

Multicultural Greek Council at



Virginia Commonwealth University Constitution

MULTICULTURAL GREEK COUNCIL

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Preamble

We, the undergraduate members of the Multicultural Greek Council at Virginia Commonwealth University, recognizing a need to unify the multicultural Greek organizations with similar goals and purposes while appreciating their uniqueness and value to the campus community, do resolve to increase awareness and promote a positive image of these organizations through the encouragement of community service and philanthropy, support for high academic standards, and the development of campus and community leaders, thus committing ourselves as individuals and organizations to honor and abide by the tenets of the following constitution and bylaws.

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Article I

Name

Section I: Name

The name of the organization shall be the Multicultural Greek Council (MGC) at Virginia Commonwealth University.

Article II

Purpose

Section I: Council Purposes

The purpose of the Multicultural Greek Council is to unite its member organizations in order to share ideas and resources, promote mutual respect and equality, provide a support network for involved students, and collectively accomplish the following goals:

- A. To serve as the governing body of the organizations approved for membership in the Multicultural Greek Council at Virginia Commonwealth University.
- B. To organize and implement activities and events that will support member organizations, and the relationship between them, the campus, and the local community.
- C. To serve as a forum for discussion and debate on issues and concerns important to the general campus and the multicultural Greek community.
- D. To promote scholarly excellence in the member organizations and provide academic support to substantially improve the retention and graduation rate of individual members.
- E. To coordinate programs and services which promote and foster the development of strong individual leadership, communication, and interpersonal skills.
- F. To serve as a mediator of disputes and conflict between Multicultural Greek Council organizations or between member organizations and external entities.
- G. To establish a positive relationship and interact regularly with the Interfraternity Council, College Panhellenic Council, National Pan-Hellenic Council and Fraternity and Sorority Leadership Team in an effort to cooperate on educational programming, multicultural awareness opportunities, community service initiatives, and social activities.
- H. To serve as a liaison between the Multicultural Greek Council member organizations, other Greek organizations at Virginia Commonwealth University, all student organizations, the student body, the university administration and faculty, and the local community.

- I. To promote higher education opportunities by supporting university efforts to recruit and admit a diverse applicant pool.

Article III

Membership

Section I: Membership

All active chapters within the Multicultural Greek Council have the following rights:

- A. The right to be involved in all approved Multicultural Greek Council activities
- B. The right to have a voice and vote in Multicultural Greek Council affairs.
 - i. Voting is only awarded to chapters who have been active on the VCU MGC campus for at least one full semester.
- C. The right to initiate amendments to the Multicultural Greek Council constitution.
- D. The right to hold office on the Multicultural Greek Council Executive Board
 - i. Running for office is only awarded to members who have been active on the VCU MGC campus for at least one full semester.

Section II: Expectations for Membership

- A. Membership of the Multicultural Greek Council is limited to students whom are active or inactive under the chapter's undergraduate roster who are enrolled at Virginia Commonwealth University.
- B. Member chapters of the Multicultural Greek Council are expected to maintain a Chapter grade point average and a new member grade point average of at least a 2.5.
- C. All active chapters within the Multicultural Greek Council are expected to:
 - i. Have 51% chapter attendance within every event hosted by the governing body of the Multicultural Greek Council unless otherwise stated, with the exception of yearly retreats which require a 100% attendance.
 - a. Almost all dates for MGC hosted events are announced within council meetings 1 year prior to event. Request for excuses for attendance must be emailed to Vice President of Operations 14 days in advance.
 - b. Failure to meet this expectation will result in chapter being called into Judiciary Board.
 - ii. Abide by attendance expectations required from events organized by VCU Office of Fraternity and Sorority Life.
- D. Member organizations must be inter/national ethnically-based Greek letter fraternity or sorority organizations oriented in community service or social activities

that are registered and in good standing with the Virginia Commonwealth University Fraternity and Sorority Life Office.

E. Member organizations must adhere to the rules and regulations contained in the Multicultural Greek Council constitution.

F. Member organizations must attend all council meetings by sending at least one delegate. They must also attend all FSL and council sponsored trainings.

G. Member organizations must pay semester dues, and all fines, and fees that they may procure as members of the Council.

Violation of any section of this constitution by a member organization shall warrant judicial action.

Article IV

Officers

Section I: Multicultural Greek Council Executive Board Officer Titles

- A. President
- B. Vice President of Standards
- C. Vice President of Operations
- D. Vice President of Programming
- E. Vice President of Service
- F. Vice President of Public Relations

Section II: Executive Board Requirements

- A. Members of recognized Multicultural Greek Council organizations at the Virginia Commonwealth University.
- B. In good standing with Fraternity and Sorority Life at Virginia Commonwealth University.

Section III: Duration of Position

Executive Board members shall hold their positions for one full academic school year. An academic school year spans the beginning of the Fall semester to the end of the Spring semester.

Section IV: Removal

Any officer failing to perform his or her duties shall resign or be removed at the discretion of the Executive Board along with Chapter Delegates if the majority (50% + 1) has agreed upon it.

Article V

The Multicultural Greek Council

Section I: MGC Administration

The administrative body of the Multicultural Greek Council of Virginia Commonwealth University shall be the Executive Board.

Section II: Administrative Duty

It shall be the duty of the MGC Executive Board to administer all business related to the overall welfare of the Multicultural Greek Council of Virginia Commonwealth University which does not violate the sovereignty, rights and privileges of member fraternities and sororities

Section III: The MGC Delegates

The Multicultural Greek Council of Virginia Commonwealth University shall be composed of one Chapter Delegate from each organization.

- A. Chapter Delegates of the MGC shall be selected by their respective organization to serve for a suggested term of one semester.
- B. When a Chapter Delegate vacancy occurs, it shall be the responsibility of the organization concerned to select a replacement within two weeks and to notify the MGC President
- C. Chapter Delegates to the MGC have voting power on all matters.
- D. Chapter Delegates shall be provided with a copy of Council Meeting Minutes via email by the Executive Board following each council meeting.
- E. The duties of the Official Chapter Delegates shall consist of the following:
 - a. Attend all MGC council meetings.
 - b. Function as the liaison between the Multicultural Greek Council and his/her chapter.
 - c. Serve as the voting representative for his/her chapter.
 - d. Be responsible for notifying his/her chapter of all regular and special meetings of the Multicultural Greek Council.

Article VI

Meetings

Section I: Council Meetings

- A. Council meetings shall be held once a week during the designated time each semester.
- B. Special Council meetings may be called by the President (within 72 hours of the meeting in question) when necessary and shall be called by him or her upon the written request of any member within the council.
- C. The council meetings will consist of at least one delegate from each organization, the Executive Board, and the Advisors.
- D. Chapters in good standing with MGC and the Fraternity and Sorority Life Office holding membership in the Multicultural Greek Council shall have voting rights at council meetings.
- E. Unless otherwise specified, a simple majority (50% + 1) shall be required to carry a motion.
- F. All meetings shall follow parliamentary procedure according to Robert's Rules of Order.
- G. Official Chapter Delegates are expected to attend all council meetings.
- H. Each organization may miss only one meeting per semester unless given notification to the Executive Board 24 hours prior to a scheduled council meeting. If an organization is not represented at two or more meetings during a given semester, fines in the amount of \$1 per member or \$10 per organization (whichever is greater) will be imposed and judicial action may result. This fine will occur every time a delegate misses 2 meetings.
- I. Being late to a council meeting shall count as 1/2 of an absence. A chapter shall be considered absent if their Delegate arrives after the meeting is called to order.
- J. If a delegate is unable to attend the council meeting, he or she is responsible for finding a replacement to attend that meeting.

Sections II: Quorums

- A. The quorum for the meetings of the Executive Board shall be a simple majority of the Executive Board
- B. $\frac{2}{3}$ of the Chapter Delegates of each organization, and at least $\frac{2}{3}$ of the Council's Executive Board must be in attendance for a quorum to be present and the meeting to be official

Section III: Voting Privileges

- A. Each Member organization shall have one (1) vote in the MGC, if they are in good standing with the MGC.
 - a. Good standing status is determined by FSL and MGC.
- B. The voting privilege shall be extended only to those voting representatives in attendance.

Article VII

Finance

Section I: Fiscal Year

The fiscal year of the Multicultural Greek Council of Virginia Commonwealth University shall be from the first day of classes in the fall to the last day of classes in the spring

Section II: Payment

- A. All checks issued on behalf of the Multicultural Greek Council of Virginia Commonwealth University shall be issued by the MGC Advisor and the Vice President of Operations.
- B. All payments due to the Multicultural Greek Council of Virginia Commonwealth University shall be made to the Multicultural Greek Council at VCU. Checks for payments shall be made payable to the Multicultural Greek Council of Virginia Commonwealth University.

Section III: Membership Dues

- A. All member organizations must pay dues of \$8.00 per active member.
- B. Chapters shall be billed upon the executive board receiving chapter rosters by the second council meeting of the semester. If the Rosters are not turned in at the second council meeting or before by e-mail then the chapter will be fined with a one-time fine of \$10.
- C. Dues must be paid by the respective date set by the executive board every semester, third council meeting of the semester.

Section V: MGC Budget

- A. The new and outgoing Vice President of Operations, in combination with the MGC Advisor, shall formulate a budget for the upcoming fiscal year within one month after the election. This budget shall be subject to the approval of the newly elected Executive Board and member organizations.
- B. Each organization will receive a copy of the annual budget following the approval from the Council.
- C. A monthly report will be provided to the Council on the income and expenditures of the MGC Account upon request.

Section VI: Fines

- A. MGC financial obligations that are overdue shall result in a \$10.00 fine after a grace period of 1 business day and then an additional \$5.00 per week until payment is received. Legitimate reasons for late payment shall be reported to the Vice President of Operations prior to the due date in order for a grace period to be considered by the Executive Board. If dues are not paid after 10 business days, the chapter will lose the privilege to vote and room reservation privileges.

Section VII: MGC Council Funds

- A. Multicultural Greek Council funds may not be used to furnish the Executive Board with expensive or unnecessary private social functions
- B. All social events sponsored by the MGC Council will follow the Fraternity and Sorority Governing Council Risk Management Guidelines.

Article VIII

Regulations

Section I: Constitution Commitment

All member groups of the Multicultural Greek Council shall be bound to this Constitution, the Bylaws, and any of the Multicultural Greek Council's established rules as well as the rules and regulations of the Virginia Commonwealth University, the Commonwealth of Virginia, and the United States of America.

Section II: Penalties for Violations

If any member fraternity or sorority violates any regulations of the Constitution, Bylaws, or the Virginia Commonwealth University, it shall be subject to the penalties of the Multicultural Greek Council Judicial Board.

Section III: Procedures for Judicial Committee

The procedures for bringing violations before the Judicial Committee shall be set forth in the Multicultural Greek Council Judicial Board Policies and Procedures.

Article IX

Judicial Board

Section I: Judicial Board Authority

The Multicultural Greek Council Judicial Board will be under the direction of the MGC Vice President of Standards with advisement by MGC Advisor and comprised of one representative from each chapter trained to hold a position on the judicial board for the semester. All policies and procedures can be found in the MGC Bylaws, Article V.

Article X

Amendments

Section I: Amendments

- A. This Constitution may be amended by a 2/3 vote of the voting Official Chapter Delegates of chapters following under the Multicultural Greek Council at two separate meetings (first meeting proposed and second meeting voted).
- B. Any amendments made to the Multicultural Greek Council Constitution must be reviewed by the Official Chapter Delegates. Proposed amendments must be given to the General Body in writing at the preceding meeting.
- C. Amendments can be initiated by Multicultural Greek Council chapters at the Virginia Commonwealth University in good standing.

Article XI

Academic Policy

Section I: Academic Performance Discipline

- A. First semester Freshmen potential new members must meet a minimum of 2.75 high school GPA to be extended membership into the respective chapters of the Multicultural Greek Council.
- B. Each potential new member who is a current or transfer student at Virginia Commonwealth University must meet a minimum of 2.5 college GPA prior to being extended membership into a chapter of the Multicultural Greek Council.

Section II: Consequences of Academic Standards

- A. Failure to meet the required minimum 2.5 grade point average for the semester by a chapter or a new member class will result in the chapter being placed on some level of Academic Warning/Probation/Suspension. Refer to the Office of

Fraternity and Sorority life for further academic regulations and reprimand, located in their operating agreement.

Article XII

Qualification of Officers

Section I: Qualifications

- A. The candidate must be an initiated member of a fraternity or sorority who has been active for at least one prior semester in the Multicultural Greek Council at the Virginia Commonwealth University.
- B. The candidate must be an undergraduate student at Virginia Commonwealth University and have a 2.7 cumulative GPA. Candidates with a 2.5-2.69 can apply but must address their academic plan for the the following year within their application.
- C. They must not be on any type of scholastic or disciplinary probation and may not be inactive in their organization. Grades and conduct status must be verified by the Office of Fraternity and Sorority Life.
- D. The candidate must be in good standing with his or her organization as proven by chapter president via communication with the Executive Board.
- E. Individuals interested in Executive Board positions must be active members of their chapter for a minimum of one semester.

Article XIII

Selection of Officers

Section I: Candidate Process

- A. All eligible applicants will be slated into certain positions by the current Executive Board based on their experience and qualifications.
- B. Presentations
 - a. Each candidate shall be allowed to make a three-minute presentation of his or her goals and platform.
 - b. Following their speech, the candidate will entertain questions relevant to the office and their ability to conduct the duties and responsibilities of the office. The question and answer session shall last no more than three minutes and shall be mediated by the presiding officer.
 - c. Following all speeches, eligible voters will vote for no more than six candidates - one person to fill each position. Any single candidate must have simple majority of the vote to be elected.

Section II: Elections

- A. The Vice President of Standards shall preside over elections, unless running for office. In such a case, the President of the Executive Board shall preside over the process.
- B. Elections will be held by April 20th.
- C. Elections shall be conducted by secret ballot.
- D. A candidate must win by a simple majority.
- E. In the event of a three-way tie, an instant run-off voting will take place. An instant run-off is when the voters take the ballot and rank the 3 candidates by preference. Rank #1 will get 3 points, rank#2 will get 2, rank #3 will get 1 point. Add up all the points for each candidate and determine the result. In the case of a two-way tie, the presiding Multicultural Greek Council Executive Board shall decide on a winner. Current members of the Executive Board who are running for a consecutive term in the office for which the tie exists shall not participate in breaking the tie.
- F. Election results are to be tabulated immediately following each vote by the presiding Vice President of Standards and the Multicultural Greek Council Advisor.

Section III: Filling Vacancies

- A. Should any office become vacant for any reason, the procedure for filling the office or offices shall be as follows:
 - a. At the first council meeting where a vacancy exists, the President shall:
 - i. Announce the vacancy to the Council.
 - ii. Explain the procedure for filling a vacancy.
 - iii. Ask for nominations. Nominations must also be held prior to election at the next Multicultural Greek Council meeting.
- B. An election shall occur at the next Multicultural Greek Council meeting following the announcement of the vacancy, except in the case where the announcement falls on the last Council meeting of the semester and/or year. In this case, the election will be held at the first meeting of the next semester.
- C. Because of the nature of this election, the official voting Delegate is required to attend and the vote of substitutes will not be accepted.
- D. All other regular election procedures shall be upheld as provided for

Multicultural Greek Council at



Virginia Commonwealth University Bylaws

MULTICULTURAL GREEK COUNCIL

Article I

Officer Duties

Section I: President

The duties of the President shall consist of the following:

- A. Preside over all meetings and to enforce the Constitution of the Multicultural Greek Council in accordance to Robert's Rules of Order. Serve as the official spokesperson for the Multicultural Greek Council.
- B. Appoint all committee chairpersons not otherwise provided for in the
- C. Constitution of the Multicultural Greek Council with approval of the Executive Board.
- D. The position cannot be held by an individual's chapter President so that chapter and council duties may remain separate and just.
- E. Co-sign with Vice President of Operations for all withdrawals and any other transactions regarding the Multicultural Greek Council's bank account.
- F. Submit a written report upon completion of term of office to be filed in the Multicultural Greek Council's files and with the Multicultural Greek Council Advisor.
- G. Chair the Expansion Committee

Section II: Vice President of Standards

The duties of the Vice President of Standards shall be the following:

- A. Be responsible for keeping every chapter accountable for their specified requirements including attendance at council meetings, completion of required trainings, and paying dues.
- B. Assist the President in the performance of his or her duties and to act in place of the President when necessary. This includes presiding over Executive Board and Council meetings in the absence of the President.
- C. Oversee the judiciary board of the Multicultural Greek Council.
- D. Submit a written report upon completion of term of office to be filed in the Multicultural Greek Council's files and with the Multicultural Greek Council Advisor.
- E. Act as Administrative Assistant for the Council by coordinating minutes and agendas during meetings.
- F. Serve as the chair of all Judicial Committees if the incident is determined by the committee.
- G. Review, and propose changes when necessary, to the Multicultural Greek Council Judicial Procedure.

Section III: Vice President of Operations:

The duties of the Vice President of Operations shall be the following:

- A. To keep an up-to-date roster of the members of Multicultural Greek Council meetings.
- B. To be responsible for the general supervision of the finances of the Multicultural Greek Council.
- C. To be responsible for the preparation of the annual budget and following its approval by the Multicultural Greek Council, for providing a copy to each Multicultural Greek Council member organization.
- D. To prepare monthly financial reports and present them to the Multicultural Greek Council.
- E. To receive all payments due to the Multicultural Greek council, collect all dues, and give receipts.
- F. To be responsible for the prompt payment of all bills of the Multicultural Greek Council.
- G. To maintain up-to-date financial records, and give an annual report at the close of her term of office.
- H. To keep current statistics concerning the number of initiated members and new members of each Multicultural Greek Council member organization.
- I. To assume the role of parliamentarian and be versed in parliamentary procedure.
- J. Organize and maintain a filing system to include all records and information of the Multicultural Greek Council.

- K. Assist the Fraternity and Sorority Life Office in updating chapter membership rolls and officer database rosters at the beginning of every semester.
- L. Reserve all meeting rooms.

Section IV: Vice President of Programming:

The duties of the Vice President of Programming shall be the following:

- A. To coordinate all educational programs sponsored by the Multicultural Greek Council.
- B. To organize and implement at least one (1) program, co-sponsored with the College Panhellenic Council, Interfraternity Council and National Pan-Hellenic Council pertaining to leadership development for the entire fraternity/sorority community.
- C. To chair the MGC Retreat, MGC Stroll-Off, MGC Picnic and any other MGC hosted events aside from philanthropic events.
- D. To coordinate and distribute materials helpful in the preparation of good membership development programs for member organizations.
- E. To aid the Multicultural Greek Council in addressing critical issues facing the fraternity/sorority community through educational efforts.
- F. Have the option to work with the individual chapter scholarship chairs to develop strong scholarship programs.
- G. To establish and/or supervise the Virginia Commonwealth University MGC scholarship and any awards or honors.
- H. To develop programs to recognize outstanding academic achievement among Multicultural Greek members.
- I. Coordinate a Calendar of Events that includes programs and activities from each member organization.

Section V: Vice President of Service

The duties of the Vice President of Service shall consist of the following:

- A. To work with the individual chapters and community service chairs to develop a strong philanthropy and community service program.
- B. To plan and execute at least one (1) Multicultural Greek Council sponsored philanthropy event each year.
- C. To plan and execute at least one (1) Multicultural Greek Council community service event each semester.
- D. To aid in the recognition process for outstanding philanthropic and community service activities.

- E. In the event that the council is in need of scholastic help, the Vice President of Service will act as a Scholarship Chair for the council and implement academic expertise if need be.

Section VI: Vice President of Public Relations

The duties of the Vice President of Public Relations shall consist of the following:

- A. Create all Flyers, Merchandise, Clothing, Social Media posts, etc. for the Multicultural Greek Council.
- B. Coordinate any publicity-related events (e.g., Social Media Challenge).
- C. Manage all Social Media accounts for the Multicultural Geek Council
- D. Search for upcoming events around campus to bring back to the council.
- E. Handle all correspondence (e.g., thank you notes) with the University and Richmond communities.
- F. To be responsible for all publications on campus and otherwise (i.e. Greek Newsletter, Greek updates in the campus newspaper, Fraternity and Sorority Life website, alumni magazine, weekly email announcements and working with the Marketing and Communications office on local releases) related to Greek events, awards, and projects.
- G. Assist with programming on events requiring visual layouts (e.g., event decorations, SOVO tabling material).

Article II

Judicial Procedures

Section I: Purpose

The purpose of the Judicial Board shall be to interpret the MGC Constitution and Bylaws and the Virginia Commonwealth University Student Handbook and Risk Management Guidelines in response to alleged violations of these documents by members of the Multicultural Greek Council at Virginia Commonwealth University.

Section II: Judicial Board Composition

- A. The MGC Judicial Board shall be composed of one member from each active member organization of the Multicultural Greek Council at Virginia Commonwealth University, and the Vice President of Standards of MGC who will serve as Chair of the board.
- B. Each active member of MGC will select one representative to be trained to hear judicial board cases.
- C. Judicial Board members must be in good standing with their fraternity/sorority chapter and the University judicial system.

- D. The only member of the MGC Executive Board to serve on the Judicial Board will be the Vice President of Standards. He/she will coordinate with the Judicial Board delegates to create a weekly standing time for meetings in the event that a hearing must take place. In the event that the VP Standards is unavailable, the President will take their place.
- E. The Vice President of Standards will work with the MGC Advisor on the following:
 - a. Provide notice to charged organizations of the alleged violations, time and place of the hearing in writing within two days of Greek Advisor's receipt of the Violation Form.
 - b. Run the hearing using the guidelines given by Fraternity and Sorority Life.
- F. In the event the Judicial Board Chair's chapter is involved in the violation inquiry, they must pardon themselves from the process. Their chapter must send 1-3 members to be present at the hearing, they all must be full time undergraduate students of VCU who are either active or inactive within their chapter.

Section III: Pre-Hearing Procedures

- A. The MGC President, MGC Advisor, any fraternity or sorority chapter or member, any Virginia Commonwealth University student or faculty member, or any member of the Virginia Commonwealth or Richmond community or public at-large may bring charges against an organization or organization member.
- B. In order to bring charges before the MGC Judicial Board, an incident report form must be signed and submitted to the Fraternity and Sorority Life Office no more than (10) days after knowledge of the alleged incident.
- C. Upon receipt of an incident report form, the MGC Vice President of Standards will meet with the MGC Advisor to discuss the case and determine whether a case shall be brought to the Judicial Board. The MGC Vice President of Standards and the MGC Advisor have the right to conduct pre-hearing investigations at their discretion.
- D. The Office of Fraternity and Sorority Life has the ability to place an organization on interim suspension, pending full investigation of the incident and judicial hearing.
- E. Interim suspension may be imposed:
 - a. To ensure the safety and well-being of members of the University community or preservation of University property.
 - b. If the organization poses an ongoing threat of disruption of or interference with, the normal operations of the Multicultural Greek Council or University.
 - c. If the organization poses an ongoing threat to continue to violate the Multicultural Greek Council or University policy and procedure.

- d. The organization will have three (3) days to appeal their interim suspension in writing to the Office of Fraternity and Sorority Life .
- F. Terms of the interim suspension may include, but are not limited to:
 - a. Not sponsoring any Chapter events.
 - b. If deemed necessary by the University or inter/national organization, the Chapter may host one meeting per week
 - c. Not participating in any fraternity/sorority community events.
- G. In the event that more than one chapter is involved in the alleged incident, each chapter will be investigated separately by the appropriate judicial body (if not another MGC member chapter).
- H. Sanction letter shall specify a hearing date at least (4) calendar days after the date the letter is received (unless the charged fraternity should request an earlier hearing date) and shall direct the organization (through its appointed representatives) to appear at the hearing at a specified time.
- I. The letter shall also:
 - a. Describe of the alleged violation
 - b. Advise the organization of its rights:
 - i. to a private hearing
 - ii. to appear at the hearing with an advisor
 - iii. to present testimony of witnesses, documentary, or other evidence to appeal
 - iv. The letter shall be delivered through campus mail to the Chapter President.

Section IV: Judicial Board Hearing Procedures

- A. The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.
- B. Judicial board hearings shall be closed to the public.
- C. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a faculty advisor or the complaining party if other than a fraternity, the MGC VP of Standards, and the MGC Advisor.
- D. Chapters involved in a hearing have the right to consult with a campus advisor. This advisor may be present during the hearing.
- E. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
- F. Following the completion of the hearing, the Judicial Board members hearing the case, the Vice President of Standards, and the MGC Advisor will go into executive session for deliberations.

- G. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the Judicial Board Hearing Form.
- H. Penalties should be assessed to fit the nature and degree of the offense.
- I. Information on the appeal process shall be presented at the close of the judicial board hearing.
- J. The proper notification and reporting forms must be used.
- K. All documents associated with an investigation or judicial board hearing shall be kept by the Fraternity and Sorority Life Coordinator for a period of no less than three years.

Section V: Judicial Hearing - Order of Events

- A. Call to order by the MGC Judicial Board Chair
- B. Introductions - not a legal system and Confidentiality
- C. Read charges and obtain response to each (Responsible, Not Responsible, or Responsible with an explanation).
- D. Brief opening statement of charges and justification.
- E. Five minute opening statement by the accused organization.
- F. Call of witnesses to substantiate the charges - statements and questioning period.
- G. Call of witnesses to refute the charges - statements and questioning period.
- H. Closing statement by the accuser, if warranted.
- I. Closing statement by the accused organization representative.
- J. All in attendance except the Judicial Board Chairman, Judicial Board members, the Fraternity and Sorority Life Coordinator are excused from the meeting.
- K. Charges stated by Judicial Board Chairman
- L. Chairman requests motion from Judicial Board member regarding decision(s). (Responsible or Not Responsible)
- M. Discussion of motion.
- N. Recommended decision of responsible / not responsible. If responsible, the board will immediately deliberate on recommended sanctions.
- O. Accused chapter representative and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative and advisor.
- P. The Hearing Report Form is completed (decision, sanctions, and reasoning) and given to Fraternity and Sorority Life Coordinator.
- Q. Materials are forwarded to the MGC Advisor who sends letter to chapter President with final decision and appeals process.

Section VI: Making Decisions

- A. Should unanticipated circumstances arise, the Judicial Board may clarify, modify, or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions represented.
- B. In a closed session, the Judicial Board shall decide if there is sufficient information to support alleged violations. The decision reached should be based upon the information presented at the hearing, which is most convincing, most credible, and of greatest weight or probability.
- C. If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be Not Responsible. If the Judicial Board finds the group did violate the regulations, the Board will recommend the sanctions to the MGC Advisor.
- D. If and only if the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):
 - a. The gravity of the violation
 - b. Level of cooperation from the cited organization
 - c. The impact the violations have on the Greek, university, and surrounding communities.
 - d. The educational impact of the sanctions on the organization.
- E. Past organizational offenses may be considered if the board's finding is that the chapter is responsible for the alleged offence. No mention of past organizational offenses is allowed during the deliberation on responsibility.
- F. A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

Section VII: Sanctions

- A. The Judicial Board shall have the authority to recommend one or a combination of sanctions, including, but not limited to:
 - a. Alcohol Education Class: Organizations found in violation of the Alcohol Policy may be required to attend an alcohol class or another privately sponsored program (fee determined by the service provider).
 - b. Campus Restitution Hours: Campus restitution hours are intended to benefit the organization and the campus. If the group does not complete the assigned campus restitution hours by the required date, the group may face additional charges and a new hearing. NOTE: Service provided through programs coordinated by the Virginia Commonwealth Volunteers office may not be used to satisfy a restitution hours requirement.
 - c. Disciplinary Probation for Student Organizations: A probationary status, imposed for a specific time period, during which an organization is

expected to show a positive change in behavior. A letter will be sent to the national organization or governing body notifying them of probationary status.

- d. **Disciplinary Suspension of Organization Recognition** (may lead to loss of charter): The removal of an organization from the university which permits the group to apply for recognition at a later date. While a group is suspended, they may not meet as a group or utilize campus facilities or services (intramurals, meeting in university space, etc.). If the organization attempts to return without official recognition, they risk their eligibility to return to Virginia Commonwealth in the future.
- e. **Educational Sanctions:** The Judicial Board may choose to assign an educational project or task to be completed. Some examples of these sanctions include program development and implementation.
- f. **Fines:** Organizations may be required to pay a reasonable sum of money as a sanction.
- g. **Official Warning:** An incident may be considered to be mild in nature and outcome by one that could have negatively influenced/affected the community. The incident may have been a spontaneous action or a planned event. The official warning is notification to the organization that they have been found responsible for a violation and that any other violations will result in more serious sanctions. Official warning is a statement to the organization that they need to reevaluate their behavior before serious action has to be taken.
- h. **Preliminary Suspension of Recognition:** A unique probationary status in which the organization is expected to immediately exhibit a marked improvement in behavior or face suspension from the university. The sanction of disciplinary suspension was considered for the group but was not deemed necessary. If the group does not meet all special stipulations associated with the preliminary suspension or if they are found responsible of violating any other rule, regulations, policy or law, they may be sanctioned with disciplinary suspension from the university. If the group does not complete any stipulation of the preliminary suspension by the assigned date their recognition may be reevaluated. The national governing body is notified of the organization's status with the university.
- i. **Permanent Separation:** Permanent removal from the university. Organizations separated from the university will not be allowed to return to Virginia Commonwealth University in the future. This is not a decision that solely the MGC judicial board can make.
- j. **Referral for Counseling:** If, in the opinion of the Judicial Board, an organization involved in a disciplinary situation will best be served by counseling, the group may be required to attend counseling sessions with a

member of the Virginia Commonwealth University Counseling Staff or another professional off campus. The group will be responsible for all fees incurred by contracting the services of an independent professional.

- k. Restitution: Reimbursement for damage or loss to person(s) or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.
- l. Suspension of Social Privileges: A student organization may lose social privileges that are specified with a particular sanction. The student or organization may not participate in extracurricular events or represent the university on or off the campus, except for activities that are required to meet class assignments.
- m. Other

Section VIII: Post-Hearing Procedures

- A. The MGC Judicial Board Chair will meet with the MGC advisor to complete the post-hearing report form.
- B. The MGC Advisor will review the sanction recommendations made by the MGC Judicial Board.
- C. The MGC Advisor and/or MGC President will inform the chapter in writing the following:
 - a. Restatement of the charges
 - b. Decisions rendered on the charges
 - c. Sanctions with completion dates and resources for completion
 - d. Appeals Process

Section IX: Appeals

- A. If a chapter is not satisfied that a fair and just sanction has been rendered by the Judicial Board/President, the chapter may appeal the decision to the presiding MGC Advisor.
- B. A letter of appeal shall be submitted within 48 hours of the chapter receipt of the decision.

Section X: Completion

- A. The MGC Advisor, is responsible for ensuring the completion of all sanctions given by the MGC Judicial Board.
- B. In the event that a chapter or individual does not complete the specified sanction, the MGC Judicial Board will re-convene to make further relevant decisions.

Article III

Expansion

Section I: Expansion Plan

- A. Expansion of the MGC will follow the steps outlined in the MGC Expansion Plan and the MGC Expansion and Colonization Procedures in accordance with the Office of Fraternity & Sorority Life's expansion guidelines.
- B. All chapters of the Multicultural Greek Council should abide by the Fraternity and Sorority Life Expansion Plan and Colonization Procedures.

Article IV

Risk Management

Section I: Risk Management Regulations and Policies

- A. All MGC member organizations will follow the policy outlined in the Fraternity and Sorority Governing Council Risk Management Regulations and Policies

Article V

Rules of Order

Section I: Rules

Multicultural Greek Council of Virginia Commonwealth University and its Executive Board shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

ADDENDUM