

Multicultural Greek Council

Iowa State University

Constitution

Current as of August 24, 2021

COUNCIL CONSTITUTION

ARTICLE 1: NAME, PURPOSE, AND POLICIES

1. Preamble

- a. We, the undersigned Greek organizations have joined together to form this council known as the Multicultural Greek Council at Iowa State University in order to better meet our individual and joint needs and voice our concerns. We recognize that there are certain areas of action and programming that can be best carried out by the joint efforts of all such organizations. We do hereby establish such an organization and bind ourselves to abide by the provision of the following constitution and bylaws.
- b. Multicultural Greek Council will abide by Iowa State University rules and regulations, state and federal laws.

2. Name

- a. The name of this organization shall be known as Multicultural Greek Council at Iowa State University, hereinafter referred to as MGC.

3. Vision Statement

- a. The vision of the Multicultural Greek Council is to be a strong and positive force in the Iowa State Community and in the lives of our members.

4. Mission Statement

- a. The mission of the Multicultural Greek Council is to foster development of the Greek Community through leading, serving, and advocating on behalf of its member organizations and the diverse identities that they hold. To this end we strive to uphold the ideals of friendship, equity, and diversity.

5. Statement of Compliance

- a. Multicultural Greek Council abides by and supports Iowa State University policies, State and Federal Laws and follows local ordinances and regulations
- b. Multicultural Greek Council agrees to annually complete President's Training, Treasurer's Training and Advisor Training (if required).

6. Non-Discrimination Statement

- a. Multicultural Greek Council does not discriminate on the basis of race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, gender identity, genetic information or status as a U.S Veteran.

7. Purpose

- a. To serve as the governing body over the individual organizations within the council
- b. To unite multicultural Greek organizations on a common pathway for support and assistance of member organizations and to encourage members to engage with the entire Iowa State Greek community
- c. To administer and enforce the constitution, bylaws, rules, and regulations established by the MGC at Iowa State University
- d. To enact bylaws and to amend them
- e. To encourage academic achievement among its member organizations by providing leadership opportunities
- f. To provide a forum for discussion and to develop action strategies regarding issues relevant to the MGC community
- g. To abide by and support established Iowa State University policies, State and Federal Laws

8. Rules of Order

- a. Meetings will be conducted using the parliamentary procedures outlined in the most recent version available of Robert's Rules of Order.
- b. The Vice President of Council Operations will serve as parliamentarian and also has voting rights.

9. Medical Amnesty

- a. A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use of consumption of alcohol, drugs, or to another medical emergency, may be eligible for mitigation of charges related to violations of organizational policies. To be eligible for this potential mitigation, the chapter will be required to meet in person with the President and Vice President of Council Operations. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

ARTICLE 2: MEMBERSHIP AND EXPANSION

1. Types of Membership

a. Active Membership

- Must be in good standing with Iowa State University
- Must pay council dues by second general meeting of the semester
- Must maintain a chapter GPA of 2.5 on a 4.0 scale

b. Probationary Membership

i. Academic Probation

1. Probationary membership may be conferred onto any chapter that fails to maintain a minimum chapter GPA of 2.50 as reported on the Greek Grade Report, or fails to pay all dues and/or fines on time.
 - a. For chapters that are not reported on the Greek Grade Report due to confidentiality, a member of The office of Sorority and Fraternity Engagement staff shall be asked to verify that the chapter(s) in question meet the minimum GPA requirement.
2. Probationary members in the first semester of the status shall be required to meet with the Vice President of Scholarship monthly to discuss, create, and implement a Strategic Academic Plan for the semester.
3. Probationary members shall lose the following privileges during the second consecutive semester, in addition to any privileges lost during their first semester on Probationary status:

- a. The right to vote at Legislative Assembly Meetings
 - b. The ability to host any event that is not required by their national/international organization. This includes, but is not limited to the following:
 - Socials
 - Fundraisers/Philanthropies
 - Educational Programming
4. Probationary members shall lose the following privileges during the third consecutive semester in addition to any privileges lost during preceding semesters:
- a. The ability to host any non-recruitment events. This includes, but is not limited to the following:
 - Socials
 - Fundraisers/Philanthropies
 - Education Programming
 - b. Probationary member organizations shall also be required to schedule a workshop with the Academic Success Center with 80% minimum Chapter attendance.

ii. Financial Probation

1. Probationary membership may be conferred onto any chapter that fails to pay any/all monies owed to the Council by the deadlines set by the Executive Board, Constitution, or any duly ratified policies.
2. Probationary members shall immediately lose the following privileges:
 - a. The right to vote at Legislative Assembly meetings
 - b. Ability to host any non-recruitment related events

iii. Length of Probationary Status shall be determined by the following schedule:

1. Academic

- a. Probationary Status shall be reviewed at the end of each Semester. Should the cumulative chapter GPA be 2.50 or higher, the chapter shall be moved back to Active Status

2. Financial

a. Chapters shall be restored to Active Status immediately upon payment of all outstanding monies.

c. Transitional Membership

- Transitional members are new members of the council that have not yet obtained full membership.
- Must be in good standing with Iowa State University
- Must pay council dues
- Transitional members do not have a vote in Legislative Assembly

2. Expansion

a. Organizations interested in joining the Multicultural Greek Council must first be approved by the University Committee on Fraternities and Sororities and be recognized as a Greek Organization before submitting an application for transitional membership.

b. Organizations shall submit to the Council President, Council Adviser, and Sorority and Fraternity Engagement staff a Transitional Membership Application Packet containing:

- Description of their organization, its purposes, values, and what they want to do on campus, and how they can better the council
- Statement from each interested individual about why they want to bring their organization to campus and what they hope to gain
- An anticipated timeline of their chartering process
- A list of goals for recruitment and a model of recruitment practices
- A roster of interested students containing names, emails, and indications of individuals serving as president and secretary or their equivalents
- Names, emails, permanent addresses, phone numbers of any supporting inter/national organization staff or alumni
- Copy of current organizational constitution and documented meeting minutes
- Copy of inter/national constitution, bylaws, rules, or policies regarding colonization and expansion

- Descriptions of the amount of financial, planning, and other support and supervision currently received and expected to be received from inter/national organization
- Number of current chapters and colonies in the inter/national organization and any expansion efforts on the behalf of the inter/national organization
- Written statement by the interested party that:
 - They will abstain from any activities that could be considered hazing under the Iowa State University definition.
 - They will obey all council and university policies.
 - They will work to promote the mission and vision of the council.
 - They acknowledge failing to abide by this agreement they risk losing recognition by the council and or Iowa State University.
- If the organization is returning to campus, they must include:
 - Reasons why the chapter left campus
 - How the issues were since resolved
 - Proof that all undergraduate members at the time of leaving campus have since graduated from Iowa State University
- Once approved by the Council President and Adviser, the packet will be sent to the Council Executive Board for discussion and approval.
- Once approved by the Council Executive Board the packet will be distributed to Member Organizations with a set date that the interested parties will present in person to the General Assembly.
- Interested parties will present to MGC General Assembly, followed by a closed debate and voting to approve one calendar year of transitional membership.
- Should they vote to deny transitional membership, the interested party has the option to reapply for membership.

c. Transitional organizations must remain in transition status for a minimum of one academic semester.

- The transitional organization has one calendar year from the time they are approved by the general assembly to either submit to Council President, Adviser, and Sorority and Fraternity Engagement Staff a Full Membership Application Packet and get approval of the general assembly for full member status or request from the body an extension of their transitional period by no more than one academic semester.

- Should the transitional organization fail to attain full membership status by the end of their transitional period they will lose recognition by the council and must wait one calendar year to reapply for transitional membership again.
- As long as organizations are in Transitional Status they will:
 - Be represented at MGC general assembly in accordance with the council governing documents
 - Pay dues in accordance with the council governing documents
 - Stay in good standing with the Sorority and Fraternity Engagement and Student Activities Center

d. Transitional member organizations shall submit to the Council President, Council Adviser, and Sorority and Fraternity Engagement staff a Full Membership Application Packet containing:

- Description of their organization, its purposes, values, and what they want to do on campus, and how they can better the council
- Proof that they are in good standing with Iowa State University, Sorority and Fraternity Engagement, and their inter/national organization
- Statement from each interested individual why they want to bring their organization to campus and what they hope to gain
- An updated anticipated timeline of their chartering process
- A list of goals for recruitment and a model of recruitment practices
- An Odysseus roster containing a number of members equal to or greater than that set by their inter/national organization who are full-time students with indications of individuals serving as president, treasurer, and secretary or their equivalents
- Proof that they are a recognized student organization at Iowa State University
- Proof of an organization average GPA of 2.5 on a 4.0 scale
- Proof of an on or off campus fund account
- Names, emails, permanent addresses, and phone numbers of any supporting inter/national organization staff or alumni
- Names, email, address, and phone numbers of at least one faculty or staff serving as adviser
- Copy of current organizational constitution and documented meeting minutes

- Written statement by the organization that:
 - They will abstain from any activities that could be considered hazing under the Iowa State University definition
 - They will obey all council and university policies
 - They will work to promote the mission and vision of the council
 - They acknowledge failing to abide by this agreement they risk losing recognition by the council and or Iowa State University
- Once approved by the Council President and Adviser, the packet will be sent to the Council Executive Board for discussion and approval.
- Once approved by the Council Executive Board the packet will be distributed to Member Organizations with a set date that the interested parties will present in person to the General Assembly.
- The transitional organization will present to MGC General Assembly, followed by a closed debate and voting to approve full membership.

ARTICLE 3: EXECUTIVE BOARD

1. Executive Board

- a. There shall exist within the council an Executive Board consisting of a council President, Vice President of Council Operations, Vice President of Finance, Vice President of Community Outreach, Vice President of Programming, and Vice President of Scholarship.
- b. No more than 2 members of the Executive Board (excluding the Advisor position) may be comprised of members of the same member organization

2. Officer Positions

a. President

- Preside over all executive and general council meetings
- Maintain communication between all MGC member organizations
- Reserve the right to call an emergency meeting within 12 hours advance notice

- Establish any committees necessary to carry out the programs of the council with consenting vote of the council
- Act as the tie-breaker in the event of Legislative Assembly gridlock
- Must attend ALL Greek Lead Meetings
- May not be Chapter President of a member organization
- Shall meet on a regular basis with the Greek Advisors and shall maintain two weekly office hours
- Attend the Association of Fraternal Leadership and Values Conference
- Will work with the executive officers and president's cabinet to put together a binder to be passed on to the next executive board including:
 - List of Executive Officers and President's Cabinet Info and Position
 - Minutes taken by the Vice President of Community Outreach
 - All MGC Events done throughout the one year term including flyers and pictures
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members

b. Vice President of Council Operations

- Act as parliamentarian during Legislative Assembly and Executive Board meetings
- Coordinate with Member Organization representatives on multi-organizational initiatives
- Make changes to the MGC constitution when deemed necessary
- Be responsible for developing policies concerning the handling of judicial courses of action in coordination with the Office of Student Conduct and the Office of Sorority and Fraternity Engagement
- Be responsible for all judicial matters and the communications of these issues to University officials as necessary
- Provide counsel to individual chapters concerning risk management issues
- Serve as a representative on the Greek Events Review Team
- Serve as a representative on the Judicial Affairs Cross Council Team
- Serve as a representative on the Risk Prevention Cross Council Team
- In the event of absence of President at Legislative Assembly, conduct Legislative Assembly meeting
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members
- Act as risk management leader—coordinate all risk management education, training, and programming sessions including but not limited to Events Policy Training, hazing education and prevention, and sexual assault awareness and perform the following tasks:
 - Help minimize potential risks for club activities
 - Recommend risk management policies or procedures
 - Submit documentation to ISU's Risk Management Office
 - Ensure proper waivers and background checks are on file with Risk Management for events (if applicable)

c. Vice President of Finance

- Maintain accurate financial records for the council
- Document and receipt all transactions
- Prepare bi-annual council budget by third legislative meeting of the semester

- Provide financial report/status at each legislative meeting
- Collect dues and accounts receivables
- Deposit all received funds in MGC bank account
- Prepare expected budgets for all MGC proposals
- Be responsible for coordinating MGC fundraising opportunities
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members

d. Vice President of Community Outreach

- Take minutes at all council meetings in electronic format
- Document all council events
- Conduct interviews with participants about pros/cons of event
- Retain copies of any fliers or brochures produced for advertisement/recruitment purposes
- Keep all hard and soft-copied information in an organized fashion
- Publish annual report for the council
- Update the council page on the Sorority and Fraternity Engagement webpage
- Be the main contact and liaison for recruitment/intake
- Represent MGC at Greek community events such as Summer Orientation, Experience Iowa State and other events that have recruitment possibilities
- Serve as a representative on the Recruitment Cross Council Team
- Serve as a representative on the Public Relations Cross Council Team
- Coordinate events with Iowa State University offices to promote the MGC council (with MSA, Sorority and Fraternity Engagement, Admissions, The Center for LGBTQIA+ Student Success, Margaret Sloss Women's Center, etc.)
- Develop brochures, flyers, and other marketing materials for MGC
- Maintain promotion and advertisement of all MGC events
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members

e. Vice President of Programming

- Work in conjunction with CPC, IFC, and NPHC
- Design, implement, and evaluate new activities and initiatives for the Greek Community in the area of philanthropy and community service
- Be responsible for upholding the philanthropy and community service approval process
- Develop and implement continuing member education, compiling best practices from all chapters
- Serve as a representative on the Greek Events Review Team
- Serve as a representative on the Membership Development Cross Council Team
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members

f. Vice President of Scholarship

- Will meet with the Academic Committee on a weekly basis

- Oversee chapters under academic probation
- Create events to help improve academia within the council
- Communicate with academic chairs (or equivalent) of each chapter
- Utilize and help direct chapters to resources such as the GAAP Program
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members

g. Advisor

- To provide assistance and support to member organizations
- Review MGC Expansion proposals and determine if all proper components and formatting are present
- Mediate inter-organizational conflicts
- Meet with all Executive Board members and Chapter Presidents throughout the semester on a monthly basis
- Advisor is appointed by Sorority and Fraternity Engagement staff
- Advisor Term of Service is while he or she is employed at ISU
 - Replacement Advisor is appointed by Sorority and Fraternity Engagement staff after Advisor is interviewed and selected by Sorority and Fraternity Engagement staff
- Attend all general assembly and executive board meetings, unless excused on a case by case basis by a majority vote of the MGC executive board members

3. Elections

a. Officer Eligibility

i. All officers of this organization must meet the following academic requirements:

1. Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.50. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
3. Must be in Good Standing with their respective Member Organization
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed above

5. Members of transitory chapters are ineligible for the Executive Board

b. Elections Procedure

i. Elections shall be held no later than the first meeting in November.

ii. Nominations for executive positions will be held two weeks before elections and must present their platform to the general assembly.

1. All nominees intending to accept their nominations shall be required to attend the election.

2. Should there be no nominations for a position, nominations shall be opened to the floor.

iii. All officer elections shall be done by exhaustive ballot method. All votes are to be secret and are to be counted by the President and verified by the Vice President of Council Operations. Candidates must receive a simple majority of votes in order to be elected. If a majority cannot be reached, the candidate with the least amount of votes shall be eliminated (if there are three or more candidates, and the Legislative Assembly shall go back to questioning and discussing the candidates.

1. Ballots may not be cast via proxy or absentee.

iv. On election day, voting for officers will follow this order: President, Vice President of Council Operations, VP of Finance, VP of Community Outreach, VP of Programming, and VP of Scholarship.

1. Before ballots are cast, all candidates for the office will have up to two (2) minutes to address the Legislative Assembly on their nomination.

2. After all candidates have spoken, the Legislative Assembly will have up to 10 minutes to ask candidates questions regarding the position they have been nominated for.

3. Each candidate will have up to ninety (90) seconds to respond to each question directed to them. These ninety (90) second periods are included in the ten (10) minutes allocated to questioning.

4. Only Chapter Delegates and current Executive Officers may question candidates. All other attendees must refrain from speaking. The chair may ask other attendees to leave the meeting room at any time.

5. After questioning, the candidates will be asked to leave the meeting room by the Vice President of Council Operations. The Legislative Assembly will have up to seven (7) minutes to discuss the candidates. Discussion can be extended by a simple majority vote.
 6. Once the seven (7) minutes have expired, or discussion has ceased (whichever is sooner), the Vice President of Council Operations will invite the candidates back into the meeting room, along with any other attendees that were asked to leave.
 7. Ballots for the officer shall be cast.
 8. This process shall be repeated for all remaining officers.
- v. The time between election day and January 1st of the next calendar year shall provide an opportunity for incumbent officers to educate the incoming officers about the duties and privileges of their respective offices.
- vi. Elected terms are defined as two consecutive semesters.

4. Officer Impeachment

a. Nomination for Impeachment

- Impeachable offenses may include but are not limited to:
 - Violating MGC's non-discrimination statement as outlined in Article 1 section 6.
 - Abuse of power while holding a position
- Complaints shall be turned in anonymously to the President of MGC or any other member of the MGC Executive Board.
- The complaint will be discussed within the Executive Board and a plan of action will be determined.
- With the exception of extreme cases, no impeachment shall occur without proper warning.
- An official vote will be taken and if the majority (50% +1) vote is in approval of Impeachment, the process will begin.
- Removal of Advisor will be given the same process as the other officers on the Council.
- Nominations for Impeachment must be brought up to the MGC Advisor(s).
- Following the nomination, the impeachment procedure will take place.

b. Procedure

- A General meeting will be called.
- The MGC President will give a brief description of the “accusations.”
- The Officer in question will appeal his/her case to the MGC.
- The members of MGC will ask the Officer questions.
- The Officer will be asked to leave the room.
- Discussion will begin and will continue until there has been a conclusive vote in favor of or against impeachment.
- Only the votes of the Executive Board and Delegates will be counted.
- A two thirds vote will be necessary for a motion of Impeachment to pass.
 - If Impeachment is approved, the officer will give up his/her position and elections for said position will be held at the next general meeting.
 - If the president is Impeached, Vice President shall take over the position of President and a new Vice President of Council Operations will be elected at the next general meeting.

5. Meetings

a. Legislative Assembly

- There shall exist a Legislative Assembly which discusses and votes on business brought forth during council meetings.
- The Legislative Assembly shall convene for the first time the second week of the semester and meet bi-weekly thereafter until dead week.
- Quorum for Legislative Assembly shall be 2/3 of the Active Membership Organizations.
 1. If quorum is not fulfilled by ten minutes after the established start time of the Legislative Assembly meeting, the meeting shall be postponed at the discretion of the Executive Board.
- Each member organization shall provide at least one (primary) delegate, but no more than two, to represent the member organization at all Legislative Assembly meetings.

- The primary delegate to Legislative Assembly must be either the Organization President or Vice President (or equivalent as agreed to by the Council President and Organization President)
- The Executive Council is excluded as representatives for their member organization.
- Each Active Member organization will receive one vote.
- Probationary and Transitional Member organizations will receive voice but no vote, and will not be able to make or second motions.
- Guests to the Assembly Meeting and of the Executive board will receive voice at the discretion of the chair, but no vote.
- Voting powers are also bestowed upon the Executive Board (with the exception of the President).
 1. The Council President is not given a vote; in the event of an impassable tie, the President's decision shall act as the tie breaker.

6. Executive Board Meetings

- a. The Executive Board shall meet during the weeks the Legislative Assembly is not in session to discuss matters of alleged importance for the next Legislative Assembly meeting.

7. Cross-council Events

- a. Exec members must present cross-council events to Legislative Assembly at least 7 days prior to event to the best of their ability to ensure adequate time for chapters to disperse information and plan for member attendance.
- b. 50% chapter attendance to cross-council events is required to ensure MGC representation within the sorority and fraternity community.
 - Conditions of missing the required chapter attendance:
 1. Excused once if chapters email an Exec member at least 24 hours in advance of the event.

2. Chapters may miss attendance requirement to one event and then must try their best to attend the next.
 - a. If the chapter misses the second cross-council event in a row, Exec will schedule a check-in with a representative of the chapter.

ARTICLE 4: FINANCES

1. Financial Statement

- a. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organization Accounting Office.) All funds must be deposited within forty-eight (48) hours or two business days after collection. The Advisor to this organization must approve and sign each expenditure before payment.

2. Membership Dues

- a. To aid the cost of council operations, all member organizations shall pay council dues of \$15 per active member.
 - Members of the Executive Board shall be exempt from paying dues to the Multicultural Greek Council due to the time that they volunteer.

3. Fines

- a. Member organizations shall have two representative members present, unless otherwise stated by the Executive Board in writing, at all Multicultural Greek Council sponsored event
 - Failure to provide required representation at a Multicultural Greek Council event shall result in the revocation of voting rights at the following Legislative Assembly.
 - Any organization that fails to collaborate in a Multicultural Greek Council sponsored event shall be fined \$10.
- b. Member organizations that advertise an event prior to approval by the cross-council committee shall be assessed a \$5 fine per day if the event is advertised prior to the approval of the cross council committee. This shall be determined by the first day the advertisement was posted to the time the event was authorized by the cross-council committee.
- c. Any organization that fails to register events in accordance with the Event Registration Policy shall be fined \$20.
- d. Any organization that fails to abide by Constitutional deadlines, or deadlines imposed by the Executive Board shall be fined \$20.

- e. All fines must be paid off before the next Legislative Assembly meeting following the date the fine is imposed. Failure to pay the fine will result in a revocation of voting rights until all fines are paid.

- f. If a member of the executive board does not complete their term, the chapter will be charged for the amount of their polo, name tags, and other items which may have been issued for the position. It will then be the past executive board member's responsibility to reimburse their chapter.

4. Attendance of Legislative Assembly

a. Definitions

- A 'tardy' shall mean being in attendance after the meeting has been called to order but before fifteen (15) minutes has passed from the call to order.

- An 'absence' shall refer to being in attendance after fifteen (15) minutes has passed from the call to order, or non-attendance.

b. Fines and Punishments

- A 'tardy' will result in a warning for the first (1st) offence with subsequent offenses resulting in a \$5 fine per person to their representative organization.

- An 'absence' will result in a \$5 fine per person to their respective organization up to the second (2nd) offense. Any subsequent offences past the second (2nd) will result in a \$10 fine in addition to the revocation of voting rights pending a presidential meeting.

- If a representative appoints a proxy to take their place during a Legislative Assembly meeting and the proxy states as such, then attendance shall be marked as according to the presence of the proxy.

- Any offense is open to the possibility of appeal to the Executive Board with fines having the possibility of being waived if sufficient reason is found.

ARTICLE 5: DISSOLUTION OF COUNCIL

1. In the event the number of active member organizations falls below two, the MGC shall be dissolved into its 3 remaining constituents.
2. All funds located in the MGC account at the time of dissolution, granted that all outstanding debts from and to the council are reconciled, shall be donated to a multicultural scholarship at Iowa State University.

ARTICLE 6: AMENDMENTS

1. All constitutional amendments must be submitted to the Legislative Assembly in writing and electronically at least seven days prior to desired voting date.
2. This Constitution shall be amended by a *two-third* vote of Active Membership Chapters present and voting at a regularly scheduled Legislative Assembly.
3. Amended or ratified constitution should be submitted within 10 days to Student Activities Center for approval.

Of ----- From	President	Exec. VP	VP Finance	VP Recruitment	VP Communications	VP Scholarship	Adviser	TOGA
President	To keep track of the goings on of individual chapters, maintain well informed of Iowa State, community, and national events going on that may affect the identities represented within our membership organizations. To keep Exec/chapters well informed. To delegate responsibilities to other Exec members & Council membership. To not try and do everything on my own aka ask for help.	To keep the rest of Council informed on ERT meetings, to keep track of proposed changes to our Constitution, to work in conjunction with President to keep the Council/Exec running smoothly	To create fundraising opportunities for MGC so that we may better provide our membership organizations with opportunities for social and professional events. To keep an updated budget for the Council, and to eliminate unnecessary spending/find cheaper alternatives to the way we currently do things.	To work with all other Council VPRs to better integrate MGC and all that our chapters do within the Iowa State Community in all Community recruitment events. Advocate for more knowledge across councils as to what our organizations do so that all PNM's are well informed on their options.	To maintain a social media presence for the Council on both our own pages as well as Greek Community pages, to make sure MGC is represented in all media related to ISU Greek Life. "Representation matters."	To create relevant & meaningful academic programming for membership organizations, to provide resources for support for chapters on academic probation, and to remind members that they are students first.	To listen to all concerns of MGC members and act as our voice when we can not be present at Staff meetings. To support our Exec/chapters when we do not feel comfortable voicing our concerns to the rest of TOGA.	To listen to the members of MGC, address our concerns rather than brush them off or act as if we are being too sensitive, to educate ourselves rather than using students as teachers, to truly act upon our pillar of Social Justice.
Exec. VP	To adequately inform and prepare the Exec Board for General Assembly. To ensure all relevant information is shared with chapters	To effectively represent MGC at ERT meetings, to address any potential RM issues, and to address potentially culturally insensitive events and/or themes from the other councils	To establish fundraiser to improve the position of the council, determine the sustainability of large scale events (i.e. MOSAIC), and to continue to develop and implement the Greek Programming Fee	To create complete and accurate recruitment materials that accurately portray all member organizations	To provide timely and relevant information to chapters, to create and maintain a master attendance roster for MGC events, to create advertisement for various events, and to effectively promote events	To create academic programming that will benefit members, regardless of the current academic standing of the individual	To continue to serve as an effective resource for MGC, to remind me of various things I may be forgetting related to MGC	To address any/all issues of diversity and/or inclusion in a timely AND appropriate manner
VP Finance	To Inform/ delegate information or important tasks to the respective chair. Foresee the individual exec positions on goals for the semester.	Serve as a guidance to the President and remain as a resource for the exec board	Stay on float of budget. Make best financial decisions to properly invest in and minimize costs. Fundraising events to provide more income in our accounting	Provide action plan for the recruitment events as well as creating unique events to attract a bigger audience.	Update exec board of any communication needed or that we would need to invest in also ask someone else to proofread your the flyer.	Provide a schedule of study table that will be available for MGC Council	Serve as a resource to all MGC and also introduce to yourself to all MGC	Accomodate to MGC councils needs
VP Recruitment			Expectations of the VP Recruitment for the VP Finance	Expectations of Self				
VP Communications	Maintaining constant communication and would like constructive criticism over the work we do to be better as a council,	Be available when president is not and be there for other council members	Will stay in communication with Finance when it comes to marketing purchases	Be involved in all recruitment planning so I can better help advertise events and put MGC name out there	To post something weekly and any make sure anything I post is Facts and to make sure I can be help to all PR in MGC	Would love for you to update me on study table location and times and can help put up flyers for successful MGC study tables	Honest opinions on the work I post and serve a mediator when times get tough.	To make sure that the things I post is well representing the greek community and it can be as simple as my grammar

Of ----- From	President	Exec. VP	VP Finance	VP Recruitment	VP Communications	VP Scholarship	Adviser	TOGA
VP Scholarship	To help support and delegate issues involving academics	Provide input and help with academic matters within MGC	Work with each other to creating a potential budget/funds to host academic events	Promote/inform about our academic success goals	Relay information out to chapters about various academic events that we will have, work on advertisements/event planning	To help and support the MGC chapters by providing resources and aid to achieve academic excellence. Communicate with the academic chairs of each chapter and attend weekly meetings with others on the academic Greek council.	To assist with any questions or concerns that the VP of Scholarship may have	To assist with any questions or concerns that the VP of Scholarship may have and provide additional resources to utilize
Adviser	The President will attend weekly one-on-one meetings to discuss new ideas, issues, and successes that pertain to MGC. The president will be transparent with communication and will ask for help when it is needed.	The executive VP will attend ERT and will share relevant information with all of exec. If there are problematic programs that someone in our community wants to plan I expect professionalism with your response. Utilize the team of MGC.	Dues will be done in a timely and professional manner. VP Finance will ask for help when help is needed and will advocate for MGC on the Finance Committee through the Greek Programming fee.	Events will be planned in advance. Assessment will be completed following each event. Think creatively and outside of what has been completed in the past, do not be afraid to try new things or ask to do new things.	Advertise equally for all of our member organizations. Will set boundaries and timelines with the rest of the exec team surrounding the creation of social media pieces.	Attend Academics Committee meetings and help chapters create academic programming goals. Well planned events are executed and assessed after the completion.	Will be a resource to the executive team. Will be kept up to date on issues facing MGC member organizations, the executive team, and feel comfortable to bring those issues up to other members of the professional staff in the office.	Will listen and actually hear the issues brought up by MGC and their member organizations.
TOGA	Be a voice for your council. Dont be afraid to talk to TOGA staff before a problem exists. We want you to have the best experience possible and we can only do that if you communicate what is going on in your council.	Hold each chapter accountable for completing Form X, communicating with staff about event concerns, attending Event Review Team meetings, communicate with team members, hold chapters accountable for holding unregistered events, communicate which are recruitment events vs. other events. Educate chapters about the registration process, explain the why behind everything, try not to schedule philanthropies that overlap with each other, be present and respond to emails in a timely fashion.	Bill chapters on time for dues. Collect fines timely.	Attend Greek Visit Day planning meetings, communicate with chapters about the MIP process, plan an execute Meet the Greeks, assist chapters with PR for recruitment events, be a liaison for the council to staff regarding recruitment. Be timely, follow through, communicate with staff and council.	Attend weekly team meetings, follow through with social media posts, be a representative for the council when updating print and online media forms, assist with special projects for the team. Communicate, respond to emails, be responsive.	Attend weekly team meetings, follow through with tasks, speak up in meetings, be engaged with the planning process for events, think strategically about how to implement this position for the council, hold chapters accountable for not meeting GPA expectations.	Expectations of TOGA for the Adviser	Expectations of All of Exec: "Respond to emails within a timely manner (48 hours). If there is something communicated that you do not fully understand, ask questions for clarity."