Article I - MGC Chapter Membership Requirements

1. The organization must have a cumulative GPA of 2.5 or greater.
2. The member organization must perform at least two (2) community service projects or educational programs per semester.
3. The organization must pay its dues by the second General Body Meeting of the semester. All dues must be paid in accordance with Article V of the By-Laws.
4. The organization must have at least one current full time undergraduate student attending Duke University.
5. The Executive Board has the power to levy sanctions against any member organization failing to fulfill MGC requirements.
   a. Failure to fulfill requirements for one academic year will result in a probationary period of one academic year. During this period, all previously unfulfilled and/or current requirements must be fulfilled. Until the unfulfilled requirements are met, all voting and amendment rights are suspended. Upon fulfillment of any unmet requirements, the organization will regain active status effective immediately.
   b. If any requirements remain unfulfilled at the end of the probationary period, the organization will be subject to expulsion by the General Body. Expulsion will require a 2/3 vote by the general body.
   c. Should the 2/3 margin be unmet, the Greek Organization in question will have another academic semester to fulfill any unmet requirements. At the end of this period, the offending organization will be expelled from MGC automatically.
6. The organization must be a Greek exclusive organization, meaning that its members are not allowed membership into any other Greek organizations that fall under any of the Office of Fraternity and Sorority Life Councils.
7. The member organization must exist exclusively on Duke's Campus and cannot be a "joint" chapter with another university.

Article II - General Body Structure

1. The General Body shall consist of the Delegates from each member organization of the MGC.
2. Each member organization shall be represented by no more than one Voting Delegate at each meeting.
3. Failure to have a representative at a General Body Meeting will first result in a warning. Each subsequent violation will be punished by a $15 fine, or alternative sanctions as deemed appropriate by the
Director of Expansion and Finance. In the event of outstanding circumstances, an absence will be excused.
4. Each Delegate shall be established at the beginning of the General Body Meeting by roll call.
5. Each Delegate will have one (1) vote in all matters pertaining to the General Body.
6. All Delegates must fulfill the following criterion:
   a. Be an active member of their member group.
   b. Be in good standing with their respective group and the University.
7. Voting Delegates shall have the following powers and responsibilities:
   a. Represent their member organization in all respects during General Body Meetings.
   b. Cast a single vote on behalf of their member organization during General Body votes.
   c. Present proposals on behalf of their member organization to the General Body.
   d. Report individual chapter status to the General Body.

Article III - MGC Executive Board and General Body Meetings

Section 1. Executive Board Meetings

1. The MGC shall hold Executive Board Meetings weekly. A day and time will be chosen by the Executive Board at the beginning of each semester.
2. Executive Board meetings will consist of all Executive Board Officers and the advisor.
3. The Executive Board will be provided a copy of the agenda by the Director of Administration and Order prior to the start of each meeting.
4. The meetings will be governed by Robert's Rules of Order.
5. A quorum to convene and transact business shall consist of two-thirds (2/3) of the Executive Board Officers.
6. All special meetings shall be called by the President. All Officers shall be notified of a special meeting at least 2 days prior to the meeting.
7. Voting shall be carried by a simple majority unless otherwise specified in the MGC Constitution or By-Laws.
8. Executive Board meetings are open to all members of member organizations of the Multicultural Greek Council.
Section 2. General Body Meetings

1. The MGC shall hold General Body Meetings at least monthly. A day and time will be chosen by the Executive Board at the beginning of each semester.
2. General Body Meetings will consist of the General Body, the Executive Board Officers, and the Advisor; all other members of member organizations are welcome to attend.
3. The General Body shall be provided a copy of the agenda by the Executive Board prior to the start of each general meeting.
4. The meetings will be governed by Robert's Rules of Order.
5. A quorum to convene shall consist of two-thirds (2/3) of the voting members.
6. All special meetings shall be called by the President. Each organization shall be notified of a special meeting at least 2 days prior to the meeting.
7. All voting shall be carried by a simple majority unless otherwise specified in the MGC Constitution or By-Laws.

Section 3. Absences

1. MGC Executive Officers may not accrue more than two unexcused absences from MGC General Body Meetings and/or Executive Board Meetings per semester.
2. MGC Delegates may not accrue more than one unexcused absence from MGC General Body Meetings per semester.
3. A Delegate who is absent must submit an absentee form to the MGC's Director of Administration and Order at least 24 hours prior to the next General Body Meeting. The Director of Administration and Order will approve or disapprove the absence upon receipt of the absentee form.
4. MGC Delegates will elect a proxy to represent their chapter at a General Body Meeting, given that the absence is excused.
5. For an Officer or Delegate, two tardies equal one absence. A tardy is defined as lateness beyond ten minutes after the designated meeting start time.
6. If an Officer accrues three unexcused absences in one semester, he/she will be removed and the President will appoint his/her replacement with the approval of the rest of the executive board members.
Section 4. Membership Attendance

1. MGC member organizations are required to have at least 25% of their membership attend all MGC-sponsored events when at least one week's notice of the event has been given. Chapters with less than or equal to 2 members at Duke University may have their attendance requirement waived at the discretion of the Director of Administration and Order or the President.

2. Failure to attend may result in fines, sanctions, or a referral to the Greek Conduct Board as determined by the Executive Board of the Multicultural Greek Council.

3. Fines will be determined by the number and frequency of absences, with a minimum fine of $10 at the discretion of the Director of Expansion and Finance.

Article IV - Officers

Section 1. Officers and their Duties

President - The President shall:

1. Act as the Chairperson of the Executive Board of the Multicultural Council.
2. Preside over all Executive Board and General Body Meetings.
3. Be responsible for setting the agenda for the Executive Board and General Body Meetings.
4. Schedule meetings with the Executive Board and the Multicultural Greek Council Delegates. The purpose of these meetings is to discuss relevant Multicultural community concerns such as university policies, philanthropic events, and overall council relations.
5. Serve as a link between the administration, faculty, and trustees.
6. Assume a major role on university policy committees and play an expanded role in overall university life.
7. Serve as the official information source about all Multicultural member organizations for every group on campus, although more specialized Officers can be asked to supplement his or her information.
8. Serve as a liaison between the Multicultural community and the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Panhellenic Association (Panhellenic) by attending weekly Community Executive Council meetings.
9. Attend regular meetings with the Office of Fraternity and Sorority Life
advisors and peers from other Greek councils.

Director of Administration and Order - the Director of Administration and Order shall:

1. Handle administrative responsibilities pertaining to the Multicultural Council, as well as all Constitutional issues and concerns.
2. Know the Multicultural Greek Council Constitution comprehensively as he or she is the ultimate reference on questions that have Constitutional bearing.
3. Help orchestrate Constitutional changes.
4. Oversee the voting process at Council meetings.
5. Organize elections.
6. Keep minutes of all Multicultural Greek Council meetings. These minutes must be copied into their respective record books and will serve as the detailed history of Multicultural Greek Council interests and actions.
7. Maintain membership and chapter leadership records.
8. Reserve all meeting facilities for Multicultural Greek Council meetings or activities.
9. Preside over all meetings in the absence of the President.
10. Maintain records of membership requirements and notify any organizations or Executive Officers of unfulfilled requirements.
11. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

Director of Expansion - the Director of Expansion shall:

1. Oversee all expansion procedures affecting the Multicultural community.
2. Assist any colony or chapter interested in obtaining recognition with their petition and presentation, as well as act as a support network during their probationary period.
3. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

Director of Finance - the Director of Finance shall:

1. Maintain Multicultural Greek Council funds through the establishment and upkeep of a University bank account.
2. Create and maintain a budget supplemented by chapter funds
collected on a semesterly basis.
3. Actively fundraise money for the Multicultural Greek Council.
4. Write and cash Multicultural Greek Council checks and issue monthly reports to the Council.
5. Approve financial transactions and issue reimbursements.
6. Coordinate requests for MGC funds from external organizations.
7. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

**Greek Conduct Board Chair - the Greek Conduct Board Chair shall:**

1. Represent the interests of the Multicultural Greek Council as the representative to the Greek Conduct Board.
2. Organize and supervise the selection of all Multicultural Greek Council panelists serving on the Greek Conduct Board.
3. Fulfill the requirements set forth by the Greek Conduct Board for a Conduct Board Chair.
4. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

**Director of Programming - the Director of Programming shall:**

1. Be responsible for all Multicultural Greek Council programming and events impacting only the Multicultural community.
2. Plan one programming event per month.
3. Serve on the committee handling the organization and planning of the campus-wide Greek Weekend.
4. Submit proposals requesting funding from external organizations as deemed necessary.
5. Chair the Programming Standing Committee.
6. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

**Director of Public Relations - the Director of Public Relations shall:**

1. Create and consistently update campus student group contacts.
2. Become familiar with the leadership of other groups and work to design and conduct cooperative activities with them.
3. Organize publicity for Greek-wide and Multicultural Greek Council events.
4. Design, copy, and hang posters, create any necessary brochures,
write letters to *The Chronicle* representing Multicultural Greek Council views and opinions, and write monthly articles for *The Greek Devil*.

5. Create and update email accounts, listserves, and online calendars for the Council.

6. Maintain the Council website and attend necessary website training sessions.

7. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

*Director of Philanthropy - The Director of Philanthropy shall:*

1. Be responsible for Greek-wide philanthropy events and philanthropic events impacting only the Multicultural community.

2. Serve on the committee handling the organization and planning of Greek campus-wide philanthropic events.

3. Submit proposals requesting funding from external organizations as deemed necessary.

4. Chair the Philanthropy Standing Committee.

5. Attend regular meetings with Office of Fraternity and Sorority Life advisors and peers from other Greek councils.

Section 2. Eligibility and Terms for Officers

1. Be in good standing with their respective organization.

2. Have a minimum 2.5 cumulative GPA, and at least a 2.0 grade point ratio in the semester immediately prior to the election of appointment.

Section 3. Elections: Elected and Appointed Positions

a. Procedure for Elected Positions

1. Applications are available the first day of the Spring semester and will be due by the first meeting in January.

2. Each person can only run for two positions in total.

3. Elections will be held at the first general body meeting in February.

4. All candidates will be required to give a speech, not exceeding 5 minutes, detailing their reasons for seeking office and their qualifications. Speeches are to be said according to the order of the constitution's description of positions.
5. Elections shall occur by a secret ballot vote of all Delegates after all the speeches have been made. The ballot is to be set according to the order of the constitution's description of positions. Delegates will have a maximum of 5 minutes to discuss with their chapter about the vote.

6. The nominee receiving simple majority shall be elected.

7. In the case of a tie, a deciding vote will be cast by the Executive Board.

8. If a candidate is elected to two positions, then the candidate chooses the position he/she desires. The other position would then open up for election again. The opening up of positions consists of the submissions of an application by the next meeting from all interested candidates.

9. New Officers will immediately attend executive board and general body meetings. However, they do not begin their office until the next general body meeting.

b. Procedure for Interviewed and Appointed Positions:

1. Candidates for interviewed and appointed positions should be determined before elected positions are elected.

2. Applications are available the last General Body meeting of November.

3. Executive Board and General Body can nominate individuals for the positions classified as interviewed and appointed. Each person can only submit applications for two positions in total.

4. Once a person is nominated, he or she is to submit an application to the executive board by the next executive meeting.

5. Applications are to be reviewed by the Multicultural Greek Council's President, outgoing Multicultural Greek Council's Greek Conduct Chair, and the Office of Fraternity and Sorority Life (OFSL) administrator. Interviews are to be made within one week of the revision of applications.

6. Decisions of applicants are to be made in one week of interviews. A candidate receiving a simple majority of the votes from Executive Board shall be appointed.

7. This process should be done before the end of school, thus, the person who gets appointed will immediately start going to meetings the next semester. Outgoing Greek Conduct Board Chair is still to attend meetings until at least two weeks of overshadowing has been completed.
Section 4. Resignation and Removal

1. Any officer who fails to meet the requirements of his or her position shall be referred to the Multicultural Greek Council advisor in the Office of Fraternity and Sorority Life. Referrals may be made by any MGC member. The officer may be recommended to be placed under review by the Executive Board. While under review, he or she shall have the opportunity to present any extenuating circumstances that may have inhibited his or her ability to perform the required duties of his or her position. Upon a 2/3 majority vote, the officer may be removed and a new officer shall be appointed by the Board. Removal shall take effect immediately.

2. Any officer may resign at any time by notifying the President in writing. Such resignation shall take effect immediately.

Section 5. Accountability of Executive Board

1. All executive board members on Multicultural Greek Council are required to participate in council events, meetings, and other outside events related to Multicultural Greek Council. Attendance at all these events and participation in planning these events is mandatory unless the individual submits an excuse to the Director of Administration and Order and is approved by the Executive Board one week before the event is scheduled unless extraneous circumstances deemed by the council as such. A form can be found on the yahoo groups and should be given to all members at the first executive board meeting of their term.

2. Council members are to be evaluated individually every month by the council and advisors of the Office of Fraternity and Sorority Life. Each executive board member and advisors of OFSL will evaluate all members on the same basis. Each Executive Board will decide their system of evaluation at the beginning of their term.
   a. A officer will be placed on probation if he/she performs below the set standard on the evaluation. A meeting with this officer should be set to discuss their situation. The president and one other officer should be in attendance in this meeting.
   b. If an officer is placed on probation twice in a year, then the person will be recommended to be impeached. The president shall then follow the guidelines in the constitution under impeachment/resignation.
   c. A set of evaluation standards should be formed, which includes attendance, probation by the executive board
members. This system of evaluation has to be in place four weeks after the executive board initiates their term. Decisions of probation and impeachment, system of evaluation should be done so with a majority of votes from the executive board members.

Article V - Funds and Obligations

1. Membership dues will be $10 per member of each member organization per semester for organizations.
2. Dues shall be due at the second meeting of each semester unless payment plan arrangements are made with the Director of Expansion and Finance.
   a. Payment plans can be made with the Director of Expansion and Finance if the organization shows financial need for such a plan.
   b. It is the duty of the Director of Expansion and Finance to work closely with such organizations.
3. Sanctions for overdue fines and outstanding debts shall be as follows:
   a. A fine of 25% must be paid by the next business meeting, compounded after each missed business meeting.
   b. If the sanctions are not observed, respective Delegates will not be allowed to participate in MGC functions and voting rights will be revoked until financial status is regained.
4. It is the duty of the Director of Expansion and Finance to work closely with all MGC organizations in order to ascertain sound financial status of each member organization before any voting may take place.
5. Any organization wishing to reactivate with the MGC must pay the current semester dues as well as any outstanding financial obligations to the MGC.

Article VI - MGC Expansion Procedures

Section 1: Any fraternity or sorority may become a voting member of the Multicultural Greek Council (MGC) upon fulfillment of all requirements as determined by the MGC (See Article I).

Section 2: Procedure for individuals at Duke seeking to charter an existing national Greek organization:
1. The interested individuals must contact the Director of Expansion and Finance and set up a meeting to discuss MGC expansionary procedure and reasons for initiation.
2. The Director of Expansion and Finance will establish contact with the national Greek organization in question.
3. Following communications with both the local interested individuals and the national Greek organization, if there is sufficient viability and sustainability, the Director of Expansion and Finance may authorize the Unified Expansionary Procedure outlined in Section 5.

Section 3. Preliminary procedure for existing national Greek organizations seeking to charter a chapter at Duke:

1. The interested organization must contact the Director of Expansion and Finance and set up a meeting to discuss MGC expansionary procedure and viability at Duke
2. The Director of Expansion and Finance may then present his or her findings and advisement to the MGC Executive Board.
3. At a simple majority vote, the MGC may authorize the Director of Expansion and Finance to aid the national organization in generating interest among Duke Students.
4. The national organization will be given two academic years to obtain an interest group at Duke once it asks for MGC's help in recruiting. Failure to do so will result in a one academic year cool down period during which all petitions to the Director of Expansion and Finance will be denied.

Section 4. Preliminary procedures for former MGC organizations:

1. For any Greek organization expelled or otherwise removed from membership of MGC, there will be a two academic year cool down period during which all petitions to the Director of Expansion and Finance will be denied. This does not apply to chapters that go dormant due to lack of members. Any preexisting MGC organization that has gone dormant can reactivate by garnering 5 members, once this is done they automatically enter provisional status.
2. See Sections 2 and 3 for relevant procedures according to the nature of the petition, with exception as follows.
3. Any such petition can only be approved by a 2/3 majority vote by the MGC General Body.
4. Upon approval by the General Body, the Director of Expansion and Finance may initiate the Unified Expansionary Procedure outlined in Section 5.
5. Should the measure fail to attain a 2/3 majority, the organization will receive an additional one academic year of cool down period.
Section 5. Unified Expansionary Procedure:
1. The minimum number of interested undergraduate students to establish a chapter is 5.
2. Between the interested individuals at Duke and the national organization, a written proposal must be produced to the Director of Expansion and Finance and disseminated to the MGC Executive Board and General Body.
3. The written proposal shall include the following:
   a. A copy of the letter from the national organization recognizing the individuals as an active interest group.
   b. A statement that the individuals agree to abide by all regulations established by the MGC.
   c. A statement of their national/chapter policies on hazing and a statement of agreement to abide by the Duke University Anti-Hazing Policy.
   d. A statement that the group does not discriminate on the basis of race, religion, creed, national origin, handicap, age, or sexual orientation.
   e. A description of the unique impact that the organization in question will bring to the campus and community including community service and educational programming.
   f. A copy of the organization's national constitution, risk management policy and hazing policy.
   g. A copy of the proposed chapter constitution.
   h. A membership roster including the name, year, address, phone number, email address, and status of each member along with a list of the proposed Officers and committee chairmen as mandated by their chapter constitution. The expectation of the MGC is that the membership roster must include no less than three interested individuals or the minimum expectations required by the national organization.
4. The national Greek organization will be invited to Duke University to present to the MGC General Body. A special voting session of the MGC General Body Meeting will be scheduled no more than 2 months from the presentation.
   a. On the special voting session of the MGC General Body Meeting, delegates from each constituent MGC organization will cast their votes and a 2/3 majority will establish the organization as member of MGC. Once they
take new members their new chapter will be a provisional chapter for 1 year as described is Section 6.
b. National Organizations that fail to receive a 2/3 majority are allowed to present once a semester.

Section 6. Provisionary Status:

1. Upon approval by the MGC, the group will be granted provisional status for one year. During this period:
   
c. It is the responsibility of the interest group to stay informed. They must attend meetings or get minutes directly from the Director of Expansion.
   
d. During this period, the organization holds speaking privileges and voting privileges.
   
e. The organization must pay dues according to MGC regulations.
   
f. Within this period, the provisional organization must meet with OFSL and the Director of Expansion.
   
g. In addition, the provisional organization must co-host 1 joint event with constituent MGC organizations.
   
h. Failure to meet any of these requirements, or if MGC feels the organization is not upholding the values and ideals nationals presented, the interest group and nationals will be notified and a $10 fine per member will be issued. The organization will be given a semester to correct the problem and if not corrected a vote for expulsion will be held.
   
2. After this year has been successfully completed the organization will receive full MGC status.

3. Failure to create a provisional chapter within one academic year will result in the expulsion of the national organization from MGC and a 2 year cool down period. It is possible for an organization to appeal for more time. To do this they must present what went wrong and how that will change in the future. Appeal can only be granted by a 2/3 majority vote from the General Body.

Article VII - Intake Guidelines

MGC member organizations must adhere to the following criteria when beginning their intake process:

1. Consideration may only be given to candidates who are at least second semester freshman.
2. All candidates must be in good academic standing with no less than a 2.5 cumulative GPA.
3. Member organizations must not utilize selection criterion that address race, creed, religion, national origin, handicap, age or sexual orientation. Violations will result in referral to the Greek Conduct Board.
4. All intake activities must be suspended during University exam periods.
5. Updated rosters must be submitted to the Office of Fraternity and Sorority Life within one week of initiation.
6. A general intake outline must be submitted to the MGC Advisor before beginning the intake process. This information will remain confidential.

**Article VIII - Hazing and Alcohol**

The MGC and its member organizations will comply with all University regulations and policies related to alcohol, hazing, and sponsoring events.

**Article IX - Non-Affiliated Groups**

The member chapters of the Multicultural Greek Council do not recognize any Greek letter organization that is not affiliated with one of the four umbrella councils of Duke University or another recognized institution of higher education. Furthermore, the member chapters do not recognize any group, under whatever name, that was formally associated with one of the member councils, but no longer is. As such, the member chapters of the MGC will not officially engage in any activities, be they social, philanthropic, educational, or otherwise, nor associate with these organizations or groups. All allegations will be investigated by the Greek Conduct Board.

**Article X - Conduct Board Process**

Section 1. The Greek Conduct Board

The purpose of the Greek Conduct Board is to promote honesty, trustworthiness, fairness, and respect for others within the university community and to provide a fair and effective mechanism for resolving cases in which a Greek organization is alleged to have violated Greek or university standards or policies.

Section 2. Receipt of Complaints

The Greek Conduct Board receives complaints/reports regarding Greek organizations' behavior. These complaints may come from other Greek
groups, university offices (i.e., Undergraduate Conduct Board, Duke Police, Residence Life, Housing Services, etc.), faculty, staff, students, and the community. Any alleged violation of IFC, MGC, NPC, NPHC or university policy is within the jurisdiction of the Greek Conduct Board. If the Greek Conduct Board or the Office of Fraternity and Sorority Life determines that another office can more appropriately handle the situation, the case may be referred to that office.

Section 3. Mediation

The Greek Conduct Board co-chairs may refer cases to mediation as appropriate. Ultimately, all parties involved must agree to the mediation. If one party does not agree to mediation, or if the mediation fails, the Greek Conduct Board Co-Chairs may refer a case to a Greek Conduct Board hearing. Failure to comply with the results of mediation may be cause to commence the Greek Conduct Board hearing process.

Section 4. Disciplinary Action

Any case involving an alleged violation of community standards or university rules and regulations by a Greek organization may be resolved through the Greek Conduct Board.

Section 5. Interim Restrictions

Prior to investigation and resolution, interim restrictions may be placed on a group to protect the health and safety of students or the community. These restrictions may include removal of privileges or suspension of activity.

Section 6. Investigation

The non-chairing Greek Conduct Board Co-Chairs will serve as principal investigators and will gather information regarding the alleged incident in order to determine the appropriate means of resolution. The investigation may include a review of related documents, interviews, or requests for written statements from any person involved in the alleged incident. Greek organizations are encouraged to be forthright and as specific as possible when offering information related to an investigation.

Cases may be dropped, referred for mediation, or referred to a Greek Conduct Board hearing. In order for a case to be referred to a hearing, there must be sufficient information to believe that a policy violation may have occurred and that the alleged group may be responsible.
Section 7. Referral for mediation or Greek Conduct Board hearing

If a case is referred for mediation or a Greek Conduct Board hearing, the group will be notified of the incident in question and the policy violation(s) under consideration, and will be given an opportunity to respond.

Greek Conduct Board hearings are not trials and are not constrained by rules of procedure and evidence typically used in a court of law. The Greek Conduct Board operates under a standard of fairness, which includes an opportunity for the student to be notified of policy violations under consideration and an opportunity to be heard.

Section 8. Resolution through a Greek Conduct Board hearing

The principal investigators may forward any case directly to a Greek Conduct Board hearing if there is sufficient information to believe that a policy violation may have occurred and that the alleged group may be responsible.

Section 9. Resolution through Agreement to Sanctions and/or Outcome

If the group accepts responsibility for the alleged violations, the Greek Conduct Board may propose an appropriate sanction based on the specifics of the case, precedent, and Greek community and university interests.

If the group accepts responsibility and agrees to the proposed sanctions, the resolution is final and the outcome is recorded on the group's Greek Conduct Board record.

If the group denies responsibility, the case will be forwarded to a Greek Conduct Board hearing to determine responsibility and an appropriate sanction.