekly meetings;
3. Shall work as a liaison between ASUCM, ICC, and FSC;
4. Shall work with ASUCM/ICC on any matters deemed necessary by said groups;
5. Shall report at FSC Executive Board meetings and FSC General meetings about what ASUCM and ICC are currently working on or matters of importance that include Greek Life;
6. Shall plan at least one event in partnership with a non-Greek campus organization, and;
7. Shall work with any organizations of FSC or FSC executive board in order to create bills to present to ASUCM or ICC.

x. Vice President of Marketing
1. Shall manage and develop the brand of campus Greek life as the very representation of our values.
   a. This includes coordinating the graphic design of FSC materials, creating posters, advertising recruitment, and helping to engage the Greek community in marketing/outreach efforts.
2. Shall manage all social media in conjunction with the President and regularly posts and updates it to develop an online following.
3. Shall work with the Executive Vice President of Fraternities, Executive Vice President of NALFO and the Executive Vice President of Panhellenic to market Greek recruitment year-round and regularly.
4. Shall advertise FSC events or other activities as requested by the President or Executive Board.
5. Shall research new and innovative approaches to marketing for FSC.
6. Shall chair the Public Relations Committee

B. All Officers shall disaffiliate during FSC Sponsored Events including but not limited to: Greek Week, Recruitment, FSC Regular and Executive Meetings.

C. Attendance requirements are as follows:
   i. Attendance is mandatory at all FSC General and Executive Board Meetings.
   ii. Excused Absences:
      1. Excused absences are allowed for FSC Executive Board Officers in the event of an extreme emergency.
         a. Extreme Emergency is defined as:
            i. Sudden family emergency, and
            ii. Medical emergency, which is defined as: influenza, contagious illness, or personal trauma/injury.
   iii. Unexcused Absences:
1. Upon the first unexcused absence, the officer will receive a verbal warning.
2. Upon a second unexcused absence, the officer will be sent a written notification of a vote of removal/recall scheduled for the following FSC General Meeting.

D. Removal/Resignation
   i. Any FSC Executive Board Officer may be reviewed and considered for removal from his/her office if he/she is proven negligent of his/her responsibilities, including, but not limited to:
      1. Having three or more unexcused absences from FSC General and/or Executive Board Meetings;
      2. Holds an officer position within his/her chapter and is seen to have a conflict of interest;
      3. Falls below the minimum 2.5 cumulative grade point average;
      4. Falls out of good standing with the University and/or his/her chapter, or;
      5. Violates the FSC Constitution and/or By-Laws.
   ii. Procedure:
      1. After a vote to remove/recall an officer has been requested, the charges against the officer in question will be read aloud.
      2. Any brief written or verbal statements will be permitted and a vote of removal/recall will then be conducted.
      3. The officer in question shall be removed by a three-fourths vote of the Chapter Delegates.
   iii. In the event that an office is vacated by the removal, resignation, or by any other means, the FSC shall hold a special election for the following FSC General Meeting in which the regular application process will be used.

IV. Chapter Delegate Responsibilities
   A. Responsibilities include, but are not limited to, the following:
      i. Serve as a voice and representative for his/her chapter to the Greek community;
      ii. Vote to best represent the opinion and/or interests of his/her chapter;
      iii. Report to his/her chapter about the decisions and issues discussed at the FSC General Meetings;
      iv. Represent the Greek community appropriately at all times, and;
      v. Serve on at least one FSC committee.
   B. Attendance requirements are as follows:
      i. Attendance is mandatory at all FSC General Meetings.
      ii. Excused Absences:
          1. Excused absences are allowed for Chapter Delegates in the event of a Chapter Emergency.
             a. Chapter Emergency is defined as:
i. A serious situation or occurrence that happens unexpectedly and demands immediate action by the entire chapter, thereby preventing the Chapter Delegate or an alternative Chapter Delegate from attending the FSC General Meeting.

ii. In the event of a Chapter Emergency, the chapter is responsible for submitting a written notification detailing the Chapter Emergency to the Vice President of Administration. The written notification must be signed by the alumni/alumnae chapter advisor and be submitted by the following FSC General Meeting either by the Chapter Delegate or the Chapter President.

b. Alternative Chapter Delegate:
   i. In the event that a Chapter Delegate is unable to attend a meeting, the chapter is responsible for finding an alternative Chapter Delegate.
   ii. In the event that an alternative is sent in replacement of the Chapter Delegate, the chapter will not be penalized.

iii. Unexcused Absences:
   1. Upon a first unexcused absence, the Chapter Delegate will receive a verbal warning.
   2. Upon a second unexcused absence, the chapter will receive a written notification detailing the attendance policy according to the FSC By-Laws.
   3. Upon a third unexcused absence, the chapter will receive a written notification to their alumni/alumnae chapter advisor.
   4. Upon a fourth absence, the chapter will be placed on restriction as defined by the FSC Constitution for the remainder of the semester for violating the attendance policy as outlined by the FSC By-Laws.

C. Review
   i. Any Chapter Delegate shall be subject to review by the Executive Board if he/she is proven negligent of the responsibilities outlined in Article IV, Sections A and B of these By-Laws.
   ii. If the FSC Executive Board deems a Chapter Delegate negligent to these duties, the FSC President will address any of the issues with the Chapter Delegate’s Chapter President and create a plan of action to remedy these issues.

V. Committees
   A. Women’s Recruitment Committee
      i. Shall be chaired by the Executive Vice President of Sororities;
i. Shall be responsible for developing the rules, regulations and procedures associated with sorority recruitment;

ii. Shall be responsible for recruitment promotional materials;

iii. Shall be responsible for creating a calendar for formal spring recruitment, and;

iv. Shall consist of the recruitment chairs of each member organization sorority and/or women’s fraternity.

v. Voting members shall consist of the recruitment chairs of each member organization sorority and/or women’s fraternity.

vi. Panhellenic subcommittee (ad hoc only)

1. The purpose of this committee is to establish Chapter Total, vote on NPC Expansion and other NPC related business

B. Men’s Recruitment Committee

i. Shall be chaired by the Executive Vice President of Men’s Fraternities;

ii. Shall be responsible for developing the rules, regulations and procedures associated with fraternity recruitment;

iii. Shall be responsible for recruitment promotional materials;

iv. Shall be responsible for creating a calendar for formal spring recruitment, and;

v. Shall consist of the recruitment chairs of each member organization men’s fraternities.

vi. Voting members shall consist of the recruitment chairs of each member organization fraternity.

C. Events Committee

i. Shall be chaired by the Vice President of Involvement;

ii. Shall be responsible for the all FSC programming, guidelines, and regulations including but not limited to Greek Week, and;

iii. Shall consist of a representative of each member organization.

iv. Voting members shall consist of the representatives of each member organization.

D. Academic Committee

i. Shall be chaired by the Vice President of Academics;

ii. Shall be responsible for educating and developing members in the Greek community by promoting values, such as brotherhood/sisterhood, communal respect, personal accountability, and scholarship, and;

iii. Shall consist of the scholarship chairs of each member organization.

iv. Voting members shall consist of the scholarship chairs of each member organization.

E. Philanthropy and Service Committee

i. Shall be chaired by the Vice President of Outreach;

ii. Shall be responsible for the all FSC programming, guidelines, and regulations including but not limited to service and philanthropy events, and;

iii. Shall consist of a representative of each member organization.
iv. Voting members shall consist of the representatives of each member organization.

F. Risk Management and Education Committee
   i. Shall be chaired by the Vice President of University Relations;
   ii. Shall be responsible for the all FSC programming related to Risk Management, and;
   iii. Shall consist of a representative of each member organization.
   iv. Voting members shall consist of the representatives of each member organization.

G. Greek Advisory Committee
   i. Shall be chaired by Vice President of Outreach;
   ii. Shall work in partnership with Violence prevention program to provide programming to educate about Sexual Assault, Dating/Domestic Violence, Stalking;
   iii. Shall consist of a representative of each member organization.
   iv. Voting members shall consist of the representatives of each member organization.

H. Public Relations Committee
   i. Shall be chaired by Vice President of Marketing
   ii. Shall consist of Public Relations chairman of each organization and any delegates that choose to serve on the committee
   iii. Shall work in conjunction to promote other committee’s activities
   iv. Shall manage and develop the brand of campus Greek life as the very representation of our values.
      1. This includes coordinating the graphic design of FSC materials, creating posters, advertising recruitment, and helping to engage the Greek community in marketing/outreach efforts.
   v. Shall manage all social media in conjunction with the President and regularly posts and updates it to develop an online following.

I. General Committee Rules
   i. Additional committees shall be formed as needed by the FSC Executive Board
   ii. The chairman of committees shall decide time and date of meetings
   iii. Required to meet a minimum of 3 times a semester

VI. Hazing
   A. Participation in hazing or any method of initiation or pre-initiation into a campus organization or other activity engaged in by the organization or members of the organization at any time that causes, or is likely to cause, physical injury or personal degradation or disgrace resulting in psychological harm to any student or other person is not permitted.
   B. All acts of hazing by a fraternity/sorority recognized at the University of California, Merced, including any and all acts committed by any of its members and/or alumni/alumna are prohibited. It is a violation of California State Law (SEC.3.Section 245.6) and against the policies of the University of
California, Merced, for students to engage in any activities that may be described as hazing.

VII. Risk Management
   A. All chapters must adhere to the University Student Code of Conduct.
   B. All FSC and fraternity or sorority events must follow the Fraternity Insurance Purchasing Group (FIPG) Risk Management Policy and/or the policies of the member organization’s respective (inter)national organizations.
      i. In the event that two groups’ policies are conflicting, a fraternity and/or sorority must follow the stricter of the two policies.
   C. Use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco, at any chapter or council, community service, or philanthropic event is prohibited.

VIII. Amendments
   A. The FSC By-Laws may be amended by three-fourths vote of the Chapter Delegates holding regular membership, provided that notice of the proposed amendment has been given in writing at the preceding FSC General Meeting.