Constitution of the Greek Council of Trinity University

ARTICLE I: Name

The name of this organization shall be the Trinity University Greek Council.

ARTICLE II: Mission Statement

In our commitment to the Standards of Excellence, Trinity University’s Greek Council strives to enhance the quality of campus life through leadership, scholarship, camaraderie, and service. Greek Council strives to enhance the quality of campus life in three primary ways: by promoting unity and cooperation among Trinity Greek organizations; by fostering communication between Greeks, non-Greeks, faculty, and administration; and by coordinating and facilitating on and off-campus events. Greek Council is the governing body over all registered social fraternities and sororities.

ARTICLE III: Powers

This organization has the power to promote, govern, and punish Greek organizations based on their adherence to the constitution and bylaws of this organization and Trinity University policies outlined in the Student Handbook.

ARTICLE IV: Membership

A. Membership shall include representatives from all officially recognized social fraternities and sororities. All social fraternities and sororities must belong to the Greek Council.

B. The membership of the Greek Council Executive Board shall consist of ten members: Two Co-chairs (one male and one female), two Rush and Orientation Chairs (one male and one female), a Treasurer, a Secretary, a Judicial Chair, a Philanthropy Chair, a Risk Management Chair, and a Standards Chair.

C. The membership of the Greek Council shall consist of the following:
   The president and the elected representative of each officially recognized social Greek organization shall serve as representatives to the Council.

D. The Coordinator for Fraternity & Sorority Life shall serve as the advisor of the Trinity University Greek Council or appoint a member of his/her staff to serve.

ARTICLE V: Requirements of Officers

A. A member of the Executive Board may not serve as the president, vice president, rush chair, or orientation chair of his or her social Greek organization.

B. A member of the executive Board must have been an active member in his/her organization for three semesters, unless his/her organization has not been a recognized student organization for three semesters.

C. All Executive Board members must be enrolled at the university throughout the academic year they will serve. Executive Board members may not study abroad the year they hold office.

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D. All Executive Board members must attend the following training to prepare for and reflect upon their responsibilities: Student Organization Training (SOT) in the Spring, an Executive Board retreat in the early fall, and one in the spring after Rush ends.

ARTICLE VI: Duties of Officers

A. Co-chairs (Men’s and Women’s)
   1. To serve as the leaders of the Executive Council:
      a. To oversee all actions and decisions of the Greek Council;
      b. To preside over weekly Executive Council meetings and bi-weekly General Council meetings;
      c. To coordinate between the chairpersons and presidents;
      d. To serve as consultants to the chairpersons on weighty matters as a system of checks and balances.
   2. To serve as advocates of the Greek Community in tandem with the Coordinator of Fraternity and Sorority Life.
   3. To hold weekly meetings with the Coordinator for Fraternity and Sorority Life and coordinate all Executive Council activities, agendas and duties.
   4. To meet once a month with the Dean of Students.
   5. To serve as intermediaries between any outside individuals, groups, or organizations that wish to communicate or coordinate with Greek life.
   6. To serve as a primary liaison among Trinity’s faculty, administration, Board of Trustees, and students.
   7. To appoint committees and call special meetings of the Greek Council when deemed necessary.
   8. To preside over any judicial procedure when the judicial officer cannot preside.
   9. To serve, together as one vote, as a tiebreaker when there is a tie in an Executive Council vote.

B. Co-Rush and Orientation Chairs (Men’s and Women’s)
   1. To plan and promote the Fall and Spring men and women’s official Rush events.
   2. To periodically meet with the Rush chairs.
   3. To calendar all the Fall Rush parties and make the information available to eligible students interested in Rush and to the sororities and fraternities.
   4. To calendar the Spring Rush parties and make the information available to the eligible students interested in rush and the sororities and fraternities.
   5. To edit and distribute a Fall and Spring Rush guide to all eligible students interested in Rush.
   6. To maintain the Rush list, with the consultation of the two Co-Chairs.
   7. To serve as chairperson for the Rush Advisory Committee (RAC).
   8. To review and amend RAC contacts in collaboration with RAC.
   9. To refer to the RAC contract for Rush disputes.
   10. To work with the Orientation chairs to have their Orientation calendars turned in by the deadline set by the Orientation Advisory Committee (OAC).
   11. To coordinate Bid Day, including preparing preference cards and coordinating their collection.
   12. To meet periodically with the Orientation chairs.
   13. To attend Greek Council Executive Board meetings and General Council meetings.
   14. To keep Greek Council updated on Rush and Orientation processes.
C. Treasurer
1. The treasurer must be enrolled in the Accounting or Finance program and must have completed at least three accounting classes at Trinity University.
2. To prepare the annual budget.
3. To pay all bills.
4. Represent Greek Council to ASR and the Student Finance Board.
5. To keep an accurate record of all Greek Council fees, fines and funds.
6. To complete a financial statement of all the Council’s funds at the end of each month to submit to ASR.
7. To coordinate with auxiliary organizations on funding (i.e. GAAC, individual organizations for service events, etc.)
8. To attend Greek Council Executive Board meetings and General Council meetings.
8. To keep Greek Council updated on its respective financial matters.

D. Judicial Chair
1. To initiate judicial proceedings.
2. To keep an accurate record of all judicial proceedings.
3. To conduct all correspondence related to judicial proceedings, as requested by the Greek Council Co-chairs.
4. To call special judicial meetings and provide notice to all Greek Council members for judicial purposes.
5. To serve as a reference and advisor for procedural matters during the Greek Council Judicial hearings.
6. To type up official reports concerning incidents and send them to the Coordinator of Fraternity and Sorority Life and the organizations and parties involved.
7. To work with the Treasurer to assess and collect all fines that have been levied as a result of Greek Council judicial proceedings.
8. To keep Greek Council updated on Judicial Proceedings.
9. To aid organizations in managing their internal Judicial Boards.
10. To attend Greek Council Executive Board meetings and General Council meetings.

E. Service Chair
1. To work with individual organizations to organize major service events and aid in the organization of other events during the year.
2. To keep Greek Council updated on the status of event opportunities, hours, and developments in service.
3. To work with the Co-Chairs to coordinate annual service event with the GAAC, as well as any other co-sponsored events during the year.
4. To coordinate and facilitate Greek Week along with volunteer representatives from each organization.
5. To serve as a liaison between organizations looking for volunteers (either TUVAC or outside organizations) and the Greek Community.
6. To meet with Service Chairs from every sorority and fraternity as needed.
7. To keep a total of the service hours completed by each organization and the Greek community as a whole.
8. To attend Greek Council Executive Board meetings and General Council meetings.
F. Standards and Scholarship Chair
1. To call all formal or informal meetings of the Standards Committee and delegate tasks and responsibilities to Standards Representatives.
2. To work with the Scholarship chairpersons of all Greek organizations throughout the year.
3. To host two Greek study sessions a semester on campus for mid-terms and finals.
4. To be the Gamma Sigma Alpha representative and compile the membership database.
5. To be responsible for Greek Scholastic Awards at the end of each year.
6. To serve as a liaison for organizations who have members that don’t meet the GPA requirement.
7. To publish documentation during recruitment for all Potential New Members on the requirements of Greek Life.
8. To propose amendments to the Standards Proposal to Greek Council.
9. To practice impartiality and fairness when reviewing Standards Reports.
10. To maintain confidentiality if rules are broken in Standards reports and turn the case over to the Judicial Board.
11. To keep Greek Council updated on the Standards Committee and respective Standards report.
12. To attend Greek Council Executive Board meetings and General Council meetings.

G. Risk Management Chair Position Duties:
1. To educate Risk Management Chairs of individual organizations on required risk management procedures at Rush events.
2. To review the Rush and registered party calendar and coordinate Risk Management Supervision for formal parties
   a. To ensure that Risk Management chairs of individual organizations have met necessary participation requirements in party Risk Management supervision.
3. To work with organizations in determining the best strategies to avert and mitigate risk damages.
4. To review Risk Management strategies and evaluate overall effectiveness and practicality of managing risks.
5. To attend Greek Council Executive Board meetings and General Council meetings.
6. Oversee the Risk Management paperwork for travel and formal events in coordination with Coordinator for Fraternity & Sorority Life.

H. Secretary
1. To keep an accurate record of all proceedings, except judicial proceedings.
2. To keep a permanent copy of all legislation and all official copies of the Constitution.
3. To issue minutes of all meetings to the members.
4. To keep track of attendance at both Executive and General Council meetings.
5. To keep an accurate calendar of all Greek Council events.
6. To coordinate and disseminate the bi-weekly newsletter to Presidents.
7. To reserve space for Executive Board and General Greek Council meetings.
8. To manage the online resources of the Council, alongside the Coordinator of Fraternity and Sorority Life.
9. To count all votes, except for elections of the Executive Board.
10. To attend Greek Council Executive Board meetings and General Council meetings.

ARTICLE VII: Meetings

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A. The entire Greek Council shall meet, at a minimum, two times each month during the academic year. The members of Greek Council shall establish a regular meeting time.

B. Attendance at all Greek Council meetings is required for each organization. The president and the official representative should attend the meetings. If neither the president nor the elected general representative can attend, due to extenuating circumstances, then another representative from the organization’s executive board should attend the Greek Council meeting. The representative, if not the president or the official representative, will not be able to vote on measures before the Council.

1. If a President will be absent for a vote, the President can transfer voting rights to his/her stand-in.

C. If an organization does not send a representative to the Greek Council meeting and does not notify the secretary in advance, the organization will be considered absent. The penalty for unexcused absences will be decided by the Executive Board. Subsequent unexcused absences will result in harsher punishments.

D. The Greek Council Executive Board shall meet, at a minimum, once a week. The Executive Board may also meet outside of the regularly scheduled meeting time of the Council.

E. Co-chairs can call special meetings of either the Executive Board or the Greek Council.

F. The Judicial Chair can call special meetings of the either the Executive Board or the Judicial Board for judicial purposes.

G. All meetings that have a quorum are considered official meetings.

H. A quorum shall consist of two-thirds of the voting membership.

ARTICLE VIII: Voting

A. Each member of the General Greek Council shall be given one vote.

B. There shall be a quorum before a vote is taken.

ARTICLE IX: Election of Officers

A. Greek Council will elect all members of the Executive Board in the Fall semester as deemed by the outgoing Executive Board.

B. All organizations receive two votes and each member of the Executive Board receives one vote in the election of the Executive Board.

C. The Executive Board members shall be elected each year by a majority vote of a quorum of the current (outgoing) presidents and representatives.

D. The candidate shall win by receiving a majority of the votes.

E. In the event of a tie, the outgoing Co-Chairs will vote. Their collective vote will break the tie.

F. The outgoing Co-chairs shall count the votes.

G. No more than two individuals from the same organization may serve on Greek Council executive board in a given year.

ARTICLE X: Removal from office

A. Removal by Greek Council

1. All members of the Executive Board are subject to removal from office by a two-thirds vote of the quorum of the Greek Council upon any of the following conditions:
   a. Losing full active status in his/her organization
   b. Physical or mental incapacity

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c. Abuse of powers of the office  
d. Failure to perform the duties of the office  

2. The Greek Council Co-Chairs, along with the Coordinator for Fraternity & Sorority Life, can meet with Executive Board members who are not fulfilling their officer duties to determine if a probation period is necessary before further action is taken.  

3. To remove a member of the Executive Board, a complaint must be filed with the Coordinator for Fraternity & Sorority Life. The Coordinator for Fraternity & Sorority Life will present the complaint to the Greek Council. The complaint must be heard by a quorum of the Greek Council. A two-thirds vote of the quorum of the Greek Council is needed to remove a member of the Executive Board.  

B. Automatic removal  
1. A member of the Executive Board is automatically removed from office if he or she withdraws from school or graduates before the end of the academic year.  

ARTICLE XI: Amendments  
A. Proposals to amend this constitution shall be presented in writing.  
B. The proposed amendment shall be read at one regular meeting of the Greek Council and voted on at the following meeting.  
C. The amendment will become effective upon approval by two-thirds of a quorum.  

ARTICLE XII Judicial Procedures  
A. Steps in the Judicial Process  
1. The advisor receives a complaint (internally or externally). The advisor and Judicial Chair may do a preliminary investigation of allegations. The investigation may render a complaint moot, lead to an investigative hearing, or result in a formal hearing.  
2. The Judicial Chair randomly selects four members of the Board to hear the case. The other members who were not selected will serve in an advisory capacity to the Judicial Chair. The Judicial Chair will serve as the fifth student in the Judicial hearing.  
3. Upon review of the complaint, the Judicial Chair and the members who were not randomly selected will determine whether or not the alleged violation was committed by students acting on their own – as private individuals – or if the activity was sponsored by the organization. Criteria for such a determination include, but are no solely based upon promotion, funding, affiliation of attendees, or if other indicators suggest that the organization served in the role of sponsor or host.  
4. The Judicial Board may hold an informational hearing if an investigation does not yield evidence that an event was either private or organization-sponsored.  
5. A formal hearing will be called for reports which identify a potential violation of organizational policies.  
6. The Judicial Chair bases charges on the complaint and information received through investigation.  
7. The Judicial Chair notifies the organization of the charges and hearing date.  
8. The organization may respond in writing to the charges.  
9. Prior to the hearing, the five Judicial Board members hearing the case will read all materials in the complaint.  
10. The Board will read relevant documents, hear statements from the officers of the organization, and ask the accused students to make a closing statement to the Board.  

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11. The Board will meet privately to determine whether or not policy was violated, and if appropriate, what sanctions should be applied.
12. The organization is notified in writing of the Board’s decision and any sanctions, if applicable.
13. Any Judicial Board member whose organization is under review may not hear the case.
14. The Judicial Board may request the presence of any organization member to serve as a witness. If a member does not participate, a decision may be rendered without the benefit of his or her input.
15. An automatic appeal to the Director of Campus & Community Involvement will be given in the event of a recommendation of charter revocation.
16. Hearing and post-hearing decision making are not open to the public.
17. In the event that the Judicial Chair’s organization is under review, one of the Greek Council Co-Chairs will serve in his or her place throughout the judicial process.
18. In the event that the Greek Council cannot facilitate a hearing in a timely manner, they can refer the case to CCI under the Student Organization Handbook Judicial Policy.

B. Steps in the Judicial Sequence (the actual judicial hearing)
1. The Judicial Chair will introduce himself/herself: “My name is X and I am the Judicial Chair for Greek Council.” The Judicial Chair explains to the accused organization that all comments should be directed to the Board and not to other parties.
2. The Judicial Chair asks the following to identify themselves and to be seated in the following manner:
   a. Responding party (organization) – sit on the right, in order
   b. Witnesses (Campus & Community Involvement staff, Residential Life staff, campus security, etc.) – sit on the left. In many cases there will not be witnesses because evidence is obtained from investigations, not from witnesses to the incident
   c. Support persons – Next to or behind their person
   d. Witnesses for responding party – should be called in as needed
3. The Judicial Chair will identify the policies in question and read the corresponding evidence (Security reports, police reports, witness statements, etc.). The Judicial Chair may read the policies in question in detail.
4. Hear opening remarks from:
   a. 1st the petitioning party (Campus & Community Involvement staff, Residential Life, DCS, etc.) If there is no petitioning party, you will begin with the responding party. “Would you like to amend any of the information in your report or explain in greater detail what occurred?”
   b. 2nd the responding party (organization). “Please make any comments you wish and review with the Board what occurred.”
   c. 3rd the witnesses.
5. Open questioning to all Judicial Board members
6. Questioning of involved parties by only the Judicial Chair
7. Closing statements:
   a. 1st the petitioning party. If there is no petitioning party, you will begin with the responding party. “Is there anything that hasn’t been said that you would like the Board to consider or are their any inconsistencies between your report and observations and the accounts given by the responding party?”
   b. 2nd the responding party. “Is there anything you would like to add or have the Board consider before we break to consider any action?”
8. Break and consider the case and render a decision. (Announce that only the responding party must wait for the decision. The petitioning party may return if they wish, but other
student witnesses may not.) The Board may make a decision and ask a party to return to
discuss the sanction.
9. Ask responding party to return to hear the decision.
10. Adjourn.

ARTICLE XIII: Ratification of this Constitution

A. This constitution will become effective upon ratification of a two-thirds majority vote of the
Trinity University Greek Council after having been presented at the preceding meeting.
B. This constitution renders null and void all previous constitutions. Other legislation and judicial
decisions shall remain in effect under this constitution until modified by subsequent legislation
or judicial decision.

ARTICLE XIV: Bylaws

I. Rushee Bylaws
A. A rushee shall be defined as:
   1. Any first year Trinity University student who is not a member of a social fraternity or
      sorority.
   2. Sophomore men or women (classified as having 24 credit hours or more and having
      completed two semesters of college) and junior men or women (classified as having 58
      hours or more and having completed four semesters of college) are exempt from rush
      and therefore not considered rushees. If a sophomore or junior chooses to participate in
      rush, he or she must submit his or her name for the master rush by the deadline set by
      the Greek Council Rush and Orientation Co-Chairs.
B. To be eligible for rush, a student must meet all of the following requirements:
   1. Must be a full-time undergraduate student, enrolled in at least twelve (12) hours at
      Trinity University.
   2. Must have completed one semester as a full-time student at Trinity University (having
      successfully completed at least 12 hours) or be a transfer student with at least a
      sophomore standing.
   3. Must have at least a 2.3 cumulative grade point average.
C. No student may participate in formal rush unless he/she meets the eligibility requirements of the
   Greek Council. Men or women who do not meet these requirements and who would like to rush
   must petition the Coordinator for Fraternity & Sorority Life.
D. The Greek Council has full power to determine whether a student meets the above
   requirements. However, the official records of the Trinity University Registrar will be binding
   as to the hours for which a student has completed, has registered, and his/her cumulative grade
   point average.

II. Rush Bylaws
A. The Greek Council sets forth the following rules in order to protect the best interests of our
   member organizations and the rushees. All organizations are held accountable for the rush rules
   stated in this constitution. The rush rules are in effect the entire year.
B. All member fraternities and sororities must participate in Greek Council sponsored rush.
C. No organizations may rush except through Greek Council sponsored rush.
D. Greek Council reserves the right to withhold the privileges of rush from any organization, if it
   has been determined that the organization has intentionally violated the rush by-laws.

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E. Fall rush is defined as the parties and activities that organizations host throughout the fall semester designed to allow the members and the rushees to become acquainted.

F. Rushees are not required, but encouraged to participate in Fall rush.

G. Spring rush is defined as the period of concentrated parties and activities designed to allow members and the rushees to become acquainted before Bids are extended.
   1. Spring Rush includes mandatory attendance at RSVP (For women), Pref Day, Greek 101 information session, and Bid Day, or a pre-arranged agreement with the Rush Chair and the Coordinator for Fraternity & Sorority Life.

H. Rushees are required to participate in spring rush in order to accept a Bid.

I. No organization may accept members outside of the Greek Council sponsored rush and bidding procedures.

J. All rush events will be non-alcoholic, with the exception of one weekend 2nd round rush party at a third party vendor where an alcohol use permit has been filed by the hosting organization and approved by the University.

K. Silence is defined as a period of time when there should be no communication of any kind between organization members and rushees. When Silence is in effect, members may not communicate using any of the following methods phone calls, notes, emails, instant messages, conversations, and through third parties.

L. The calendar dates and specific times that Silence is to be in effect shall be determined on a year-to-year basis by the Greek Council.

M. The only time that communication is allowed between members and rushees during silence is when the member and the rushee have to interact for work, RA responsibilities, leadership roles, class, etc. The communication should exclude any talk of rush.

N. For fraternities, Silence shall occur two hours before, during, and two hours after the formal party.

O. For sororities, during fall rush, silence shall occur around rush parties—two hours before, during, and two hours after the rush party.

P. During spring rush, Silence shall occur from 3pm until two hours after the party.

Q. No fraternity or sorority may call a jersey day on the date of a rush party for another organization.

R. Individuals are welcome to wear their jerseys at any time.

III. Orientation Bylaws

A. The Greek Council Rush and Orientation Co-chairs will determine an appropriate orientation-training program. All persons responsible for orientation (organization Orientation Chairs and Coordinators) must attend all orientation-training events.

B. The organization Orientation Chair must submit an orientation calendar that follows the format provided by the Greek Council Rush and Orientation Co-chairs. The 1st draft should be submitted to the Coordinator for Fraternity & Sorority Life and the Rush and Orientation Co-chairs by their appointed date.

C. If any changes need to be made to the orientation calendar, the Orientation Chair needs to notify the Coordinator for Fraternity & Sorority Life at least 24 hours prior to the change.

D. Greek Council will hold every organization responsible for adherence to their orientation calendars.

E. Orientations can run no longer than six weeks in length

F. All Orientation activities must be dry in accordance to the “Risk Management Policy”

G. Refer to the “Nine hours Hands off Policy”

H. Refer to the “Hazing Policy”

I. Refer to the “Calendar Policy”