

Northeastern Illinois University
United Greek Council

Mission Statement

The United Greek Council (UGC) came together because of their common bond and mutual interest in Greek unity. Thus, the creation of this new council helped facilitate our goals of promoting cultural awareness, participating in philanthropy and community service events, giving back to the local community and other communities, and ultimately the advancement of our own communities. The purpose of the Northeastern Illinois University United Greek Council (UGC) shall be to serve as a governing body, coordinate and develop strategic programming, and to unify organizations involved in UGC. Through this we will create and maintain high standards in the life of culturally-based fraternities and sororities, promoting higher education, providing community services, enhancing leadership and serve as a liaison between the UGC, the university student body and administration, thereby improving campus life.

ARTICLE I-NAME

The name of this organization shall be the United Greek Council (UGC) at Northeastern Illinois University

ARTICLE II-GOALS AND OBJECTIVES

Section I-Goals

- A. To act as the governing body for undergraduate Greek-lettered organizations recognized by the Student Activities Office of Northeastern Illinois University as outlined by the constitution of the UGC.
- B. To promote an appreciation of the diversity of cultural and ethnic backgrounds that exists in the Northeastern Illinois University community.
- C. To expand educational and leadership opportunities for all students belonging to its member organizations.
- D. To promote unification and to promote the growth of established UGC organizations.

Section II-Objectives

- A. To sponsor at least one major (social) program per academic year.
- B. To participate in at least one community service or philanthropic event per term.
- C. To work cooperatively with all Greek Letter organizations and all other registered student organizations.
- D. To promote and follow the Northeastern Illinois University mission as well as rules set forth by the University.

ARTICLE III-MEMBERSHIP

Section I-Types of Membership

There shall be two classes of membership:

- A. Associate Membership: Organizations that have not achieved full member status, but have met the requirements outlined in Article III, Section II.
- B. Full Membership: Member organizations that have achieved full member status as outlined in Article III, Section III.

Section II-Associate Membership

- A. Any fraternity or sorority interest group shall adhere to the following: (See Article II in UGC bylaws for further specifications)
 - a. Meet with the Greek Affairs Advisor, Director of Student Activities and the Executive Board of the UGC to discuss the creation of the perspective organization.
 - b. Submit a letter of endorsement from the organization's national headquarters.
 - c. Submit a letter of endorsement from a Northeastern Illinois University Greek Affairs Advisor.
 - d. Submit a letter of intent to the President of the UGC.
 - e. Submit an official application packet/binder including items a-e, history and purpose, hazing policy, programming reports, flyers of events, official grade report for organization and member roster ten (10) calendar days prior to presentation.
 - f. Upon approval of the letter of intent by the Executive Board, make an official presentation to the general assembly of the UGC.
- B. Applicants applying for Associate Membership must receive two-thirds (2/3) vote by the general assembly.
- C. To maintain a good standing status as an Associate Member, an organization must meet the following requirements:
 - a. Organization must be a social fraternity or sorority.
 - b. Maintain a minimum cumulative GPA as required by Associate Members chapter.
 - c. Become a registered student organization through the Student Activities Office at Northeastern Illinois University only after Associate Membership has been granted by the UGC.
 - d. Be current with all grade reports and member rosters through the Northeastern Illinois University Student Activities Office and the UGC.
 - e. Adhere to the UGC Constitution, Bylaws, and UGC Check System.
 - f. Follow all local, state and federal laws, as well as being in good standing by adhering to the policies of the Northeastern Illinois University.
 - g. Assign one member as Associate Delegate to attend all UGC meetings.
- D. Organizations not meeting the requirements in Article III, Section II, and (C) will lose Associate Member status for a semester following being unrecognized and may reapply after that period. A written letter informing the organization of this will also be provided.

- E. Associate membership will be reevaluated after one (1) year if failure to apply for full membership.
- F. If the organization in question does not have a national headquarters and wishes to start a brand new organization, then they must complete the following in addition to the items listed above.
 - a. Submit a copy of their proposed constitution.
 - b. Submit an interest packet containing their purpose for starting a new organization, reasons why they believe they will be an asset not only to the council, but to the student body as a whole, and a detailed report of activities and events they plan to sponsor if given the chance.
 - c. If said organization is denied membership then they will have to wait one (1) semester before re-applying.
- G. All organizations applying for Associate membership must complete the items listed above. Failure to comply with these regulations will result in automatic denial of request for membership.

Section III-Full Membership

- A. Applicants for Full Membership must:
 - a. Have been recognized as an Associate Member in good standing for at least one academic year.
 - b. Have presented their organization for Full Membership no more than once before (for Associate membership only).
 - c. Once organization is considered a Full Member, the organization will retain status unless they fail to meet good standing status as described in Section III, part C.
- B. Applicants applying for Full Membership must receive two-thirds (2/3) vote by the general assembly.
- C. To maintain a good standing status as a Full Member, a chapter must meet the following requirements:
 - a. Organization must be a social fraternity or sorority that is culturally based.
 - b. Maintain a minimum cumulative GPA as required by chapter.
 - c. Must pay dues of \$50/semester by the 3rd week of the semester (only fall and spring).
 - d. Be no more than seven (7) days delinquent on all financial obligations to the UGC.
 - e. Have been recognized as a chapter and remain in good standing with its national organization's headquarters (National).
 - f. Be registered as a student organization through the Student Activities Office at Northeastern Illinois University.
 - g. Follow all local, state and federal laws, as well as being in good standing by adhering to the policies of Northeastern Illinois University.
 - h. Be current with all grade reports and member rosters through Northeastern Illinois University and the UGC.
 - i. Adhere to the UGC Constitution and Bylaws.
 - j. Assign one member as an Associate Delegate to attend all UGC meetings.

ARTICLE IV-POWERS

Section I-Types of Structure

There shall be two classes of structure:

- A. Executive Board: To execute all policies and all other activities as deemed by the UGC general assembly and UGC Constitution and By-Laws.
- B. General Assembly: To represent the interests of individual organizations within the UGC, keep said organization informed, and to administer and compile rules, which do not violate the rights and privileges of member fraternities and sororities within the UGC.

Section II-Executive Board Requirements

- A. The Executive Board of the UGC shall be chosen by election and shall consist of the President, Internal Vice-President, External Vice President, Secretary and Treasurer.
- B. All members of the Executive Board must meet the following requirements:
 - a. Must be an active member of an organization that is a Full Member in good standing with the UGC.
 - b. Must be an active member in good standing with their chapter prior to election and while in office.
 - c. No more than one (1) candidate of the same organization can run for the same position in the Executive Board.
 - d. No more than two (2) members of the same organization can fill a position in the Executive Board, as long as there is a minimum of 5 organizations in good standing. The Treasurer and President shall not be from the same organization.
 - e. No person serving as Treasurer of any organization may serve as Treasurer of the UGC.
- C. The Executive Board shall meet as needed to prepare and plan for the general assembly meeting.

Section III-Executive Board Responsibilities & Duties

- A. President: The President shall be the Chief Executive Officer of the UGC, responsible for general supervision and coordinating affairs in accordance to established UGC and Northeastern Illinois University programs and policies. It shall be the duty of the President to:
 - a. Call and preside over all meetings and to enforce regulations and policies of the UGC in accordance to Robert's Rules of Order.
 - b. Call and preside over Special Meetings when deemed necessary by the executive board.
 - c. Appoint temporary vacancies in offices with the approval of the Executive Board.
 - d. Cast a vote to make or break a tie (only as pertains to quorum).
 - e. Declare results of Council voting.
 - f. Review and approve all check requisitions turned in by the Treasurer of the UGC.
 - g. Ensure and enforce compliance of Intake and Hazing Policies.

- h. Sign all contracts and documents necessary to perform the will of the UGC.
 - i. Maintain a complete updated President's file which will include the current UGC Constitution and bylaws; the current UGC budget; all materials and correspondence received by the UGC Advisor; and other pertinent material.
 - j. Organize an officer's transition retreat to take place after the Executive Board elections and before the new officers take office.
 - k. Be the official spokesperson of the UGC and serve as a liaison to all the Northeastern Illinois University Administration.
- B. Internal Vice President: The Internal Vice President shall serve as the internal relations officer between the organizations in UGC. It shall be the duty of the Internal Vice President to:
- a. In the absence of the President, represent and preside over all regular and special meetings and assume the duties of the President.
 - b. Ensure compliance with all UGC policies and procedures.
 - c. Act as the parliamentarian of the council.
 - d. Oversee appointed committees and chairs. (see Bylaws, Article III)
 - e. Provide and make readily available to the UGC organizations all policy and procedures and provide training and education in policy and procedure to new member organizations.
 - f. Serve as interpreter and be responsible in handling grievances or complaints between member organizations, within the UGC of any procedural dispute.
 - g. Familiarize and review annually the UGC Constitution and Bylaws with the council.
 - h. Assume the role of President for the remainder of the term in the event that the President leaves a premature vacancy.
 - i. Serve as the Chair of the Judicial Board.
 - j. Review all charges and conduct a hearing within seven (7) business days of receiving formal written charges.
 - k. Maintain a complete and updated file which will include relevant information of all UGC organizations; updated grades, schedules, and contact information for the Executive Board and general assembly; Judicial policy and procedures; Northeastern Illinois University's Code of Conduct; and any documentation or correspondence produced as a result of judiciary procedures.
- C. External Vice President: The External Vice President shall serve as the Public Relations spokesperson of the UGC and be responsible to disseminate favorable publicity about the UGC and its member fraternities and sororities. It shall be the duty of the External Vice President to:
- a. Oversee and coordinate all UGC sponsored service projects, activities and events open to the Northeastern Illinois University campus.
 - b. Delegate work as seen necessary to committees in order to accomplish program priorities and goals.
 - c. Publicize all major events sponsored by the UGC.
 - d. Work with Northeastern Illinois University Administration in planning all joint programming.
 - e. Maintain a complete and updated file, which will include programming resources, reports of previous programming and contact information for future

programming; news media contacts and relevant press releases; Risk Management policy and procedure.

- D. Secretary: The Secretary shall be responsible in keeping all council records, record minutes and follow the order of business for meetings. It shall be the duty of the Secretary to:
- a. Call roll at the beginning of meetings.
 - b. Record all attendance and take minutes at all Executive Board and UGC meetings.
 - c. Produce and distribute an agenda and minutes to all UGC member organization presidents.
 - d. Create and maintain an annual calendar of events for the UGC and general Greek events.
 - e. Reserve space for regularly scheduled meetings and any other events at the request of other officers. (To serve as the third authorized agent with for UGC financial accounts.)
 - f. Handle all official UGC correspondence along with the Office of Greek Affairs.
 - g. Maintain a complete and updated file, which will include the minutes of the UGC; copies of all contracts; all written and received correspondence; reservation confirmations; officer reports; UGC database and other pertinent information.
- E. Treasurer: The Treasurer will coordinate the financial management of the UGC. It shall be the duty of the Treasurer to:
- a. Maintain accurate records of the expenditures and receipts of all funds and to present them at UGC meetings at least twice a month.
 - i. Handle all financial exchanges.
 - ii. Collect dues.
 - iii. Work with the Student Activities Office in issuing properly executed vouchers.
 - iv. Prepare in cooperation with the UGC Advisor(s) applications for University funding through United Greek Council allocations and other university departments.
 - v. Attend Northeastern Illinois University Student Activities Office Greek basic training.
 - vi. Prepare a semesterly budget for approval by the UGC Executive Board.
 - vii. Maintain a complete and updated file containing copies of all transactions made in the current and previous academic year, monthly account summaries, a ratified semesterly budget, proposals, evaluations, and all receipts for any transactions made in the UGC.
 - b. Monies necessary for the operation of the UGC shall come from funds projected from an academic year budget. Budgeting will include:
 - i. All dues for Full Member organizations.
 - ii. All application fees.
 - iii. All funds acquired through Northeastern Illinois University.
 - iv. All funds acquired through outside fundraising.

- v. Projected expenses for the general operation of UGC, which includes but is not limited to, programming and supplies.
- c. Treasurer shall then submit a final budget proposal to the council no later than fourteen (14) days prior to a UGC election.
- d. The Treasurer must submit a final budget proposal to the Executive Board no later than fourteen (14) days into each semester.
- e. Budget will need the Executive Board's approval.
- f. Perform an annual audit with 2 additional UGC members.
 - i. Two additional members will be selected by the UGC President.
 - ii. The members must be approved by executive board.
- g. Any organization that is unable to meet their financial obligations on time must make arrangements with the treasurer for payment prior to the due date.

Section IV: General Assembly Duties and Responsibilities

- A. The general assembly shall have the final authority on all matters relating to the UGC, in accordance with the UGC Constitution and Bylaws, Northeastern Illinois University, and all State and Federal laws. It is the authority of the general assembly to:
 - a. Receive copies of the agenda and the minutes by the Executive Board prior to the start of each general meeting.
 - b. Inform respective member organizations of UGC related business and proceedings.
- B. Meetings shall be held as deemed necessary by the Executive Board. Unless otherwise specified by the e-board and the general assembly.
- C. In the event that a meeting falls on a week of vacation the meeting will be held the following week.
- D. The Executive Board may call special meetings of the general assembly within seventy-two (72) hours notice to all general assembly members.
- E. Quorum is established when three-fourths (3/4) of the general assembly and at least 2/3 of the Executive Board.
- F. Delegates must meet the criteria as listed in Article IV, Section (V).
- G. A member organization not represented in the general assembly meeting more than two (2) times per semester shall be considered in bad standing and their voting privileges removed. Voting privileges shall be returned at the beginning of the next semester.
- H. Each Full Member organization shall have one (1) vote in the general assembly meeting to be cast by the recognized delegates.
- I. Delegates speak and make decisions of their respective organizations.
- J. Member organizations are responsible for the actions, conduct and fulfillment of duties and responsibilities of their representatives during general assembly meetings.
- K. Unless otherwise specified, a simple majority shall be required to carry a motion.
- L. All meetings will follow Parliamentary procedures as defined by Robert's Rules of Order.

Section V-Full Member Delegate Responsibilities and Duties

- A. Full Member organizations are entitled to **one** delegates and one (1) alternate for representation at UGC. Full Member Delegates shall:
- a. Abide by UGC Constitution and Bylaws.
 - b. Follow all regulations adopted by UGC.
 - c. Cooperate in any proceedings of the Judicial Board and abide by its rulings.
 - d. Be present at all UGC meetings.
 - i. Failure to attend the General Assembly in its entirety results in an absence.
 - e. Delegates must be in good standing with their organization and have been a full member of their organization for at least one (1) semester.

ARTICLE V- ATTENDANCE

Section I- Organization Attendance

- A. An organization will be considered absent if the chapter representative is not in attendance and the chapter fails to send a replacement, to all UGC meetings. The attendance record and accompanying consequences will begin each semester. An absence is defined by Article IV, Section V, part d.
- B. If the organization is absent, a written warning written by the Internal Vice President, will be issued to the chapter president and the organizations voting rights will be suspended for the following meeting.
- C. If the organization is absent two (2) times in one semester, the organization will be placed on probation with the UGC.
- a. Organizations on probation are not allowed to vote until removed from probation.
 - b. Organizations can be removed from probationary status by petitioning the executive board and UGC advisor.
 - i. Petitions include a formal letter from chapter stating reasons for absences.
 - ii. Petitions will be reviewed and a final decision will be made by the executive board by two-third (2/3) vote.
- D. If an organization fails to be represented at three (3) or more meetings, the chapter's UGC standing will be in jeopardy and under review by the UGC President and judicial board chair.
- a. The organization will be suspended from all activities with the exception of chapter meetings and community service events until a review is completed.
 - b. A letter will be sent to local/national chapter headquarters indicating suspension within one week of suspension.
 - c. Suspension of events includes social programs, recruitment programs, and any university events.
 - d. Suspension term limits will be determined by the judicial board.
 - e. Suspended organizations will not participate in any UGC events, including recruitment events, leadership programs, elections, retreats, nor award programs.
 - f. Suspended organizations will not receive any student fees, Student Activity Office financial support, or UGC financial support.

ARTICLE VI-ELECTION AND REMOVAL PROCEDURES

Section I-Nominations

- A. The duties and responsibilities of each office must be read by the presiding officer at the time of nominations.
- B. Nominations for the five (5) Executive Board positions shall take place on a scheduled meeting of the general assembly no later than the **3rd week of April**.
- C. Nominees must be present at the time of their nomination to accept, or must submit a written and signed testimony of acceptance.
- D. Nominees must present a speech not exceeding five (5) minutes to the general assembly detailing their goals, ideas, and qualifications for the position they are running for at the time of elections.
- E. Nominees will entertain questions relevant to the office and their ability to carry out the responsibilities of the office immediately following the presentation mediated by the presiding officers.

Section II-Elections

- A. Executive Board elections shall take place on a scheduled meeting of the general assembly no later than one week after nominations.
- B. Executive Board shall be elected in the following order:
 - 1. President
 - 2. Internal Vice President
 - 3. External Vice President
 - 4. Secretary
 - 5. Treasurer
- C. The mode of elections shall be secret ballot. The nominee receiving simple majority shall be elected. In the case of a tie, a run off shall be held between the candidates. The candidate receiving the highest number of votes shall be declared the winner.
- D. The secretary and UGC advisor will count the votes.
- E. In the case of two (2) consecutive ties reached by the general assembly, the Executive Board will determine a winner by simple majority.
- F. Nominees are elected to serve one (1) year terms on the Executive Board. New officers will officially take over at the first meeting June of the new year and their term will end the following May.

Section III-Vacancies

- A. In the event of the premature vacancy of the office of the Presidency, the current Internal Vice President will assume the office of the President for the remainder of the term.
- B. In the event of the premature vacancy of any other office, the President will nominate candidates and the nominee will be confirmed/voted on by a majority vote of the general assembly.
- C. Resigning executive board officers must submit a letter to the executive board and cannot return to their position within the same term.

Section IV-Removal and Impeachment

- A. Any Full Member of the general assembly shall be able to initiate removal of an officer of the Executive Board on the grounds of any of the following:
 - a. Dereliction of duties.
 - b. Mismanagement of funds.
 - c. Failing to meet the general requirements as specified in Article IV, Section II.
- B. The removal of an officer shall proceed as follows:
 - a. Said Full Member shall contact in writing the Executive Board substantiating grounds for the removal of the officer in question.
 - b. Executive board shall evaluate said officer in conjunction with UGC advisor(s) over allegations.
 - c. The evaluation process shall take no longer than one week from the time the allegations were made. If the evaluation results are in favor of the officer in question, further action will not be necessary. If the evaluation results are NOT in favor of the officer in question, impeachment proceedings will follow according to Article V, Section IV, B, c-h.
 - d. All evaluation results shall be presented to the General Assembly
 - e. The notifying officer shall contact, in writing, the officer in question and inform them that Impeachment Proceedings are pending.
 - f. Impeachment proceedings shall take place no later than the second week from the time written charges are presented to the officer in question.
 - g. At the Impeachment Proceedings, which will consist of the general assembly, any member of the Executive Board shall read the written statement and the officer in question may answer questions in their defense.
 - h. A vote on removal shall take place no later than one week after the general assembly has heard the formal written statement.
 - i. A three-fourths (3/4) majority of the general assembly is needed to remove an officer.
 - j. Any removed officer will be replaced according to Article V, Section III.

ARTICLE VII-JUDICIAL BOARD

It shall be the purpose of the Judicial Board to interpret the UGC Constitution and Bylaws as well as the Northeastern Illinois University rules and regulations in response to alleged violations by organizations within the UGC.

Section I-Membership

- A. The UGC Judicial Board shall be composed of a total of four (4) student members who will be selected from a pool of good standing organizations.
- B. The Internal Vice President shall serve as the Judicial Board Chairperson.
- C. Full Member organizations, which are being charged in a formal hearing, shall not serve on the Judicial Board.
- D. An alternate will be elected by the general assembly when a justice can not serve on the Judicial Board.

- E. In the case that the Judicial Board Chairperson's organization is brought up on charges or is involved in the case, another Judicial Board Chairperson shall be temporarily elected by the general assembly.
- F. With the exception of the Internal Vice President, no Executive Board member of the UGC may serve on the Judicial Board during his or her term of office.

Section II-Selection

- A. The justices shall be selected through an application and interview process by the UGC Internal Vice President, UGC President, and the UGC Advisor.
- B. Applicant criteria is as follows:
 - a. Member in good standing within a full member organization.
 - b. Previous experience in leadership positions.
 - c. Must be a member of the Greek community for at least one (1) full semester.
- C. No more than one (1) justice per organization shall serve on Judicial Board.
- D. All Justices must participate in a training session conducted by the Student Activities Office at Northeastern Illinois University.
- E. The Justices shall serve at the discretion of the UGC Judicial Chairperson.

Section III-Procedure

- A. A signed written notice of the alleged violation(s) by a member organization may result in a formal hearing of the UGC Judicial Board.
- B. Upon receipt of a signed, written notice of an alleged violation(s), the UGC Internal Vice President and the Greek Advisor shall meet to determine the following:
 - a. Whether there is enough information to warrant formal charges.
 - b. Whether to charge the organization as a whole, or individuals within that organization.
 - c. What specific charges should be brought forward.
- C. If formal charges are brought forward, a letter is sent to the organization specifying the charges and the date and time of the hearing.
- D. An informational session held by the Judicial Board will be made available for the organization President to explain the charges.
- E. Four (4) Justices and the UGC Internal Vice President will hear the UGC Judicial Board Hearings.
- F. After the hearing and deliberation, the UGC Judicial Board and the UGC Advisor will give a recommendation of findings and sanctions.
- G. The Judicial Board must receive a three-fourths (3/4) majority vote in order to carry out any decisions made by the Judicial Board against an organization. The Judicial Chairperson shall vote only in the case of a tie vote.
- H. All deliberations are to remain strictly confidential.

Section IV-Rights of Accused

- A. An accused organization has the following rights under the UGC:
 - a. To have in writing by the Internal Vice President the specific offenses, rules and regulations which have allegedly been violated.
 - b. To have an advisor or legal council present at the hearing. The advisor or legal council may not represent the organization before the UGC Judicial

Board, unless expressly authorized by the Judicial Board. Representatives for the accused organization must speak for themselves.

- c. To receive notice of formal hearing at least seven (7) business days prior to the adjudication of the case.
- d. To know the accusers' charges, witnesses, and board members at least seven (7) business days prior to said hearing.
- e. To cross-examine all witnesses.
- f. To know that the hearing will be documented.
- g. To call witnesses and present evidence on the organizations' behalf.
- h. To waive the right to a formal hearing.

Section V-Sanctions

- A. For violations of any UGC articles and/or Bylaws herein described, or for violations of rules set fourth by Northeastern Illinois University Student Code of Conduct, or any State or Federal Law, the Judicial Board would decide on the sanctions on a case by case basis.

ARTICLE VIII-AMENDMENTS

Procedure and Adoption

- A. Any individual from a Full Member Organization in good standing or an Executive Board Member may propose amendments to this constitution and Bylaws.
- B. The Constitution and Bylaws can be amended as follows:
 - a. Proposed amendment must be submitted to the Constitution and Bylaws Committee at least two (2) general assembly meetings prior to a general assembly meeting at which they shall be presented.
 - b. The Constitution Committee and/or the author of the proposed amendment shall present it to all delegates at the general assembly meeting prior to the general assembly at which it will be voted upon.
 - c. Proposed amendment will then be voted upon at the following general assembly meeting.
 - d. Proposed amendments to the constitution and bylaws shall be considered adopted by a three-fourths (3/4) vote by the general assembly.
- C. The Constitution and Bylaws shall be reviewed for revisions once every two years.

UNITED GREEK COUNCIL BYLAWS

ARTICLE I-MEMBER ORGANIZATIONS

The full members of the UGC are as follows:

- ❖ *Alpha Kappa Alpha Sorority, Inc.*
- ❖ *Alpha Psi Lambda National, Inc.*
- ❖ *Sigma Lambda Beta International Fraternity, Inc.*

The associate members of the UGC are as follows:

- ❖ *Omega Delta Fraternity, Inc.*
- ❖ *Theta Chi Omega Multicultural Sorority*
- ❖ *Gamma Phi Omega International Sorority, Inc.*

ARTICLE II- MEMBERSHIP REQUIREMENTS AND PROCEDURES

Section I – Moratorium

- A. The United Greek Council holds the right to institute a moratorium in the council.
 - a. The moratorium will prevent the review and admission of any new Greek lettered organizations for the period of one year.
 - b. Every November thereafter, a reevaluation will be conducted to determine the removal of the moratorium for the following spring semester.

Section II - Application for Associate Membership Requirements

- A. Submit a letter of endorsement from the organization’s National Board.
 - a. If a colony, the letter should include the length of their term as a colony and before being chartered as a chapter.
 - b. If a chapter, the letter should include whether this chapter has been brought up on any charges in the past and their history within their national organization.
- B. The letter of intent must highlight the organization’s common goals and objectives with that of the UGC. The organization should also include the reason they are leaving their current council, if applicable.
- C. Presentation must include philanthropy events and programs they have done on campus (social, joint or otherwise), and it should also include history, purpose, etc.

ARTICLE III-COMMITTEES

Section I-Appointment

- A. Nominations shall be given in writing and must be turned in to the Internal Vice President one week prior to the date of scheduled appointments.
- B. The Internal Vice President will announce the eligible nominees.

Section II-Vacancies

- A. In the event of a committee chair vacancy, all vacant chairs shall be announced at the next general assembly meeting. Qualified applicants shall have one (1) week from the time of announcement to turn in a letter of intent.

- B. The final decision to fill the vacancy shall be made by the President with the approval of the Executive Board.
- C. If there are no qualified or interested applicants to fill the vacated chair, the Executive Board at its discretion can appoint any Full Member in good standing to fill the vacancy until a replacement is found.
- D. All committee chairs are subject to removal by the Executive Board for not completing duties as assigned.

Section III-Requirements

- A. Chairs must be in good standing with their respective Full Member organization.
- B. Committee members can be any individual members from the general assembly.
- C. A committee must consist of a committee chair and at minimum two additional committee members with no more than three (3) members from one Associate or Full Member Organization.

ARTICLE IV-STANDING COMMITTEES

Section I-Finance

- A. It shall be the responsibility of the Finance Committee to:
 - a. To assist in the development and review of a semesterly budget.
 - b. Plan and implement all fundraising activities.
 - c. Keep treasurer aware of fundraising activities.
 - d. Compile a report to the Executive Board upon completion of all fundraising achievements for the academic year.
- B. The Treasurer shall be chair of said committee.

Section II-Social

- A. It shall be the duty of the Social Committee to:
 - a. Promote unity among the member organizations of the UGC.
 - b. Coordinate joint social functions with other organizations at Northeastern Illinois University.
 - c. Compile a report to the Executive Board upon completion of all social activities for the academic year.
 - d. Keep track of organization's programming and social events to prevent scheduling conflicts.
- B. The External Vice-President shall be chair of said committee.

Section III-Scholarship Chair

- A. It shall be the duty of the Scholarship Chair to:
 - a. Continue the improvement of member organization scholarship through enforcing policies, promoting resources, and developing programs that concern scholastic achievement.
 - b. Establish and maintain programs that will improve the scholastic achievements of member organizations.
 - c. Alert chapters of relevant University resources (ie. Tutors, Writer's Workshop, career counseling, career workshops, financial aid applications, available scholarships and grants).

Section IV-Philanthropy/Service

- A. It shall be the duty of the Philanthropy/Service Committee to implement community service projects to be participated by member organizations throughout the academic year and to also coordinate joint service functions with none UGC organizations at Northeastern Illinois University.
- B. Compile a report to the Executive Board upon completion of all service activities for the academic year.

Section V-Public Relations

- A. It shall be the duty of the Public relations Committee to:
 - a. Promote all activities of the UGC in the form of flyers, announcements, and/or by any means necessary at University of Illinois.
 - b. Portray a positive image of the UGC and all its member organizations to Northeastern Illinois University and the general public.
 - c. Maintain good relations with all United Greek Councils and other Greek organizations at Northeastern Illinois University.
 - d. Compile a report to the Executive Board upon completion of all Public Relations activities for the academic year.
 - e. Maintain a file that has member organization's guidelines regarding the use of their proper names.
- B. UGC External Vice President shall be the chair of said committee.
- C. Executive board shall approve all publications coming out of said committee.

Section VI-Constitution and Bylaws

- A. It shall be the duty of the constitution and bylaws committee to review and offer revisions to be presented to the general assembly, when stated in Article, Section.
- B. The committee shall be chaired by the Secretary.

Section VII-Recruitment/Intake

- A. It shall be the duty of the recruitment committee to:
 - a. Coordinate joint recruitment efforts for the UGC, using the Historian as a resource.
 - b. Keep track of organization's recruitment efforts to prevent scheduling conflicts.
 - c. Maintain organizations' information for recruitment purposes.

Section VIII-Historian

Historian is recognized as a committee of one. It shall be the duty of the Historian to keep all historical documents and to preserve memorabilia.

Section IX-Ad Hoc

Committees other than those outlined in the bylaws can be created as deemed necessary by the Executive Board.

ARTICLE V-EVENTS*Section I-Scheduling Policy*

- A. The UGC secretary shall keep an official calendar of events highlighting all UGC Full Member Organization events.
- B. Events must be submitted to the UGC Secretary at least fourteen (14) business days prior to the event in order to be approved on the UGC calendar.
- C. Full and Associate Members can designate one (1) week per year to officially celebrate their national founding date or their founding at Northeastern Illinois University.
- D. In the case that two or more organizations seek to have their week at the same time, all involved organizations shall meet with the Internal Vice President and come to an agreement.
- E. Organizations may propose changes to the UGC calendar at the general assembly meeting, prior to the event given three days prior to the event.
- F. Organizations are not required to submit for approval the following events: chapter meetings, recruitment events such as an informational and member education programs, community service projects, and private events (events that have limited invitations or are between two chapters).

Section II-Event Planning

- A. No Full or Associate Member organization shall be allowed to have an event in the same time bracket as UGC sponsored event.
- B. No Full or Associate Member organization shall be allowed to co-sponsor any type of event, including but not limited, academic, community service, social, fundraising or philanthropic, with any unrecognized organizations by the Northeastern Illinois University Student Activities Office.
- C. Any Full or Associate Member organization violating the above policy will be subject to judicial action.

Section III-UGC Week

- A. There shall be one week in the month of April to celebrate the founding of the UGC.
- B. The UGC shall appoint one Chair person to organize UGC week.
- C. There shall be at least one UGC philanthropy/service event within the UGC Week.
- D. No Full or Associate Member founding weeks can take place during UGC Week.

Section IV-UGC Leadership Retreat

- A. There shall be one weekend within the Fall Semester to host a leadership retreat to encourage unity and develop leadership skills among the member organizations of the UGC.
- B. All Executive Officers of the UGC and delegates of Full Member and Associate Member Organizations must attend.

Last revised: (3/27/07)