

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 campus.

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

Section III: To record the activities of the 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 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, local, academic, cultural, professional, honorary, and community service 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 at the State University of New York at New Paltz.

Section III: The member organizations are recognized by one of the five sub-governing boards. They are 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 is still 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 UGA and Sub-Governing Board business.

ARTICLE V: MEETINGS

Section I: Meetings shall be held regularly 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: The latest edition of Robert's Rules of Order shall govern meetings. See Appendix A.

ARTICLE VI: DELEGATES

Section I: Each organization shall 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: Regular voting delegates to the United Greek Association are permitted to serve as members of the Executive Board if voted by the United Greek Association to serve on the board.

Section V: Delegates shall attend ALL meetings. If the delegate cannot attend a meeting, a substitute delegate meeting criteria listed above may be sent in his/her place.

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. An organization's first-time unexcused absence will result in a ten dollar (\$10) fine towards the organization. A second unexcused absence by an organization will result in a twenty dollar (\$20) fine. An organization's third unexcused absence will result in the organization's delegate and president to meet with the United Greek Association Executive Board discuss the situation and any possible repercussions. The Executive Board reserves the right to refer the case to the Office of Student Activities and Union Services for possible Judicial action.

Section II: A delegate will be considered tardy if arriving more than ten (10) minutes since the meeting has begun. 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. Having tardiness three (3) times is deemed as one (1) unexcused absence.

Section III: Failure to pay fines promptly or by a date issued by President or Treasurer, with the date allotting a reasonable amount of time, will also result in a meeting with the United Greek Association Executive Board to discuss the situation and any possible repercussions. The Executive Board reserves the right to refer the case to the Office of Student Activities and Union Services for possible Judicial action.

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 as Delegate, effective the first meeting following his/her initiation.

ARTICLE VIII: OBLIGATIONS

Section I: Every semester, each chapter will submit to the Office of Student Activities and Union Services a

roster of all affiliated members (complete with local address and phone number), 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 be placed in bad standing by the United Greek Association Executive Board.

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

Section IV: The Office of Student Activities and Union Services will notify the United Greek Association Board the name and contact information for each organization's UGA Delegate by the third week of classes.

Section V: 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.

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 on a regular basis (every two weeks) or at the discretion of the Executive Board.

Section IV: The Executive Board shall attend ALL meetings. 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.

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 United Greek Association. The President shall preside over the regular United Greek Association meetings, chair the Executive Board, and be the chief liaison between the United Greek Association, the University administration, faculty, staff and community.

Section IV: The Vice President shall oversee all Committees appointed by the Executive Board. 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.

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. The Treasurer shall keep a ledger of all dues paid and all money spent, and inform the United Greek Association delegates of the current balance of the UGA Account on a monthly basis.

Section VI: The Secretary shall record and distribute accurate minutes of United Greek Association meetings and Executive Board 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. The Secretary also collects the names and contact information for all Sub-Governing Boards.

Section VII: The Events Coordinator shall chair any events put on by United Greek Association as well as any event that involves United Greek Association. The Events Coordinator is responsible for organizing one United Greek Association Community Service event at least once a semester, and as well as two United Greek Association socials per year (once 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).

Section IX: The Parliamentarian must be familiar with and enforce Roberts's Rules of Order during each United Greek Association meeting. The Parliamentarian is responsible for training the delegates in Roberts Rules of Order within the first two meetings of the semester (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 keep the website updated.

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 IV: After the first elected United Greek Association, candidates for the positions of President and Vice President must have served as delegate to, or Executive Board member of, 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 one (1) full semester prior to the election.

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

Section III: Each Sub-Governing Board must organize and conduct at least one on-campus program/event every two months.

Section IV: 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 Secretary will collect and hold this information.

Section V: 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.

Section III: The United Greek Association has imposed a maximum number of organizations recognized at any given time. Currently, the maximum number of organizations is twenty-five (25); this maximum number of organizations is in place until Fall 2014. At that time, the United Greek Association will revisit this policy.

Section IV: An organization's will retain its recognized status with the United Greek Association for one calendar year following the last active member's graduation, as described in Article IV: Section V. Only after the term has expired and the organization has lost University (and subsequently, United Greek Association) recognition will a "space" become available for a new organization to seek recognition.

ARTICLE XIII: VIOLATIONS

Section I: Violations of any United Greek Association Policy, the United Greek Association Constitution, and/or 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 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 Tuesday, April 30, 2013

Section I: Statement of Use

1. Robert Rules of order shall be used during every United Greek Association Meeting.
2. Roberts Rules of order is a standard for facilitating discussion and group-decision making. Robert Rules of Order helps encourage fairness and participation among organizations, Robert Rules of Order allows for everyone to participate and share ideas in an orderly manner.
3. The Parliamentarian is responsible for understanding Roberts Rules of Order, and enforcing them during United Greek Association Meetings where appropriate.
4. Robert Rules of Order shall be explained to delegates during the first two United Greek Association Meetings by the Parliamentarian.

Section II: Basic Elements of Roberts Rules of Order

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that....."). A second motion must then also be made (raise your hand and say, "I second it."). After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum).
2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

Section III: Tips for Parliamentary Procedure

1. A main motion must be moved, seconded, and stated by the President before it can be discussed.
2. If you want to move, second, or speak to a motion, stand and address the President.
3. If you approve the motion as is, vote for it.
4. If you disapprove the motion, vote against it.
5. If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
6. If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.
7. If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.
8. If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.

9. If you want time to think the motion over, move that consideration be deferred to a certain time.
10. If you think that further discussion is unnecessary, move the previous question.
11. If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.
12. If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
13. If you do not agree with a decision rendered by the President, appeal the decision to the assembly.
14. If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.
15. If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.
16. If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

Section IV: Motions

1. **Introducing a Motion**
 - a. Stand when no one else has the floor. Address the President by the proper title. Wait until the President recognizes you.
 - b. Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
 - c. Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
 - d. If there is no second, the President says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
 - e. If there is a second, the President states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"
2. **Debate or Discussing a Motion**
 - a. The member who made the motion is entitled to speak first.
 - b. Every member has the right to speak in debate.
 - c. The President should alternate between those "for" the motion and those "against" the motion.
 - d. The discussion should be related to the pending motion.
 - e. All questions should be directed to the President.
 - f. Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
 - g. Asking a question or a brief suggestion is not counted in debate.
3. **VOTING ON A MOTION:**
 - a. Before a vote is taken, the President puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
 - b. Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
 - c. If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
 - d. A majority vote is more than half of the votes cast by persons legally entitled to vote.
 - e. A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
 - f. A tie vote is a lost vote, since it is not a majority.