

Greek Senate Constitution Kean University

Article I. Name

The name of the organization shall be the Greek Senate of Kean University

Article II. Purpose

The purpose of the Greek Senate is to:

- A. Provide a means for discussion of matters of concern to all Greek Organizations.
- B. Promote cooperation between all Greek organizations through the coordination of joint activities and projects.
- C. Serve as a liaison with the on-campus and off-campus activities
- D. Protect and promote the interest of all Greek Organizations
- E. Serve as a governing board and to develop standards, policies and procedures relating to new member education and other Greek Affairs.
- F. Serve as an arbitrator or as judiciary in matters of violations, conflicts or grievances.
- G. Ensure that no policy, rule or activity adopted by this council is in conflict with the accepted philosophy or principles of any group member.

Article III. Membership

- A. Membership in the Greek Senate is required of all Greek organizations chartered by the university.
- B. Each member organization shall have one voting representative. A representative who cannot attend a meeting shall send an alternate who shall, have the right to vote.
- C. **Entitles each organization all rights and privileges as recognized by the university.**
- D. **Obligates compliance with the Greek Senate constitution, By-Laws, and policies; and all applicable university policies and procedures.**
- E. **Shall not exceed thirty (30) recognized fraternities and sororities.**
- F. Dues shall be paid at the beginning of each semester. **Two pro-rated payments of seven dollars per member are to be paid by the organization to the Greek Senate by the second meeting of each semester.** If there are any problems paying dues, the organization's representative must meet with the **Treasurer** as soon as possible. If payment cannot be met upon the due date and the organization's representative has met with the Treasurer, the organization may be granted a two weeks (2) "Grace Period." Prior to the tow week "Grace Period", the organization must submit a letter stating their reason for delinquent payment. If the dues are not paid by the end of the two week (2) "Grace Period" or at all, the punishment will result in the suspension of privileges until dues are paid and you will be fined 1\$/day/person. The privileges include:
 - 1. Greek Olympics
 - 2. Meet the Greeks
 - 3. New Member Education
 - 4. Voting
 - 5. Room Assignment Scheduling

Although the organization will be deemed inactive for the semester and for the following semester, payment of dues throughout this time is expect in order for the organization to be recognized as an active organization at the end of their punishment.

G. Includes categories of recognized statuses;

1. Active Status;
 - i. The organization is recognized officially by the Greek Senate and the university.
 - ii. The organization must attend all mandatory Greek Senate functions per semester, including but not limited to:
 - a. Greek Retreat
 - b. Greek Senate sponsored Educational Workshops
 - c. Greek Senate representative training.
 - d. Organizations must participate in all mandatory Greek Senate Fundraisers.
 - e. All organizations must send two (2) representatives to New Member Orientation Workshop.
 - f. Participate in all Greek Senate sponsored community services.
 - g. Monthly reports are to be submitted to the Greek Advisor in the office of Student Life & Leadership Development by the due date specified by the Advisor.
 - h. Any other Greek Senate required activities as determined by the Executive Board and announces at the Greek Senate meeting.
2. Pre-active Status
 - i. Petitions the Greek Senate for recognition and complies with recognition procedures. (Article VII)
 - ii. Receives a 2/3 vote of the Greek Senate in favor of recognition
 - iii. Completes a one-year probationary period as defined within the Greek Senate expansion policy. (Article VII)
3. Involuntary Status
 - i. The Greek Senate may automatically impose this status under the following conditions:
 - a. If a group loses their faculty/staff advisor, they have 30 days in which to select a new advisor. During this period they are placed on inactive status. Active status can only be restored by submitting a letter to the Greek Senate Executive Board, Failure to restore active status within 60 days will result in loss of Greek Senate and university recognition for the semester.
 - b. If a group is suspended by their national organization, they are automatically placed on involuntary in active status. If the national suspension does not involve Greek Senate or university policy (ie: financial obligations), the organization may not regain active status until the suspension is lifted. Failure to restore active status within one calendar year will result in loss of recognition from Greek Senate and the university.

- iii. While considered inactive, the group retains official recognition from Greek Senate and the university, but is restricted from participating in Greek Senate and university activities. Restricted activities include: voting at Greek Senate meetings and council meetings, recruitment, New Member Education and loss of All Privileges granted to recognized organizations (IE., Scheduling privileges on campus).
4. Voluntary Inactive Status
- i. A group may request to become voluntarily inactive for up to two semesters by submitting a written request to be Greek Senate Executive Board within the first two weeks of the semester.
 - ii. Voluntary in active status may be granted by the Greek Senate Executive Board, based on special circumstances specified in the written request. The Greek Senate Executive Board may require a meeting to discuss the request, before reaching a final decision.
 - iii. While considered inactive, the group retains official recognition from Greek Senate and the university, but is restricted from participating in Greek Senate and university activities. Restricted activities include voting at Greek Senate meetings, recruitment, new member education and scheduling privileges. Only philanthropy and community service activities, and individual meetings are permitted but not required.
 - iv. Active status can only be restored by submitting a letter to the Greek Senate Executive Board no later than the first two weeks of the semester in which the organization wishes to retain active status. The Greek Senate Executive Board must approve the request for the organization to regain active status.
 - v. Voluntary inactive status does not apply to organization they are already on probation status from the Greek Senate, (or on disciplinary probation or higher level sanction as a result of Greek Judicial Hearing).
 - vi. Voluntary inactive status may only be granted once in a two-year period of time.
 - vii. Failure to restore active status within one calendar year from the date that inactive status is granted will result in loss of Greek Senate and university recognition.
5. Active on probation Status
- i. Occurs upon missing a third mandatory function as outlined
 - ii. After the third missed function the org. will be placed on probation for one semester.
 - iii. If an organization considered active on probation misses on additional mandatory function, it automatically loses recognition from Greek Senate and the university.
 - iv. An organization may not be placed on active on probation status more than once in two academic years. The two-year time frame

begins from the expiration date of the probation period. An organization which is unable to meet the minimum standards for an active organization a second time within a two years period will automatically lose recognition for Greek Senate and the university.

- v. If at conclusion of the probationary period an organization meets all requirements all outlined in Article III, G, 1 it is automatically restored to active status.

Article IV. Executive Powers and Greek Senate Responsibilities

A. Executive Board

1. President
 - a. In charge of calling and presiding over weekly Executive Board and bi-weekly Greek Senate Meetings.
 - i. Provide a written agenda to the Executive Board
 - ii. Be prepared to answer questions during discussion.
 - b. Submit, in writing, goals and directive for the upcoming year to the Senate during the last meeting in September.
 - c. Serve on and/or chair campus wide committees
 - d. Meet weekly with the Greek Advisor or Graduate Assistant for Greek Life.
 - e. Must submit monthly, mid-year and end-year reports to Greek Advisor, Office of Student Life and Leadership Development.
 - f. Responsible for 5 office hours a week.
2. Vice President for Programming
 - a. Coordinate all activities and programs sponsored by the Greek Senate.
 1. Programs include meet the Greeks, Greek Jam, Greek Olympics, Greek Week and unity week.
 - b. Chair and/or sit on all committees developed to create Greek Senate programs.
 - c. Create and evaluate programs.
 - d. Responsible for two office hours a week.
 - e. Must submit mid-year and end-year reports to Greek Advisor, Office of Student Life and Leadership Development.
3. Vice President for Rush and Membership Development
 - a. Coordinate all rush and new member orientation season dates.
 - b. Chair and/or sit on all committees developed for rush.
 - c. Coordinate and attend informational orientation sessions for prospective new members.
 - d. Evaluate rush and new member orientation seasons and make recommendations.
 - e. Assist Vice President of Programming and Development in planning of all programming events.

- f. Responsible for two office hours a week.
 - g. Must submit mid-year and end-year reports to Greek Advisor, Office of Student Life and Leadership Development.
4. Vice President for Standards and Conduct
- a. Assist Judicial Board in the investigation of reported violations of Greek Senate Policies and procedures.
 - b. Present results of the investigation to the Executive Board of the Greek Senate.
 - c. In charge of Judicial and constitution interpretation and review.
 - d. Monitor the status of Greek Senate member organizations. Keep accurate records and provide established policies and procedures.
 - e. Responsible for two office hours per week.
 - f. Must submit mid-year and year-end reports to Greek Advisor, Office of Student Life and Leadership Development.
 - g. Chair Greek Judicial Board.
 - h. Responsible for serving as parliamentarian to maintain Robert's Rules of Order during meetings.
5. Vice President for Multicultural Affairs & Community Service.
- a. Coordinate multicultural programs and activities.
 - b. Solicit and resolve concerns of minority Greek organizations.
 - c. Serve on and/or chair Multicultural Programming Committee.
 - d. Coordinate and oversee community service projects required by Greek Senate member organizations.
 - e. Responsible for two office hours a week.
 - f. Must submit mid-year and year-end reports to Greek Advisor, Office of Student Life and Leadership Development.
6. Treasurer
- a. Maintain and prepare all financial records and reports.
 - b. **Collect reports on council budgets.**
 - c. Develop and submit budget to Greek Senate Executive Board.
 - d. Chair and/or serve on committees developed for financial or fundraising purposes.
 - e. Responsible for two office hours per week.
 - f. Must submit mid-year and year-end reports to Greek Advisor, Office of Student Life and Leadership Development.
7. Secretary
- a. Keep accurate minutes of the proceedings of the Executive Board and Greek Senate.
 - b. Inform membership of weekly and special meetings.
 - c. Refer attendance violations to the Vice President for Standards and Conduct.
 - d. Chair and/or sit on committees developed for public relations.

- e. Responsible for two office hours a week.
 - f. Must submit mid-year and end year reports to Greek Advisor, Office of Student Life and Leadership Development.
8. Executive Board Members shall not vote on open senate topics with the exception of a tie.

B. Elections

1. All candidates for executive board positions must meet the following requirements.
 - i. Have completed twelve credits at Kean University and must be a full time, matriculated student.
 - ii. Have a minimum of 2.20 cumulative GPA
 - iii. Have served as a member of the respective organization for at least one semester.
2. To be eligible for any position on executive board an individual must have attended 4 Greek Senate meetings during the preceding year.
3. Officer shall be elected by a closed-ballot, majority vote.
4. The executive committee shall be elected from the general membership of the Greek Senate; any exceptions to this must be confirmed by two-thirds (2/3) vote by the members of Greek Senate.
5. The term of office for each executive board committee position shall be for a period of one year.
6. An officer may run for re-election unless he or she is unable to serve in office for the full term.

C. Vacancies and Successions

1. If a mid term vacancy occurs, the President shall nominate a replacement with concurrence from the Executive Board.
2. A replacement is elected by a simple majority vote of the Greek Senate.
3. If the Office of President becomes vacant mid-term the order of succession for the remainder of the term is as follows:
 - a. Vice President for Programming.
 - b. Vice President for Rush and Membership Development.
 - c. Vice President for Standards and Conduct.
 - d. Vice President for Multicultural Affairs and Community Service.
 - e. Treasurer.
 - f. SecretaryThe successor shall hold the presidency, and nominate a new vice president in accordance with Article IV, B
4. If the President is unable to fulfill duties temporarily, the same succession will prevail.

D. Greek Senate Representatives

1. Each recognized organization must elect a representative to attend all regular and special meetings of the Greek Senate.

2. The Greek Senate representative serves as a liaison between the Greek Senate and his/her organization. Responsibilities include:
 - a. Voting in all Greek Senate elections
 - b. Voting on all Greek Senate motions
 - c. Introducing any pertinent matters at Greek Senate meetings and communicating information about Greek Senate meetings to their chapter in a timely and a concise manner.
 - d. Provide an alternate representative if planning to be absent.
 - e. Attend Greek Senate representative training and the Greek Retreat.

E. Greek senate Responsibilities

1. Develop policies and procedures for rush and new member education Activities.
2. Enforce policies and procedures for rushing and new member education Activities.
3. Develop penalties for violation.
4. Serve as a review board for matters relating to member's organizations and also process and hear grievances brought against any member organization.
5. Develop and coordinate cooperative activities of member organizations.
6. Oversee and help coordinate the establishment of new fraternities and sororities on campus and to make sure that all requirements set forth by the Greek Senate are met.
7. Develop and implement referendums as necessary.
8. Require attendance of all members.
9. Develop ideas and methods relating to fundraising and help the member organizations coordinate and implement these.

F. Meetings, quorum, and approval of minutes

1. Meetings shall be held twice each month. The day and time shall be determined at the first scheduled in September. Emergency meetings may be called by the President, or in his/her absence, the Vice President of Programming and any two members of the executive or advisory board.
2. If a member organization fails to be represented at a regularly scheduled meeting, it shall be considered in violation of the constitution.
 - a. First unexcused absence in a semester the organization shall receive a warning.
 - b. Second unexcused absence in a semester the organization shall loss all scheduling privileges with Office of Student Activities and Development for one semester. They also shall not be allowed to participate in any Greek Senate functions yet all financial requirements will be expected.
 - c. Third unexcused absence in a semester the organization shall be brought up before **Judicial Board** to discuss the suspension of the chapter for one semester.

- d. If the meeting is called to order and your organization's representative is not present, the organization will be issued a late. Two lates will equal one absence.
- e. If the organization's representative is absent for more than ½ the meeting, is considered one (1) Greek Senate absence.
3. A quorum shall consist of 50% plus 1 of the voting membership without which no official of Action may be taken.
4. Meeting shall be conducted according to parliamentary procedure as set forth in Robert's Rules of Order.
5. Approval of motion shall require a simple majority vote of those representatives present and voting, providing a quorum exists.
6. Meetings shall be open to all Greeks wishing to attend and anyone who approached a member of the executive board and asks to be put on the agenda before the meeting.

G. Individual Groups

1. Each active organization shall have an advisor who is a full time employee of the university.
2. Each fraternity and sorority shall choose its own advisor.
3. Advisors are expected to attend workshops sponsored by the Office of Student Life and Leadership Development.

Article V. New Member Education Season (NMES)

All organizations eligible to have a New Member Education Session must comply with (NAMES) policies, procedures and state laws as outlined by the Office of Student Life and Leadership Development, Greek Senate and the State of New Jersey.

Article VI. Greek Judicial Board

See Judicial Policy

Article VII. Expansion

- A. Development of new Greek organizations
 1. The total number of Greek organization is limited to thirty (30).
 2. No more than two new organizations in total may be added to the Greek Senate per year. However, no more than one new fraternity, or one new sorority, may be added per year.
 3. Revision of membership requirements for the individual organizations is permissible through the merging between organizations.
 4. If two organizations merge, the new organization created from the merger will retain a spot under the cap.
 5. If a local organization recognized by the Greek Senate decides to affiliate with a national organization, or if a national organization already recognized by the Greek Senate wishes to affiliate with a different national organization, they can do so with approval from the Greek Senate and the Office of Student Life and Leadership Development.

- a. The organization must: Petition the Greek Advisor and Greek Senate in writing for approval. If a local sorority is seeking affiliation with a national sorority (NPC) they must petition the Panhellenic Associate for approval and expansion to the campus.
- b. Receive a majority vote of the Greek Senate for affiliation.
- c. Once a local organization has chosen a national organization with which to seek affiliation, the organization must petition the Greek Advisor and the Greek Senate for approval for that national organization.

B. Interest Group and Chartering procedures

Section I. In order for an organization to be recognized as an Interest group on the Kean University, they must meet the following requirements.

- A. Minimum of ten (5) prospective members, with no more than 25% graduating seniors, for chapters requesting membership into the Greek Senate unless otherwise specifies by the national fraternity or sorority.
- B. A working constitution.
- C. A written statement of goals and intents.
- D. Interest Group status will be determined with the first four (4) Greek Senate meetings of the semester.
- E. A group will be considered an Interest group for a period of one (1) semester, unless a moratorium is rendered by the Greek Advisor or Director of Student Activities.
- F. An on-campus advisor must be appointed by the group.

Section II. Duties and Privileges of an Interest Group

- A. At least one (1) member from the group must be present at all Greek Senate Council meetings, events and committees. However, it is strongly encouraged that as many member as possible to participate.
- B. No new member education activities are permitted.
- C. No voting privileges.
- D. Fund raising is acceptable, provide is not carried out in a form of an event.
- E. All events must be pre-approved by the appropriate authority (Greek Senate, Student Life and Leadership Development or Student Affairs). The Greek Senate Executive Board and Greek Advisor will be informed of all approved events.
- F. May have use of meeting rooms.

Section III. Chartering of Interest Groups

- A. At end of the Interest Group term, a two third (2/3) majority vote will be taken by the Greek Senate membership for chartering, once the appropriate committee makes the recommendation for such acceptance.
- B. Once chartered, there is no probationary period of one (1) semester. This time period requires the organization to complete the following:
 1. Written and oral monthly reports, stating organization's activity must be submitted at the first Greek Senate meeting of the month.

2. Sponsorship of three (3) events during this probationary period. Two (2) must be for charity.
3. During interest group status, one (1) event must be sponsored with the cooperation of the appropriate Greek Senate committee, with the approval of the Greek Senate Executive Board. All monies will be donated to charity.

Section IV. Letter of Intent

The letter of intent is the first step of the recognition process. The letter should inform the Greek Senate that there is a group interested in becoming a Greek letter organization. A list of students' names, social security numbers and student ID numbers, addresses telephone numbers, and signatures should be included. All members of the interested group must be students enrolled at Kean University and have earned at least 12 credits and a GPA of 2.3.

1. The following information must be provided to the Greek Senate and the Office of Student Life and Leadership Development after provisional status has been granted and before probationary status will be granted:
 - a. The founding date
 - b. The number and location of active chapters
 - c. The number and location of inactive chapters
 - d. The location of five (5) of its undergraduate chapters nearest to Kean University.
 - e. Certification that none of its rituals, constitutions, by-laws or laws prohibit membership because of race, religion or national origin.
 - f. Certification that their ritual, constitutions, by-laws or laws specially prohibits hazing in any form.
 - g. A description of their nature and degree of supervision provided to this chapter in the areas of organizational management, activities, scholarship, and finances.
2. It must be verified that all members have at least twelve (12) credits and a GPA of 2.3.
3. One member of the provisional group must attend all Greek Senate meetings.
4. The groups must receive colony status or affiliation from a National Greek Organization before it is deemed probational status. Verification on the National letterhead to the Office of Student Life and Leadership Development is required.
5. A copy of the group's nationally approved new member education program must be on file in the Office of Student Life and Leadership Development and with the Greek Senate.

6. All minutes from Interest group meeting must be submitted to the Greek Advisor.

Section VIII. Probationary Status

Upon completion of the necessary requirements the Recognition Committee will meet with the Provisional Group to evaluate them, in order to obtain Probationary Status.

1. The provisional group must provide documentation stating that the requirements have been completed.
2. After reviewing the documentation, the Recognition Committee will meet with the provisional group to discuss their petition of Probationary Status.
3. After meeting with the provisional group, the Recognition Committee will discuss the case and take a vote to determine if probationary status will be granted. The group will be notified within a week's time period of decision.
4. If the request for Probationary Status is granted by a majority of the Recognition will discuss the

Section IX. Chartering

A group will maintain probationary status for one (1) calendar year. They must satisfactorily complete their outlined requirements, as set forth by the Recognition Committee.

1. Once a calendar year has been completed, the group will be voted on by the Recognition Committee in order to obtain charter status under the Greek Senate.
2. Once chartered by the Greek Senate, the group will have all privileges and rights granted to other Greek Senate chartered organizations.
3. Once chartered, in order to keep recognition status, 20% of the organization can be seniors or graduating.

Article VIII. Amendments

1. Amendments to this constitution may be proposed by the general membership of the Greek Senate providing that quorum has been reached.
2. Proposed amendments must be approved by a two-third vote of the Greek Senate members present at the meeting.

Article IV. Ratification

Ratification of the full constitution or any part of it shall require the approval of two-thirds of the body present at two consecutively scheduled meetings.

BY LAWS

Article I. Order of Business

The regularly scheduled meetings of the Greek Senate shall be administrated in the following manners.

- a. Call to order by the President or acting president chairing the meeting.
- b. Roll call
- c. Approval of minutes of the previous meeting.
- d. Approval of Agenda
- e. President's Report
- f. Vice President for Programming
- g. Vice President for Rush and Membership Development
- h. Vice President for Standards and Conduct
- i. Vice President for Multicultural Affairs & Community Development
- j. Treasurer
- k. Secretary
- l. Local Fraternity Sorority Council
- m. Multicultural Greek Council
- n. National Fraternity Sorority Council
- o. Pan Hellenic Council
- p. Old Business
- q. New Business
- r. Announcements
- s. Adjournment

Article II. Rock Garden

1. A written request must be submitted to and approved by the Office of Student Activities and Development, in order to place a rock in the rock garden.
2. There shall be no more than (2) rocks per organization, and there shall be no additions to what is presently located in the rock garden.
3. All new rocks can be no longer than 55" x 24", and that have been previously approved by the Office of Student Life and Leadership Development.

Article III. Service Projects

1. Service Projects- work performed or money raised (charitable) to benefit the university community and/or

all other outside organizations, by at least 25% of the organizations active members.

- A. The following criteria must be met by the Greek Senate
 - 1. Must complete one (1) service project per semester, totally (2) for the academic year.
 - 2. A minimum of one person per organization, preferably the Greek Senate representative, unless otherwise determined by the Greek Senate, must attend.
 - 3. The appropriate service project form must be completed by the Vice President for Multicultural Affairs & Community Service and must be approved by the Office of Student Life and Leadership Development.
 - 4. Penalty The penalties for not participating in a Greek Senate service project as follows:
 - a. The organization will be issued a \$25.00 fine to be donated to the organization to which the service project was performed. If not applicable, the fine will be deposited into the Greek Senate treasury.
- B. The following criteria must be met by each member organization:
 - 1. Must complete at least two (2) service projects per semester, totaling four (4) for the academic year.
 - 2. At least 25% of the organization must participate in the service project.
 - 3. The service project form must be completed and approved in order for the considered for the annual Greek Awards Dinner.
 - 4. One copy of the service project form must be submitted to the Office of Student Life and Leadership Development, President and Vice President for Multicultural Affairs and Community Service for approval and verification.
 - 5. Penalty for each service project not completed, the member organization will be:
 - a. fined \$25.00
 - 3. Issued (1) un-excused Greek Senate absence.