



# **Fraternity & Sorority Council Bylaws**

University of California, Merced

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## **Fraternity and Sorority Council Bylaws**

- I. By-Laws for Umbrella Orgs
  - A. FSL Handbook
    - i. The FSL Handbook shall set the rules/guidelines for all FSL chapters.
- II. Council Structure
  - A. Executive Board Responsibilities
    - i. Each Executive Board Officer shall have specific responsibilities as follows:
      - 1. President
        - a. Shall be responsible for all aspects of the FSC and the fair representation of all member organizations;
        - b. Call and preside at all FSC General and Executive Board Meetings;
        - c. Shall create and provide an agenda for all FSC General Meetings;
        - d. Serve as the official representative of the FSC community to the University of California, Merced, the Associated Students of University of California, Merced, and to the larger Merced and Central Valley communities;
        - e. Shall work with any organizations of FSC or the FSC executive board in conjunction with the VP of Communications to create bills to present to ASUCM or ICC
        - f. Meet with the FSL Advisor on a regular basis;
        - g. Shall be an ex officio (non-voting) member of all committees;
        - h. Shall oversee fraternity and sorority expansion;
        - i. Train and facilitate Chapter Delegates and Executive Board Officers, and;
        - j. Organize at least one FSC Executive Board retreat per semester.
        - k. In the case of a tie among the Delegates, the FSC President shall cast a tie-breaking vote or call for a new vote.
        - l. The FSC President shall serve as the official liaison to the Professional Fraternity Council
      - 2. Executive Vice President of Fraternities
        - a. 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;
        - b. Shall oversee all FSC General Meetings in which elections are taking place in collaboration with the Executive Vice Presidents of NALFO and Panhellenic;

- c. 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;
  - d. Rules must be presented 2 months prior to when recruitment begins to the FSC Delegates.
    - i. Recruitment Rules must be passed by a three-fourths vote by the chapter delegates for those chapters affected by those rules.
  - e. Shall chair the Men's Recruitment Committee;
  - f. Shall be responsible for the organization of the approved fraternity recruitment period, including distribution of bid cards;
  - g. Shall be responsible for the assignment of the approved fraternity recruitment dates, and;
  - h. Shall be responsible for Rho Alpha selection in collaboration with the other EVPs, training, and program.
  - i. Hold at least one meeting with respective chapter presidents and delegates per semester.
3. Executive Vice President of Panhellenic
- a. 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;
  - b. 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;
  - c. 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;
  - d. Rules must be presented 2 months prior to when recruitment begins to the FSC Delegates.
    - i. Recruitment Rules must be passed by a three-fourths vote by the chapter delegates for those chapters affected by those rules.
  - e. Shall chair the Panhellenic Recruitment Committee
  - f. Shall co-chair the Women's Recruitment Committee with the Executive Vice President of NALFO;
  - g. Shall be responsible for the organization of the approved sorority recruitment period, including distribution of bid cards for Panhellenic sororities;

- h. Shall be responsible for the assignment of the approved sorority recruitment dates for Panhellenic recruitment, and;
  - i. Shall be responsible for Rho Alpha selection in collaboration with the other EVPs, training, and program.
  - j. Hold at least one meeting with respective chapter presidents and delegates per semester.
4. Executive Vice President of NALFO
- a. 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;
  - b. 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;
  - c. Shall work in collaboration with the recruitment chairs of the sorority member organizations to coordinate and administer fall and spring recruitment, as well as set and regulate the recruitment calendar, procedure, evaluation of recruitment, and rules;
  - d. Rules must be presented 2 months prior to when recruitment begins to the FSC Delegates.
    - i. Recruitment Rules must be passed by a three-fourths vote by the chapter delegates for those chapters affected by those rules.
  - e. Shall chair the NALFO Recruitment Committee
  - f. Shall co-chair the Women's Recruitment Committee with the Executive Vice President of Panhellenic;
  - g. Shall be responsible for the organization of the approved sorority recruitment period, including distribution of bid cards for NALFO recruitment;
  - h. Shall be responsible for the assignment of the approved sorority recruitment dates for NALFO recruitment, and;
  - i. Shall be responsible for Rho Alpha selection in collaboration with the other EVPs, training, and program.
  - j. Shall be responsible for planning and executing at least one NALFO event during the academic year that is open to the campus community.
  - k. Shall be responsible for distributing information in regards to NALFO National Day of Service.
  - l. Hold at least one meeting with respective chapter presidents and delegates per semester.
5. Vice President of Administration
- a. Shall assume the responsibilities of the FSC President in his or her absence during the academic calendar year;

- b. Shall accurately record and report all financial matters of the FSC;
  - c. Shall be responsible for invoicing, collecting and depositing dues each semester;
  - d. Shall prepare an itemized budget each semester for the following semester to be approved by a majority vote of the Chapter Delegates;
  - e. Shall ensure an audit of all transactions of the FSC at the end of the term;
  - f. Shall be responsible for filing all FSC document due to the OSL or University;
  - g. Shall be responsible for recording, filing, and dispersion of attendance records and all minutes of the FSC Regular and Executive Board Meetings;
  - h. Shall coordinate all official correspondence of the FSC both internally and with the organizations holding membership;
  - i. Shall oversee the Executive Board application process;
  - j. Shall be responsible for collecting chapter calendars every semester;
6. Vice President of Academics
- a. Shall organize at least one academic-related program per semester;
  - b. Shall chair the Academic Committee;
  - c. Shall organize at least one faculty appreciation initiative per year;
  - d. Shall maintain an updated list of academic resources available to all member organizations;
  - e. Shall serve as a liaison to the academic chairs of the member organizations, and;
  - f. Shall work with the UC Merced Career Center to develop a career development program.
7. Vice President of Outreach
- a. Shall organize at least one community service and philanthropy event per year, and;
  - b. Shall plan at least one event in partnership with a non-Greek campus organization per year
  - c. 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.
8. Vice President of Involvement
- a. Shall be responsible for planning Greek programs on a wide variety of issues affecting the Greek community;
  - b. Shall chair the Events Committee;
  - c. Shall be responsible for organizing and executing all FSC-sponsored social events;

- d. Shall encourage Greek community participation in University-wide events;
- 9. Vice President of Communications
  - a. Shall manage and develop the brand of campus FSC as the very representation of our values.
    - i. This includes coordinating the graphic design of FSC materials, creating posters, advertising recruitment, and helping to engage the FSC community in marketing/outreach efforts.
  - b. Shall manage all social media in conjunction with the President and regularly posts and updates it to develop an online following.
  - c. Shall work with the Executive Vice President of Fraternities, Executive Vice President of NALFO and the Executive Vice President of Panhellenic to market FSC recruitment year-round and regularly.
  - d. Shall advertise FSC events or other activities as requested by the President or Executive Board.
  - e. Shall research new and innovative approaches to marketing for FSC.
  - f. Shall act as a liaison between ASUCM, ICC, and FSC and attend their weekly meetings as needed
  - g. 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.
- ii. All Officers shall disaffiliate during FSC Sponsored Events including but not limited to: Greek Week, Recruitment, FSC Regular and Executive Meetings.
- iii. Attendance requirements are as follows:
  - 1. Attendance is mandatory at all FSC General and Executive Board Meetings.
  - 2. Excused Absences:
    - a. Excused absences are allowed for FSC Executive Board Officers in the event of an extreme emergency.
      - i. Extreme Emergency is defined as:
        - 1. Sudden family emergency, and
        - 2. Medical emergency, which is defined as: influenza, contagious illness, or personal trauma/injury.
  - 3. Unexcused Absences:
    - a. Upon the first unexcused absence, the officer will receive a verbal warning.
    - b. 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.

iv. Removal/Resignation

1. Any FSC Executive Board Officer may be reviewed and considered for removal from their office if they are proven negligent of their responsibilities, including, but not limited to:
  - a. Having three or more unexcused absences from FSC General and/or Executive Board Meetings;
  - b. Holds an officer position within their chapter and is seen to have a conflict of interest;
  - c. Falls below the minimum 2.5 cumulative grade point average;
  - d. Falls out of good standing with the University and/or their chapter, or;
  - e. Violates the FSC Constitution and/or By-Laws.
2. Procedure:
  - a. After a vote to remove/recall an officer has been requested, the charges against the officer in question will be read aloud.
  - b. Any brief written or verbal statements will be permitted and a vote of removal/recall will then be conducted.
  - c. The officer in question shall be removed by a three-fourths vote of the Chapter Delegates.
3. In the event that an office is vacated by the removal, resignation, or by any other means, the FSC President reserves the right to appoint any FSC Fraternity or Sorority member that demonstrated the ability and knowledge to fill the positional requirements to occupy an FSC Executive position for the remainder of the term of office.

B. Chapter Delegate Responsibilities

- i. Responsibilities include, but are not limited to, the following:
  1. Serve as a voice and representative for their chapter to the Greek community;
  2. Vote to best represent the opinion and/or interests of their chapter;
  3. Report to their chapter about the decisions and issues discussed at the FSC General Meetings;
  4. Represent the Greek community appropriately at all times, and;
  5. Serve on at least one FSC committee.
- ii. Attendance requirements are as follows:
  1. Attendance is mandatory at all FSC General Meetings.
  2. You are not allowed to change delegates; the delegate has to stay the same per semester.
    - a. Allowed to change delegate if chapter feels the delegate is not doing a well job. (Contact from president/exec member of organization to express concern)
  3. Excused Absences:



- a. Excused absences are allowed for Chapter Delegates in the event of a Chapter Emergency.
    - i. Chapter Emergency is defined as:
      - 1. 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.
      - 2. 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. Chapter delegates should include their chapter president on the digital communications.
    - ii. Alternative Chapter Delegate:
      - 1. In the event that a Chapter Delegate is unable to attend a meeting, the chapter is responsible for finding an alternative Chapter Delegate.
      - 2. In the event that an alternative is sent in replacement of the Chapter Delegate, the chapter will not be penalized.
- 4. Unexcused Absences:
  - a. Upon a first unexcused absence, the Chapter Delegate will receive a verbal warning.
  - b. Upon a second unexcused absence, the chapter will receive a written notification detailing the attendance policy according to the FSC By-Laws.
  - c. Upon a third unexcused absence, the chapter will receive a written notification to their alumni/alumnae chapter advisor.
  - d. 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.
- iii. Review
  - 1. 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.
  - 2. 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.

## C. Committees

- i. FSC Committee
  - 1. Chaired by the FSC President
  - 2. Shall include the Vice-Chancellor of Student Affairs, Assistant Vice-Chancellor of Student Life, Dean of Students, FSL Coordinator, the EVP's of Fraternities, Panhellenic, and NALFO.
  - 3. Shall work to communicate the ideas, concerns, and expectations of administration for the FSC Community
  - 4. Shall meet once a semester
  - 5. Full report shall be reported to the council
  - 6. Delegates can attend the meeting as an ex-officio member of the committee.
- ii. Events Committee
  - 1. Shall be chaired by the Vice President of Involvement and Outreach;
  - 2. Shall be responsible for the all FSC programming, guidelines, and regulations including but not limited to:
    - a. Greek Week
    - b. Community Service and Philanthropy events and opportunities
    - c. Workshops focused on academics and leadership, personal development, brother/sisterhood, and any other activity that promotes the pillars of FSC
  - 3. 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.
  - 4. Shall manage all social media in conjunction with the President and VP of Communications and regularly posts and updates to develop an online presence
  - 5. Shall consist of VP's of Communications, Academics, Administration, Outreach, and a representative of each member organization.
- iii. General Committee Rules
  - 1. Additional committees shall be formed as needed by the FSC Executive Board
  - 2. The chairman of committees shall decide time and date of meetings
  - 3. Required to meet a minimum of 3 times a semester
    - a. The general committee rules should apply to newly formed committees
  - 4. Must regularly report their progress to FSC general meetings

### III. Elections

#### A. Executive Board Elections

- i. General Provisions
  - 1. Elections for FSC President and the Executive Vice-Presidents shall take place during spring semester in the first week of March.
  - 2. Elections for all other Vice-President positions shall take place in the second week of March
  - 3. Incoming officers shall take office May 1st and serve for one year (May to May).
  - 4. Election meetings will move into closed session during discussions and voting, and shall be overseen by the FSC President (or the EVP's of Fraternities, Panhellenic, and NALFO if the FSC President is running for reelection)
  - 5. Voting shall be done by secret ballot and will not be recorded.
    - a. Casting a vote is done by writing the name of the preferred nominee on the ballot or "Abstain" to indicate no preference or a conflict of interest
    - b. Do not write any other names or terms on the ballot except those listed above
    - c. The Delegates and Executives shall allot candidates a 5-minute period in which to give a speech and a 5-minute period for question and answer. Time may only be extended by a majority vote of the Delegates.
  - 6. Positions will be gone through in the order written in the bylaws, beginning with FSC President.
  - 7. If a tie occurs, the FSC President shall announce the tie and cast a vote to break it or call for a new ballot.
- ii. Applicant Eligibility
  - 1. Applicants for the FSC Executive Board must:
    - a. Be active members in a recognized FSC chapter for a minimum of one year following receiving a bid.
    - b. Have a 2.5 cumulative grade point average
    - c. Be in good standing with their chapter and the University.
    - d. Be able to attend all FSC Regular and Executive Board meetings.
      - i. Exceptions can be granted by a majority vote of the Executive Board.
    - e. Promise to meet all the requirements of their position.
  - 2. The Executive Vice President of Fraternities must be a member of a Men's Fraternity.
  - 3. The Executive Vice President of Panhellenic must be a member of a NPC Fraternity or Sorority
  - 4. The Executive Vice President of NALFO must be a member of a NALFO Fraternity or Sorority.
  - 5.
- iii. Application

1. All candidates must submit a completed application to the Vice President of Administration at least twenty-four (24) hours before the election meeting.
  2. Applications which are not complete shall be discarded.
- iv. Election Meeting
1. 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 five (5) minute speech, followed by five (5) minutes for a question and answer period. The candidate will leave and the next candidate will enter until there are no candidates left.
  2. The FSC will then enter a closed session and begin up to a five (5) minute discussion. 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.
  3. The elected candidates shall be brought back into the room and congratulated by the Council.

#### IV. Finances

- A. Fiscal Year: The fiscal year shall run from July to June.
- B. Budget: The Vice President of Administration shall determine a budget for the following year before the end of business of spring 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. Unspent 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. Amount: The amount shall be an assessment of \$10 per active and new member, which will be determined by the current semesters membership amount following the end of recruitment for that semester.
  - ii. 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 second FSC General Meeting following the end of recruitment and must include at least half of the amount owed to the FSC.
  - b. The second payment, if applicable, will be due by the ninth 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 Executives.

#### 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.

### V. Risk Management

#### A. Risk Management

- i. All chapters must adhere to the University Student Code of Conduct.
- ii. 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.
  1. In the event that two groups' policies are conflicting, a fraternity and/or sorority must follow the stricter of the two policies.

- iii. Use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco, at any chapter or council, community service, or philanthropic event is prohibited.
- B. Hazing
  - i. 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.
  - ii. 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.
- C. Violation of FSL Handbook
  - i. Violations by any FSL member/chapter of the FSL Handbook are defined in the FSL Handbook.

## VI. Events

- i. Start advertising a MONTH in advance about weeklong philanthropy events to avoid future conflict.
- ii. When event date is set, make sure to upload to community wide calendar (mandatory) and let FSC know.
- iii. Have events chairmen/delegate come explain event to FSC meeting.
- iv. Failure to meet these requirements may result in failure of weeklong event happening.

## VII. 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.
  - i. Any amendment must be tabled, and voted the following FSC Meeting
- B. Amendments to the FSL Handbook must follow the procedures listed below:
  - i. All Chapter Presidents must be notified three weeks in advance before the final approval date.
  - ii. The amendment(s) must be presented to the FSC Council two weeks before the final approval date.