

**CONSTITUTION OF THE UNITED GREEK ASSOCIATION**  
**of the State University of New York at New Paltz**

**ARTICLE I: PURPOSE**

Section I: To establish a body composed of all recognized fraternities and sororities on the SUNY New Paltz campus.

Section II: To serve as a liaison to the SUNY New Paltz campus community.

Section III: To record the activities of the recognized fraternities and sororities.

Section IV: To coordinate fraternities and sororities participation in events sponsored by the United Greek Association.

**ARTICLE II: POLICIES**

Section I: All recognized fraternities and sororities are expected to abide by the United Greek Association Constitution, the regulations set forth by the State University of New York at New Paltz, and New York State Law.

**ARTICLE III: ADVISOR**

Section I: The Assistant Director of the Student Activities and Union Services or his/her designee shall serve as the Advisor to the United Greek Association.

Section II: The Assistant Director of Student Activities and Union Services or his/her designee shall be expected to attend all meetings.

**ARTICLE IV: MEMBERSHIP**

Section I: All recognized national and local social fraternities and sororities at the State University of New York at New Paltz are members of the United Greek Association.

Section II: Membership in the United Greek Association is granted upon full University recognition of a fraternity or sorority by the State University of New York at New Paltz.

Section III: The member organizations are recognized by one of the five Sub-Governing Boards: the Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), National Panhellenic Conference (NPC), Inter-Fraternity Council (IFC), and Latino Greek Council (LGC).

Section IV: Member chapters and colonies of the United Greek Association who lose University recognition and/or sub-governing board recognition, lose recognition from the United Greek Association.

Section V: In the case that the last active member of a recognized organization graduates, that organization will have one calendar year to work with the Office of Student Activities and Union Services to gain New Members, via the expectations outlined in the Fraternity/Sorority Policy Manual. That organization will still be recognized by the United Greek Association and its Sub-Governing Board. The organization can send representatives to participate in UGA/Sub-Governing Board events/meetings/programs if they wish, but attendance is not required at any event/meeting/program. Until the organization has active members on campus to serve as Delegates, the organization does not have the privilege of voting for United Greek Association and Sub-Governing Board business.

## ARTICLE V: MEETINGS

Section I: Meetings shall be held bi-weekly during the fall and spring academic semesters. Special meetings may be called at any time by the President provided a forty-eight (48) hour notice by email is given to everyone in the United Greek Association (delegates and Executive Board members).

Section II: A quorum of meetings consists of two-thirds of the United Greek Association delegates present and voting.

Section III: A majority vote is more than half of the votes casted by all voting delegates present within quorum. If there is a tie, then a discussion will immediately open followed by an immediate revote.

## ARTICLE VI: DELEGATES

Section I: Each organization must have one (1) regular voting delegate on the United Greek Association.

Section II: Delegates are selected through elections of each chapter. Delegates must be an active member of the chapter.

Section III: Delegates must be in good academic standing per the Fraternity/Sorority Policy Manual.

Section IV: Any active member in the United Greek Association is permitted to serve as members of the Executive Board if voted by the United Greek Association to serve on the board. These members must have been active in their organizations for one full semester to be eligible to run for an Executive Board position.

Section V: Delegates shall attend ALL meetings. If the delegate cannot attend a meeting, they must notify the United Greek Association's President and/or Secretary by email with the name of the substitute delegate prior to the meeting. The substitute delegate must meet the criteria listed above.

Section VI: If there is a permanent change in the voting delegate as decided by the chapter, the new delegate must provide notice by email to the United Greek Association's President and/or Secretary before the first meeting following the change of delegate.

## ARTICLE VII: ATTENDANCE POLICY

Section I: An organization who does not have a delegate attend a meeting and did not properly notify the Executive Board (see Section IV) will be considered unexcused. Each unexcused absence will result in at ten dollar (\$10) fine.

Section II: A delegate will be considered late if arriving five (5) minutes after the start time of the meeting. Tardiness will result in a five dollar (\$5) fine. Arriving fifteen (15) minutes past the start of the meeting is deemed as an unexcused absence.

Section III: Failure to pay fines within two (2) United Greek Association meetings of receiving it will result in a late fee of five dollars (\$5). Each following United Greek Association meeting that it is late will result in another five dollar (\$5) late fee.

Section IV: Any tardiness or absence will be deemed excused when the delegate provides notice at least twenty-four (24) hours in advance by email to the United Greek Association's President and/or Secretary.

Section V: In the case that a recognized organization has no active members, the organization is excused from attending United Greek Association meetings and events. Once the organization gains new members via New Member Education, that organization will elect/designate a Delegate, effective the first meeting following initiation.

Section VI: In the case that no active members in an organization is able to attend any United Greek Association meetings as a delegate due to prior academic or work-related commitments, it is the organization's responsibility to notify the United Greek Association's President and/or Secretary via email prior to the second United Greek Association meeting of the semester. This will excuse the organization from all meetings. If at any point in the semester that an active member becomes able to attend as a delegate, then that delegate must attend the next upcoming meeting and follow the attendance policy as stated above. These organizations are permitted from voting on all United Greek Association business.

## ARTICLE VIII: OBLIGATIONS

Section I: Each semester, each chapter will submit to the Office of Student Activities and Union Services a roster of all active members (complete with local addresses and phone numbers), an Advisor Agreement Form, and a Chapter Leadership Form (indicating the name of the UGA Delegate). This will be completed by the end of the second week of classes.

Section II: Chapters failing to submit the forms as described in Article VIII, Section I shall lose voting rights in all United Greek Association meetings.

Section III: Voting privileges will be reinstated once the forms are submitted in accordance with Article VIII, Section I.

Section IV: Organizations failing to submit a payment of fines as described in Article VII, Section I and II, shall lose voting rights during United Greek Association meetings. Voting rights will be reinstated once the organization submits payment for fines incurred.

Section V: Organizations that owe late fees as described in Article VII, Section III, and Article VIII, Section VII, shall lose voting rights in all United Greek Association meetings. Voting rights will be reinstated once the organization submits payments for late fees incurred.

Section VI: Organizations must submit payment of dues to the Treasurer by the second United Greek Association meeting each semester. Dues are a payment of ten dollars (\$10) per semester.

Section VII: Organizations that fail to pay their dues by the second United Greek Association meeting will be subjected to an additional five dollar (\$5) late fee. There will be an additional five dollar (\$5) late fee for every United Greek Association meeting that the dues are late.

## ARTICLE IX: EXECUTIVE BOARD

Section I: The Executive Board of the United Greek Association consists of the President, Vice President, Treasurer, Secretary, Event Coordinator, Public Relations Chair, Parliamentarian, and Historian.

Section II: The powers and duties of the Executive Board include, but are not limited to: appointment of committees, making suggestions to the constitution, and executing the regular business duties of the agenda of regular United Greek Association meetings.

Section III: The Executive Board shall meet bi-weekly or at the discretion of the Executive Board.

Section IV: The Executive Board shall attend ALL meetings. An Executive Board Member who is tardy will receive a five dollar (\$5) fine. An executive board member who has an unexcused absence will receive a ten dollar (\$10) fine. Any tardiness or absence may be excused when given a twenty-four (24) hour advance notice by email to the United Greek Association President and/or Secretary.

Section V: Executive Board Members must be in good academic standing per the Fraternity/Sorority Policy Manual.

Section VI: Executive Board Members may not serve as voting delegates representing their organization at United Greek Association Meetings. If no other active members of that organization are able to attend the United Greek Association meetings or if the Executive Board Member is the last member of his/her organization, he/she must step down from their Executive Board position for the duration of the voting meeting to act as a delegate for their organization.

#### ARTICLE X: DUTIES OF THE EXECUTIVE BOARD

Section I: The members of the Executive Board will also act as delegates in any University relations meetings pertaining to the council or Fraternity/Sorority Life.

Section II: In addition to the duties state in Article IX, Section II, each member of the Executive Board shall have specific duties.

Section III: The President is the official representative of the United Greek Association. The President shall preside over the regular United Greek Association meetings, chair the Executive Board, oversee all committees appointed by the Executive Board, attend executive council meetings, and be the chief liaison between the United Greek Association, the University administration, faculty, staff and community.

Section IV: The Vice President shall oversee the sub-governing councils. The Vice President shall be the chief assistant to the President and shall perform various duties as delegated by the President. The Vice President will act on behalf of the President in

his/her absence. The Vice President also collects the names and contact information for all Executive Board members of all Sub-Governing Boards.

Section V: The Treasurer shall collect and disburse all United Greek Association funds in accordance with the Office of Student Activities and Union Services. The Treasurer is responsible for corresponding with organizations regarding dues, fines, and late fees for unpaid dues. All of these interactions must be documented by the Treasurer and submitted via email or in writing to the organizations. The Treasurer shall keep a ledger of all dues paid and all money spent. The Treasurer is also responsible for announcing the current balance of the UGA account during each United Greek Association meeting.

Section VI: The Secretary shall record and distribute accurate minutes of all United Greek Association meetings and Executive Board meetings. Minutes must be sent out within the following twenty-four (24) hours after all meetings. The Secretary manages all United Greek Association correspondence and must keep accurate records of correspondence and business. The Secretary is responsible for maintaining communications between the United Greek Association and each member organization. The secretary maintains the roster of organizations, delegates and their contact information, and attendance for all meetings

Section VII: The Events Coordinator shall chair all events put on by United Greek Association as well as any event that involves United Greek Association. The Event Coordinator is responsible for organizing at least one United Greek Association Community Service event per semester as well as one United Greek Association social per semester.

Section VIII: Public Relations Chair is responsible for promoting the United Greek Association and all of its events/programs. The Public Relations Chair shall follow campus policy regarding advertisement content, and will make sure to get the proper approval when hanging up posters and/or handing out flyers. The Public Relations chair shall work with the Office of Student Activities to maintain content on the UGA website ([www.newpaltz.edu/saus/uga.html](http://www.newpaltz.edu/saus/uga.html)). Public Relations Chair shall take on full responsibility of all United Greek Association social media outlets.

Section IX: The Parliamentarian must be familiar with the United Greek Association constitution and must be sure to enforce all rules and regulations during all United Greek Association functions. The Parliamentarian is also responsible for keeping track of the Judiciary Points System, including what organizations have accumulated points, making sure that those organizations are aware of the points that they have accumulated, and regulating the appropriate disciplinary actions of any violations (see Appendix A).

Section X: The Historian shall take pictures and keep an accurate record of all United Greek Association events. The Historian or designee must be present at every United Greek Association meeting and event. The Historian is also responsible for working with the Public Relations Chair to keep the website updated. The Historian is also responsible for recording the activities of fraternities and sororities such as programs/events hosted and community service hours.

#### ARTICLE XI – ELECTIONS

Section I: Election and installation of Executive Board members shall take place no later than the first week of May each year. The term of office is one academic year, starting in the Fall semester.

Section II: Nominations for Executive Board positions will take place in a regular meeting of the United Greek Association. Nominations can also be emailed to the President and/or Secretary after the meeting. Elections will be held at the following United Greek Association meeting.

Section III: After the first elected United Greek Association, candidates for the positions of President and Vice President must have served as an Executive Board Member for at least one (1) semester prior to the semester of the election. They must also have maintained active membership as an initiated member in their fraternities or sororities for at least two (2) full semesters prior to the election.

Section IV: If there are no eligible candidates for the positions of President and Vice President that have served as an Executive Board Member for at least one (1) semester



prior to the semester of the election, then the positions will be available to all other candidates who are eligible for any Executive Board position.

Section V: Any Executive Board vacancy will be open to current Executive Board members first; in the case that one Executive Board member would like to change titles, the Executive Board will vote on the change. Executive Board vacancies will then be open to all delegates via special election, following the expectations in Article XI, Section II.

Section VI: Chairs of Committees of the United Greek Association will be appointed by a simple majority vote of the Executive Board.

Section VII: The Committee Chair positions shall serve a term of one academic year, unless otherwise specified by the Executive Board.

## ARTICLE XII: SUB-GOVERNING BOARDS

Section I: All Sub-Governing Boards must meet a minimum of bi-weekly.

Section II: All Sub-Governing Boards must notify the United Greek Association Vice President of when meetings are held by the second UGA meeting of each semester. If a Sub-Governing Board has not held its first meeting by then, then a meeting between the United Greek Association Vice President and that Sub-Governing Board's Executive Board must be made in order to decide when regular meetings will be held.

Section III: Sub-Governing Boards are required to elect and maintain their own Executive Board including, but not limited to, a President and Secretary.

Section IV: Each Sub-Governing Board must organize and conduct at least two on-campus programs/events every semester. The Vice President of the United Greek Association must be notified of these on-campus programs/events.

Section V: Each Sub-Governing board must submit a contact list (including name and e-mail address) for its Executive Board and Delegates within the first two meetings of UGA every semester. The Vice President will collect and hold this information.

Section VI: Sub-Governing Boards are required to follow the motions passed by the United Greek Association as a whole. This includes respecting an organization's two-semester grace period to gain active members, as outlined in Article IV, Section V.

## ARTICLE XII: EXPANSION

Section I: Any organization wishing to achieve recognition from the United Greek Association must first gain Provisional Interest Group status with the Office of Student Activities and Union Services and recommended recognition from one of the Sub-Governing Boards, as described in the Fraternity and Sorority Expansion Policy.

Section II: A Provisional Interest Group will request time on the agenda for an upcoming United Greek Association meeting by emailing the President at least one week in advance. During that meeting, members of the Provisional Interest Group are expected to give a presentation to Delegates about why their organization should be recognized by the United Greek Association. Immediately following the presentation, the Executive Board will moderate a question and answer period for the Delegates. Voting for the potential recognition of the Provisional Interest Group will take place the following United Greek Association Meeting.

Section III: The United Greek Association has imposed that there is no limit to the number of organizations recognized at any given time. This policy may be revisited at any time that the United Greek Association Executive Board sees fit. A change in this policy must be voted on by United Greek Association delegates.

## ARTICLE XIII: VIOLATIONS

Section I: Violations of any United Greek Association Policy or the United Greek Association Constitution shall be referred to the Parliamentarian and the Judiciary Points System for judicial review. Violations of the Fraternity/Sorority Policy Manual shall be referred to the Office of Student Activities and Union Services for judicial review.

Section II: Any member or organization that violates any of the above laws, bylaws, or rules is also subject to accompanying fines to the member's organization.

Section III: The United Greek Association Executive Board reserves the right to consult with delegates and/or member organizations regarding policy/procedure violations and/or concerns.

Ratified and Adopted by the United Greek Association on Wednesday, April 27, 2016

## Appendix A: Rules of Conduct

### Section I: United Greek Association Meeting Conduct

1. Meeting start time commences at the time that the Secretary takes attendance. The Secretary will then immediately announce the start time.
2. Any delegate that arrives after the start time must check in with the Secretary as soon as they arrive during the meeting to record time of arrival. An organization may receive an unexcused absence if arrival time is not recorded.
3. Once attendance has been taken, the Executive Board members will all make announcements during the meeting as needed.
4. The Executive Board members will make announcements in order of the President, Vice President, Treasurer, Secretary, Event Coordinator, Public Relations Chair, Parliamentarian, and Historian.
5. Throughout the meeting, the Executive Board members may call on a discussion to construct new ideas or get the opinions of the delegates. These discussions shall be mediated by the President and/or Parliamentarian.
6. Following all announcements made by the Executive Board, any delegates may make announcements on behalf of their organizations.

### Section II: Judiciary Points System

1. Any offense as stated by the Constitution will accumulate toward the Judiciary Points System.
2. Points accumulate throughout the entirety of one semester. Once a new semester starts, all organizations begin with zero (0) points.
3. Once an organization has received points, they can't lose any until the start of the new semester. The points last for the entire duration of the semester.
4. The values of the Judiciary Points System will be as follows:
  - a. Tardiness to a United Greek Association Meeting results in one (1) point.
  - b. An unexcused absence to a United Greek Association Meeting results in three (3) points.

- c. Tardiness to a United Greek Association mandatory event results in one (1) point.
  - d. An unexcused absence to a United Greek Association mandatory event results in three (3) points.
  - e. Every United Greek Association meeting that has passed with late dues results in one (1) point.
  - f. Every United Greek Association meeting that has passed with late fines results in two (2) points.
    - i. A fine must be handed in within two United Greek Association meetings since received to be considered on time.
    - ii. This does not include late fees. Late fees are not fines.
5. The actions of the Judiciary Points System last from the time that the action takes effect to the end of that semester.
6. The actions of the Judiciary Points System will be carried out as follows:
- a. A total of ten (10) points result in relinquishment of the organization's rights to vote in any United Greek Association voting.
  - b. A total of thirteen (13) points result in the relinquishment of the organization's rights to participate in any United Greek Association events.
    - i. This includes any programs, philanthropic events, or social events held by the United Greek Association.
    - ii. The organization will still be required to attend any other events that the United Greek Association deems as mandatory.
    - iii. The organization will still be required to attend regular United Greek Association meetings.