

# **KENYON COLLEGE GREEK COUNCIL**

## **BY-LAWS**

### **ARTICLE I.**

#### **BY-LAWS**

A bylaw is defined as a secondary rule providing further detail and operational guidance to primary discourse addressed in the Constitution. By-laws will be developed by the General Session or a committee selected for that purpose and will be passed by the General Session with a two-thirds majority. Affected departments, such as Student Rights and Responsibilities, Housing and Residence Life, etc., must be notified of any relevant changes prior to by-laws being approved by the General Session. Amendments to by-laws must be presented to General Session and passed by a two-thirds majority.

### **ARTICLE II.**

#### **FINANCES**

All member chapters are required to pay yearly dues to the Greek Council as a term of membership. The cost of dues for member chapters will be \$10 per member per academic year. Dues must be paid in full to the Secretary-Treasurer by the third Monday of the fall semester.

If you fail to either pay in full or develop a payment plan with the Secretary-Treasurer by the deadline each semester, then the following 3-strike policy goes into effect. In addition, if you fail to abide by the agreed upon payment plan, then the following policy goes into effect.

Strike 1:

Member chapter loss of vote at Greek Council meetings and alcohol probation until payment/plan is made.

Strike 2:

If the dues or payment plan is late by two weeks, then a one-time \$5 fine per member.

Strike 3:

If the dues or payment plan is late by four weeks, then the member chapter loses recognition by Greek Council.

### **ARTICLE III.**

#### **DELEGATES**

##### **SECTION 1: DELEGATE EXPECTATIONS AND RESPONSIBILITIES**

The delegates of the Council are responsible for fulfilling the following obligations and duties:

- Attend all General Session meetings and ensure representation from their member chapter in the event of his/her absence;

- Act as a liaison between his/her member chapter and the Council. Delegates are expected to relay Council minutes to his/her member chapter;
- Communicate upcoming events and activities of his/her member chapter and encourage Greek participation in such activities, when applicable;
- Vote on behalf of his/her member chapter for legislation, resolutions, and other Council matters;
- Perform other duties as assigned by the Council and its Executive Board.

## **I. Attendance**

- A. Delegates are expected to attend all meetings of General Session. However, each delegate is allowed 3 unexcused absences per semester. Delegates exceeding 3 unexcused absences will be removed from office and the member chapter will be required to find a new delegate.
- B. In the event that a delegate is unable to attend a meeting of General Session, the delegate must send an e-mail to the Secretary-Treasurer prior to the respective meeting.
- C. Should a delegate fail to notify the Secretary-Treasurer of an absence it will be considered unexcused, despite the reason for the absence, and the organization will lose its vote for the following General Session.
- D. When a delegate is unable to attend, an initiated member of his/her member chapter who is currently enrolled at the College may serve as delegate and vote in that delegate's stead.
- E. A member chapter failing to have representation at three meetings during the course of the semester will lose its voting rights until the member chapter has representation at three consecutive meetings.

## **II. Removal from Office**

In the event that a delegate is not performing to their capability or has committed a violation of Kenyon College or Greek Council policy, the Executive Board may vote to remove the delegate. A two-thirds vote of the Executive Board is necessary for removal. In order to call for a vote, a motion must be made and seconded. A delegate may choose to appeal the decision by submitting a letter of appeal to the Greek Council President within 5 days notice of removal from office. The letter of appeal will be presented to the General Session for a vote of all active delegates. A two-thirds vote of all active delegates is necessary for reinstatement.

# **ARTICLE IV. EXECUTIVE BOARD**

The Executive Board offices of Greek Council, in rank order, are: President, Vice President for Internal Affairs, Vice President for External Affairs, Secretary-Treasurer, Risk Management Coordinator, Social Coordinator, Service Coordinator, Academic Coordinator, Publicity Coordinator, and Greek Conduct Review Board Chair.

## **SECTION 1: OFFICER EXPECTATIONS**

### **I. Attendance:**

- A. Council officers are expected to attend all meetings, regular or special, of the General Session and Executive Board. However, each officer is allowed 2 unexcused absences per semester. Additional unexcused absences will result in automatic removal from office.

- i. Exception: The Greek Conduct Review Board Chair is only required to attend General Session and Executive Board meetings in which he/she is invited or required to by the Council.
- A. Excused absences will only be given for the following:
  - An exam or class scheduled during the meeting.
  - A study or review session scheduled by a professor.
  - A religious holiday.
  - A serious illness and/or death in the family.
- B. In the event that an officer is unable to attend a meeting of General Session, the delegate must send an e-mail to the President and Secretary-Treasurer at least 24 hours prior to the respective meeting.

## **II. Participation:**

- A. All officers are expected to serve a full-year term.
- B. Council officers are expected to participate in all Greek Council events and meetings.
- C. Active engagement in all meetings, regular or special, of the General Session and Executive Board is expected.
- D. Officers are expected to e-mail the Secretary-Treasurer agenda items at least 24 hours prior to the General Session.
- E. The Executive Board reserves the right to ask chapters for their participation in any and all Greek Council or chapter sponsored events. Absence from any mandatory events such as will result in a sanction.

## **III. Record Keeping:**

- A. Each officer should maintain a complete and up-to-date binder, which will include a copy of the current Constitution and By-laws and correspondence and materials compiled throughout the term of office.
- B. Upon termination of office, officers must submit their binder and materials to the respective elected officer. In the event that a position is vacant at the end of an officer's term, the officer must submit their binder and materials to the Director of Student Activities and Greek Life.

## **SECTION 2: OFFICER RESPONSIBILITIES**

### **I. President**

- Serve as the chief executive of the Council and accept responsibility for the execution of all edicts, laws and resolutions made by the Council;
- Preside as chair at all meetings, regular or special, of the General Session and Executive Board and shall be empowered to call said meetings;
- Meet with the advisor of Greek Council on weekly basis;
- Meet with the Dean of students at least twice each semester;
- Coordinate and facilitate at least two meetings per semester with all member chapter presidents;
- Maintain regular contact, that being considered at least once a month, with all other heads of campus government and relevant administrators and report on those meetings to the Council;
- Directly oversee the Secretary-Treasurer, Vice President for Internal Affairs, and Vice President for External Affairs, and indirectly oversee all other officer positions;

- Act as a voting member of Council only in the Executive Board and when necessary to break a tie in the General Session;
- Have the ability to pass binding edicts on the Greek community only in the event that a pressing matter has not yet been resolved by the Council and/or the other branches of campus government. Such edicts must be distributed to all member chapters, to the Director of Student Activities and Greek Life, and to the Dean of Students, and shall be binding for no longer than the time between three meetings of the General Session, whence forth they must be resolved by the General Session;
- Possess the power to veto any legislation passed by a majority of the Council, given that the vote divided the Council by no more than 1/6 of the delegates. That veto may be overridden only with a two-thirds majority of the General Session;
- Along with the General Session, appoint adhoc committees when necessary;
- Authorize the use of all Council funds to which the Council's name shall be affixed;
- Maintain a complete and up-to-date President's file, which will include a copy of the current Constitution and By-laws; the current Council budget; and correspondence and materials compiled throughout the term of office;
- Be responsible for the coordination and completion of all applications and awards;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

## **II. Vice President for Internal Affairs**

- Perform the duties of the President at the request of the President, or should the President be unable to fulfill them;
- Ensure adherence Constitutional procedure by the Executive Board and General Session;
- Directly oversee the Housing Coordinator, Risk Management Coordinator, and Greek Conduct Review Board Chair;
- In conjunction with the Risk Management Coordinator and Director of Student Activities and Greek Life, develop a risk management policy that adheres to the expectations of Kenyon College and FIPG.
- Coordinate and facilitate at least two meetings per semester with all member chapter pledge educators;
- Coordinate and execute at least one leadership/membership development program each semester;
- Oversee all pledge education efforts by all member chapters.
  - Responsibility includes:
    - Collecting pledge activity schedules from all member chapters by the designated deadlines (Article VII);
    - Working with the Director of Student Activities and Greek Life to review and approve pledge activity schedules for all member chapters;
- Work with the Director of Student Activities and Greek Life to coordinate a training program for all member chapter pledges which focuses on topics such as hazing, sexual misconduct, academics, leadership, and responsible alcohol management;
- Hold a non-voting position on Student Council and attend all Student Council meetings as a Greek representative;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

### **III. Vice President for External Affairs**

- Responsible for transmitting a positive image of Greek Life at Kenyon;
- Directly oversee the Social Coordinator, Service Coordinator, Academic Coordinator, and Publicity Coordinator;
- Oversee all recruitment efforts by all member chapters.
  - Responsibility includes:
    - Collecting recruitment/rush schedules from all member chapters by the designated deadlines (Article VI);
    - Working with the Director of Student Activities and Greek Life to review and approve recruitment/rush schedules for all member chapters;
    - Upholding the standards of recruitment/rush and to ensure that the policies and regulations governing recruitment/rush are followed;
    - Work with the General Session to propose, enact, and oversee a Rush monitoring system.
- Coordinate and execute at least one Greek information session for the purpose of recruitment/rush each semester;
- Coordinate and facilitate at least two meetings per semester with all member chapter recruitment/rush coordinators;
- Facilitate training opportunities and resources for member chapter recruitment/rush coordinators to increase the population of the Greek community at Kenyon;
- Keep accurate records of attendees at rush events in order to develop more effective strategies for all Greeks;
- Hold a limited voting position on Campus Senate and attend all Campus Senate meetings as a Greek representative;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

### **IV. Secretary-Treasurer**

- Create and disseminate the weekly agenda and minutes of the Executive Board and General Session;
- Take a roll call of delegates at each meeting of the Council and maintain accurate records of attendance, including excused and unexcused absences;
- Maintain accurate records of the Council, including but not limited to the agendas and minutes of meetings of the Executive Board, the General Session, and Judiciary meetings;
- Manage the Council finances, including collecting all dues and fines, preparing yearly budgets for the approval of the General Session and presenting checks to the President for authorization;
- Maintain accurate records of all members and chapter officers of member chapters and share with Executive Board and Director of Student Activities and Greek Life;
- In conjunction with the Executive Board, maintain and share a calendar of all events sponsored by member chapters;
- Participate in Greek Conduct Review Board training sessions and serve as the recorder at Greek Conduct Review Board hearings;
- Regularly check the Council e-mail and respond or forward to the respective Executive Board member;
- Prepare and disseminate all Council correspondence, unless instructed otherwise;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

## **V. Risk Management Coordinator**

- Participate in BACCHUS meetings as the Greek Life representative;
- Manage the Safe Rides program;
- Coordinate and execute at least one Greek risk reduction/management program each semester (potential topics include, but are not limited to: alcohol education, wellness, liability, sexual misconduct);
- Coordinate and facilitate at least two meetings per semester with all member chapter officers responsible for chapter risk management;
- Work with the Vice President for Internal Affairs to review, update, and enforce the Council risk management policy;
- Review the Council risk management policy with the member chapter officer(s) responsible for chapter risk management;
- Educate members and chapters on ways to identify and reduce risk by providing information and resources related to risk management issues (i.e.- trends, tips/suggestions, and legal updates);
- Serve as a liaison between Kenyon College administrators related to risk reduction (i.e.- Safety, College Township Fire Department, BACCHUS, Sexual Misconduct Advisors, Discrimination Advisors) and member chapters;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

## **VI. Social Coordinator**

- Coordinate and facilitate at least two meetings per semester with all member chapter social chairs;
- Educate member chapter social chairs on Kenyon College and Greek Council risk management and party policies;
- Coordinate and execute at least one non-alcoholic, all-Greek social event each semester;
- Work with the Secretary-Treasurer to maintain a calendar of member chapter social events;
- Oversee the Greek Week Programming committee, which will consist of one member from each member chapter;
- Coordinate and execute the annual Greek Week programming in conjunction with the Greek Week Programming committee;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

## **VII. Service Coordinator**

- Coordinate and facilitate at least two meetings per semester with all member chapter service chairs;
- Participate in the monthly Community Service Roundtable as a Greek Life representative;
- Meet with the Director of Orientation and Community Service at least twice each semester to coordinate Greek service programming;
- Coordinate and execute the annual Greek Day of Service and other Council service programming;
- Maintain accurate records of each member chapter's engagement in service and philanthropic activities, which includes information on each activity, the member's engaged in each activity, the number of hours served, and amount of money/goods donated;
- Provide resources related to service programs/opportunities and community agencies to member chapters;
- Recognize member chapters contributing significantly towards serving the community;

- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

### **VIII. Academic Coordinator**

- Coordinate and facilitate at least two meetings per semester with all member chapter academic/scholarship chairs;
- Coordinate a program for faculty advisors at least once each academic year;
- Coordinate and execute at least one academic related program each semester;
- Meet at least once each academic year with academic Department Chairs;
- Meet at least once each semester with the Associate Director of the Career Development Office to develop career support and programming for member chapters and members;
- Meet with member chapters with a G.P.A. under the respective all-men/women/campus G.P.A. to construct a scholarship plan;
- Monitor the academic standing of pledges and ensure that pledges are offered assistance either through tutoring or mandatory study hall;
- Recognize member chapters and members exceeding academic expectations;
- Work to ensure Division Housing Statute requirements related to academics are being met;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

### **IX. Alumni Relations Coordinator**

- Coordinate and facilitate at least two meetings per semester with all member chapter alumni relations chairs;
- Encourage, promote, and enhance the relationship between active undergraduate Greeks and Greek alumni;
- Assist the Director of Student Activities & Greek Life and chair of the Greek Alumni Leadership Council (GALC) in coordinating the annual GALC meetings;
- Create and disseminate a newsletter (or website update) at least once per semester updating alumni on current state of Greek Life and member chapters;
- Maintain up-to-date contact information for each chapter's current alumni chair on the Greek Council website;
- Keep record of member chapter's alumni programming so GALC is aware of alumni relations;
- Create at least one program over the academic year that reconnects Greek alumni with current Greek undergraduate members;
- Meet with the Director of the Career Development Office and the Director of Alumni & Parent Programs to build relations and opportunities for current students to engage with Greek alumni (regarding chapter support, job search, general networking, etc.)
- Support chapters in planning alumni reunion weekend at the request of each member chapter
- Develop one program per academic year in conjunction with the Career Development Office and/or the Academic Chair of Greek Council encouraging students to utilize Greek Alumni networking
- Work in conjunction with the *Alumni Leaders of Tomorrow* student group to host one program encouraging involvement with Kenyon post-graduation;
- Create resources for graduating Greeks about why and how to stay involved in Greek Life as alumni;

## **X. Publicity Coordinator**

- Maintain and update the Council's website, social media outlets, and all publications produced by the Council;
- Create marketing for Council events and services;
- Create press releases for the Kenyon Collegian and local newspapers;
- Work with the Vice President for External Affairs to enhance the public image of the Council and Greek community;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

## **SECTION III: REMOVAL FROM OFFICE**

In the event that an Executive Committee member is not performing to their capability or has committed a violation, the General Session may vote to remove the member from office. In order to call for a vote, a motion must be made and seconded. A two-thirds majority vote of delegates is necessary for removal.

## **ARTICLE V. ADMINISTRATIVE ADVISOR**

The administrative advisor of the Council is responsible for fulfilling the following obligations and duties:

- Facilitate the operations of all parts of Greek Life, assisting and advising all Greek organizations;
- Articulate the College's official stance relevant to Greek Life, including any policies or procedures relevant to the Council when necessary;
- Attend all meetings of the Executive Board and General Session;
- Meet weekly with the President of Greek Council;
- Work closely with the Greek C.B. to determine sanctions for violations of Greek policies;
- Bring together and serve on the Board of Inquiry, as described herein (Article VIII, Section 2);
- Serve as the College liaison to national and international headquarters;
- Run semester grade reports of all organizations' members and submitting them, as needed, to national/international headquarters;
- Perform all other duties and responsibilities as directed by the General Session and the Executive Board.

## **ARTICLE VI. ORDER OF BUSINESS**

- I. Roll Call
- II. Officer Reports:
  - a. President
  - b. Vice President for Internal Affairs
  - c. Vice President for External Affairs
  - d. Secretary-Treasurer
  - e. Risk Management Coordinator
  - f. Social Coordinator



- g. Service Coordinator
- h. Academic Coordinator
- i. Alumni Relations Coordinator
- j. Publicity Coordinator

III. Chapter Reports

IV. Advisor Report

V. New Business/Presentations

VI. Meeting Adjourned

## **ARTICLE VII.**

### **RISK MANAGEMENT POLICIES**

Adapted from the Fraternal Information & Programming Group (FIPG) Risk Management Policy,  
Revised July 2008

#### **SECTION I: POLICIES**

##### **I. Alcohol and Drugs**

- A. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during an organization event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the organization, must be in compliance with any and all applicable laws of Ohio state and Kenyon College, as found in the Kenyon College Student Handbook, and must comply with either the BYOB or Third Party Vendor Guidelines.
- B. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
- C. OPEN PARTIES, meaning those with unrestricted access by non-members of the organization, without specific invitation, where alcohol is present, must comply with the party policy of the College, as found in the Student Handbook.
- D. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- E. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during an organization event or at any event that an observer would associate with the organization is strictly prohibited. Members and organizations must be in compliance with any and all applicable laws of Ohio state and Kenyon College, as found in the Kenyon College Student Handbook.
- F. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

- G. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
- H. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
- I. No member or pledge, associate/new member or novice shall coerce, pressure or encourage another person to drink alcohol, liquor or alcoholic beverages; this includes but is not limited to “drinking games,” the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one’s age, “dares,” or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- J. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with “bid night,” “big brother – little brother” events or activities, / “big sister - little sister” events or activities, “family” events or activities and initiation.

## **II. Hazing**

- A. No chapter, colony, student or alumnus shall conduct nor condone hazing activities.
- B. Permission or approval by a person being hazed is not a defense.
- C. In the Student Handbook, the Kenyon College defines hazing activities as: “Hazing is defined as any action or situation, regardless of intention, whether on or off Kenyon premises, that results in or has the potential of resulting in physical, mental, or emotional harm, discomfort, or distress to a group’s members or prospective members. Furthermore, being a member or prospective member of any student organization, group, sports team, or activity does not provide for, allow, or tolerate any of the following: personal servitude; tests of physical endurance; kidnapping, transporting, or stranding anyone; private or public humiliation; loss of personal dignity or self-worth; lowering of one’s personal standards; alcohol abuse; academic dishonesty; violations of federal, state, or local laws. The College will treat the hazing action of even one member of a group as constituting hazing by the group.”
- D. Organizations and members must also be in compliance with any and all applicable laws of Ohio state, as found in the Student Handbook and Article VII, Section 4 of the Greek Council Constitution.

## **III. Sexual Abuse and Harassment**

- A. The Council will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its chapters and/or members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.
- B. Members and organizations must be in compliance with any and all applicable laws of Ohio state and Kenyon College, as found in the Student Handbook.

## **IV. Fire, Health, and Safety**

- A. All lodges and organization-operated houses should meet all local fire and health codes and

standards and should post by common phones and in other locations emergency numbers for fire, police and ambulance.

- B. All member chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
- C. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of division housing, lodges, and organization-operated houses is prohibited.
- D. Candles should not be used in lodges and organization-operated houses except under controlled circumstances such as initiation.
- E. Any organization occupying a division housing space must meet all minimum requirements to maintain division, as determined by the Board of Division Housing Statute.

## **Section 2: Risk Management Education**

- A. Greek Council shall annually instruct its organization presidents in the Risk Management Policy of the Council. Each president will receive a copy of the Risk Management Policy and FIPG manual annually and is responsible for educating his or her chapter's members on the policy.