
INTERCULTURAL GREEK COUNCIL BYLAWS

CODE OF CONDUCT

The fraternities and sororities that comprise the Intercultural Greek Council shall act in a manner showing respect for the Council and all its members by neither defaming nor degrading the Council and its members in any way. The Code of Conduct serves as a cornerstone established to maintain order and structure, as well as create unity among its affiliate and associate members and the community they create. The Code of Conduct will serve as a reference to solve current and future issues.

ARTICLE I – MEETINGS

SECTION 1

Each affiliate member is allotted two (2) representatives and two (2) votes. If only one delegate is in attendance, then that delegate will receive the two votes. If an organization has only one member, they shall receive all of the organization's votes. Associate members must have one (1) representative at all general board meetings in order to receive (1) vote.

SECTION 2

Each member group is allowed one (1) unexcused and one (1) academic absence. Any other excused absences should be made in writing to the President prior to the general board meeting. The President will have the discretion to decide what counts as an excused absence. Examples may include sickness, sudden death in the family, off-campus interview, etc. In the event of a delegate having excessive absences, both excused and unexcused, the Executive Board may request further action.

SECTION 3

In the event of excessive absences by a particular group, the general body has the power to impose sanctions they deem appropriate. Organizations who have poor attendance records may also be subject to censures under the Chapter Assessment Program.

SECTION 4

The general board will meet at a time and place designated by the IGC.

ARTICLE II – EXPANSION

SECTION 1

Definition: Expansion is the addition of any new or previously existing cultural or multicultural based fraternity or sorority to the Intercultural Greek Council at the Johns Hopkins University.

SECTION 2

Any fraternity or sorority wishing to expand to IGC must be a recognized by a national or international organization.

SECTION 3

The IGC must have a majority vote to open the council for expansion to order for any new fraternities or sororities to have the opportunity to petition for expansion.

SECTION 4

In the event that the IGC is open for expansion in concurrence with the Office of Sorority and Fraternity Life, and the Office of Fraternity and Sorority Life approves the proposal of a new fraternity or sorority, the general board of the IGC will convene for a special expansion meeting and hear the proposal. There must be a two-third (2/3) vote in favor of the proposed group in order to enter the IGC.

SECTION 5

All newly expanded groups will be placed on provisional status for three (3) semester, during which they must adhere to all regulations set forth by the IGC, its Constitution and Bylaws, and remain in good standing with the Johns Hopkins University and the Office of Fraternity and Sorority Life. If at any time during the provisional period, and organization does not meet the expectations set by the IGC, the general board may convene to establish appropriate measure, including removal from the Council.

SECTION 6

Newly expanded groups receive all privileges and rights of associate members (see Constitution Article IV, Section 3 and Bylaws Article I, Section 1).

ARTICLE III – DUTIES OF ELECTED OFFICERS

SECTION 1

The duties of the President shall be:

- A. Preside over all Executive and General Board meetings.
- B. Prepare agenda for all Executive and General meetings.
- C. Communicate with the Office of Fraternity and Sorority Life at the Johns Hopkins University on matters concerning the IGC, or any of its members.
- D. Shall schedule General Board meetings, and have the power to call emergency board meetings to address any special needs or circumstances.
- E. The President shall call an Executive Board meeting prior to all General Board meetings for the purpose of conducting executive business.
- F. Shall represent the IGC at civic and social functions, or whenever the Council is called upon for representation.
- G. Shall have the power to appoint officers in the event of a vacancy.
- H. The President of the IGC may not be the President of their respective chapter.
- I. Shall retain co-signature power over the IGC fund accounts.

SECTION 2

The duties of the Vice-President shall be:

- A. Shall assume the responsibilities, powers, and duties of the President in the event of their absence, or if a conflict of interest exists where the President is not able to perform his/her/their responsibilities in regards to either the University or IGC.
- B. Shall serve as the complainant, unless a conflict of interest exists, in the IGC judicial process for alleged violations, by an individual member or member organization, of the IGC Constitution and Bylaws, and/or other University rules or regulations.
- C. Reside over impeachment procedures.
- D. Shall chair committees in the absence of the Programming Chair.
- E. Shall have the power to call committee meetings.

SECTION 3

The duties of the Treasurer shall be:

- A. Shall serve as the financial spokesperson for the IGC.
- B. Maintain an accurate account of all monies received and disbursed by the IGC.
- C. The Treasurer shall submit a financial report to the IGC at every meeting and have all financial records accessible to the organizations within the IGC upon their request.
- D. Shall be responsible for the finances of the IGC.
- E. Shall retain co-signature power over the IGC fund accounts.
- F. Responsible for depositing all funds received by the IGC.

SECTION 4

The duties of the Programming Chair shall be:

- A. Shall serve as a liaison to other Greek Councils in all matters concerning social events (i.e Greek Week) at the Johns Hopkins University.
- B. Shall create a calendar of events per semester to be distributed among the General Board at the beginning of every semester.
- C. The Programming Chair will give reports at each General Board meeting about any changes to the calendar.
- D. Shall be responsible for publicizing all IGC events.
- E. Shall chair the Community Service Committee.
- F. Shall have the power to call committee meetings.

SECTION 5

The duties of the Secretary shall be:

- A. Responsible for keeping accurate records of all meetings and judicial hearings of the IGC as well as responsible for the disposition of all records.
- B. Shall keep files and correspondence between the IGC and other organizations.
- C. Maintain a roster of the IGC Executive Officers, which should contain current campus addresses, phone numbers, and email addresses.
- D. Prepare minutes for each General Board meeting and distribute them to the IGC organizations and IGC advisor at least two (2) days in advance of the next meeting.
- E. Maintain the Executive and General Board listservs.
- F. Shall create and maintain a permanent IGC file that contains officer's notes, committee notes, agendas, minutes, the Johns Hopkins University policies, and other important documents.
- G. Shall establish and maintain the IGC website in the absence of a designated webmaster.

SECTION 6

The duties of the Parliamentarian shall be:

- A. Shall be versed in Robert's Rules of Order.
- B. Shall be versed in the IGC Constitution and Bylaws,
- C. Serve as interpreter in the case of any procedural dispute.
- D. Shall have the power to maintain order at all Executive, General, and Judicial board meetings.
- E. Shall have no voting power.

SECTION 7

The duties of the Judicial Board Chair shall be:

- A. Oversee the Judicial Board of the IGC.
- B. Serve as the Chief Justice during any Judicial Board Hearings.
- C. Complete University complaint forms as necessary with the Judicial Advisor for the Office of Fraternity and Sorority Life.

ARTICLE IV – ELECTIONS

SECTION 1

Elections shall be held at the second general board meeting in March and each elected official shall serve for one academic year. The President will remind the general board of elections the meeting prior to elections.

SECTION 2

The Legislative Branch of the IGC shall elect officers by majority vote. There must be quorum in order to hold elections.

SECTION 3

Candidates must be active members in their organizations and in good standing with the IGC, the University, and the Office of Fraternity and Sorority Life. All candidates for each office must have attended a minimum of three (3) meetings, excluding the meeting held for elections, in the semester they intend to run for office.

SECTION 4

The following procedures shall be followed during the election period:

- A. A letter of intent must be submitted to the Executive Board prior to the election. The presiding officer shall read letters of intent to the General Board on the day of elections. There is no limitation to the number of letters a candidate may submit.
 - a. If a Delegate wishes to “run from the floor,” they may submit a verbal letter of intent to the Executive Board after they have read all the previous letters of intent.
- B. Nominations of officers are restricted to one (1) nomination or one (1) second per organization per office. No organization may second a nomination made by their organization. Only voting representatives of each active organization may nominate a candidate or second a nomination, including Associate Organizations. All nomination procedures must be done in the order of succession.
- C. The presiding officer will read the duties and responsibilities of each office to the candidates at the time of elections. Candidates will have a maximum of three (3) minutes to present their platform. Candidates will then entertain questions from the General Board that are relevant to the position they are applying for,
- D. Elections shall be conducted by secret ballot, adhering to the order of succession, candidates win by majority vote. In the event of a tie, there will be a run-off between the candidates with the highest numbers. Results will be tabulated immediately following each vote by the Parliamentarian and recorded by the Secretary.

SECTION 5

Should any officer be unable to complete their term in office, the President shall appoint a member of the body, consistent with Article III, Section 1 of the Bylaws, to fill that position. The Legislative Branch must confirm the appointment by a majority vote. The confirmed officer shall hold that office for the remainder of the term. Should the President be unable to complete their term in office, the Vice-President will carry out the duties and responsibilities of the President. A new election will be held for the position of Vice-President, consistent with Article IV, Sections 3 and 4 of the Bylaws.

ARTICLE V - IMPEACHMENT

SECTION 1

- A. Immediate grounds for impeachment include but is not limited to: more than two (2) unexcused absences a semester by an officer, abuse of power, misuse of funds, not upholding or adhering to the rules and regulations stated in the IGC Constitution and Bylaws or of the Johns Hopkins University, or any behavior not appropriate of an Executive Officer.
- B. A petition of impeachment containing a description of charges and the signatures of at least one-third (1/3) of the Legislative Board shall be presented to the Vice-President. In the event that the Vice-President is being charged, the President shall assume the duties of the impeachment hearing.
- C. The Vice-President (or President in the case of the Vice-President's impeachment) shall convene a special board meeting at which they shall preside. The Vice-President (or aforementioned substitute) shall present charges. The respondent will then have five (5) minutes to defend their position. After the respondent makes their statement, the presiding officer will question the truth of the charges made against the officer. Witnesses can be called. The respondent may question witnesses or bring their own witnesses to corroborate their story. Once questioning is complete, the officer in question is asked to leave and the General Board will have the opportunity to discuss the charges. Then in a closed session, the Legislative Board will vote whether or not to impeach. All procedures will follow the principles of due process.
- D. A two-thirds (2/3) majority vote by the full Legislative Board is necessary to remove an IGC Executive Officer from their position.

SECTION 2

- A. Any appointed position may be recalled by a two-thirds (2.3) majority vote of the full Legislative Board at a special meeting convened by the Vice-President.
- B. Automatic grounds for impeachment are consistent with those of an Executive Officer, as stated in Article V, Section 1.a of the Bylaws.
- C. Procedures shall be consistent with those of an Executive Officer, as stated in Article V, Section 1.b-d of the Bylaws.

SECTION 3

Should any officers be unable to complete their term in office because of an impeachment, the President shall appoint a member of the body, consistent with Article IV, Section 3 of the Bylaws, to fill that position. The Legislative Branch must confirm the appointment by a majority vote. The confirmed officer shall hold that office for the remainder of the term. Should the President be unable to complete their term in office due to impeachment, the Vice-President will carry out the duties and responsibilities of the President. A new election will be held for the position of Vice- President, consistent with Article IV, Sections 3 and 4 of the Bylaws.

ARTICLE VI – JUDICIAL PROCEDURES

SECTION 1

The official members of the IGC Judicial Board shall be those three (3) representatives that have been elected by the legislative branch and chaired by the Judicial Chair.

SECTION 2

The Judicial Chair, in their capacity, will schedule hearings, provide evidence, ensure that all involved have been notified of the hearing, read the charges, and summarize the relevant information for the record as the first step of the hearing process. They shall also be responsible for providing in writing, the Judicial Board's decision to all parties involved as well as the Office of Fraternity and Sorority Life.

SECTION 3

In the case that a Judicial Board member's chapter is being charged, that member shall remove himself/herself from the hearing process. An alternate will be chosen from the legislative body by the President and must be approved by the general board.

SECTION 4

In the case of a vote, majority of 2/3 shall rule.

SECTION 5

The following procedures shall be followed:

- A. An official complaint in writing, signed by the Vice-President or President of the member organization, must be received by the IGC advisor. The IGC advisor will notify the Judicial Board that a complaint has been filed.
- B. The chapter or colony charged with violation of a policy has the right to resolve the allegations informally through the process of mediation. The IGC advisor will act as mediator, the President

of the accused member organization will represent their chapter, and the Vice-President of the IGC shall represent the IGC. If an outcome cannot be agreed upon, the case shall be sent before the IGC Judicial Board.

- C. Should a hearing be necessary, the involved parties will be notified of the time and location of the hearing in writing at least forty-eight (48) hours prior to the hearing.

SECTION 7

The following procedures concerning hearings shall be followed:

- A. All meetings will be closed to the public.
- B. Attendance by the chapter President or official chapter representatives is required. If a representative from the charged chapter is absent from the scheduled hearing or voluntarily leaves during the hearing, the case will be heard without the chapter's input and a decision will be rendered.
- C. Attendance by a member of the Office of Fraternity and Sorority Life is required.

SECTION 8

Rights of parties during the hearing process:

- A. The chapter President of the charged organization has the right to be present, to hear and question all witnesses, and to examine all evidence, including all written evidence presented to the Judicial Board.
- B. The parties have a right to call witnesses on their behalf.
- C. The parties have the right to have an advisor present, the advisor shall have no active role in the hearing, meaning they cannot present evidence or make motions.
- D. The complainant shall have the same rights as the charged organization.

SECTION 9

The burden of proof (preponderance of evidence) shall rest with the complainant.

ARTICLE VII – APPEALS

SECTION 1

A letter requesting an appeal must be submitted to the IGC advisor within five (5) working days upon receipt of the sanction letter.

SECTION 2

An appeal may request that sanctions be reduced or eliminated or that the case be referred back to the Judicial Board for further review. In the initial appeal request, the charged organization must specify, in writing, the rationale for the appeal. If the requesting organization fails to provide the necessary documentation and information to the IGC advisor within the specified time, the appeal may not be granted, and the previous decision will be final.

SECTION 3

The grounds for an appeal can be requested as a result of the following conditions:

- A. When a sanction is grossly disproportionate to the offense.
- B. When the specified procedural errors in the interpretation of IGC regulations are so substantial as to deny the accused organization a fair hearing.
- C. When new and significant evidence appears which could not have been discovered by an accused chapter before or during the original hearing.
- D. When the evidence suggest that the finding of a violation was arbitrary and capricious. An arbitrary and capricious violation is defined as ne supported by evidence.

SECTION 4

The Appeals Board will be composed of:

- A. The Office of Fraternity and Sorority Life will make up the Appeals Board.
- B. There will be one (1) student chosen by the Executive Board from the IGC General Body and approved by the General Body to join the Appeal Board.

SECTION 5

The following procedures shall be followed:

- A. The Appeal Board shall review the written information presented at the original hearing and subsequent written statements by all parties involved regarding the rationale for appeal. If any additional information is needed to make a final decision, the Appeal Board may decide to meet with witnesses who gave testimony at the original hearing.
- B. Following the review of the appeal, the Appeal Board will send a letter informing the charged organization of the Board's decision within five (5) working days.

ARTICLE VIII – SANCTIONS

SECTION 1

The IGC Judicial Board has the authority to assign one or more of the following sanctions for violations of the IGC Constitution, Bylaws, policies and codes:

- A. Monetary fines;
- B. A letter of warning specifying needed behavioral changes;
- C. Assignment of special projects and/or community service to be completed by the organization's membership;
- D. Exclusion from Greek activities, including but not limited to IGC sponsor events
- E. A period of probation with a time limit and specified conditions under the supervision of the IGC and a recommendation to the IGC for social probation
- F. A recommendation that the University ceases to recognize the affected organization.

ARTICLE IX – CALENDAR OF EVENTS

SECTION 1

There shall be an IGC date calendar.

SECTION 2

The IGC calendar shall be distributed at the first general meeting of the new semester by the Social Chair.

ARTICLE X – FINANCES

SECTION 1

All affiliate and associate members shall be expected to pay semester dues.

SECTION 2

The general board shall vote at the first general meeting to establish the said amount each organization shall pay as dues per semester.

SECTION 3

The Treasurer shall set a date by which all organizations must have paid their dues.

SECTION 4

Any organization that fails to pay their dues by the date set by the treasurer shall be sanctioned the following:

- A. There will be a ten dollar (\$10) late fee assessed to the organization
- B. The loss of one vote during any and all voting matters until the balance owed is paid in full.

ARTICLE XI – AGREEMENTS

SECTION 1

All agreements made between the Office of Fraternity and Sorority Life and a member organization prior to the existence of the Intercultural Greek Council and this Constitution and Bylaws shall be honored by the Office of Fraternity and Sorority Life and the Intercultural Greek Council.

ARTICLE XII – REVISION

SECTION 1

The Constitution and Bylaws shall be approved at the beginning of every academic year by two-thirds (2/3) of the Legislative Board.