**The Constitution of Greek Week**

**Iowa State University**

**Fall Semester 2014**

**Article I: Establishment of Greek Week Central**

Section I: Name

The name of this organization shall be Greek Week Central, abbreviated as GWC.

Section II: Jurisdiction

The selected members who comprise Greek Week Central by accordance of Article IV shall be subject to this Constitution.

**Article II: Purpose and Goals**

Section I: Mission Statement

The Greek Community at Iowa State is full of pride, traditions, and friendship. One of these traditions is Greek Week. Greek Week gives the members of the Greek Community the opportunity to join together and celebrate with a week full of friendly competitions, awards, and events such as community service, barbeques on central campus, Lip Sync, Tournaments, Greek Olympics, and Vespers. Our goal is to make this time fun and memorable as well as showcase and celebrate the Greek Community’s accomplishments.

Section II: Policies and Regulations

Greek Week Central abides by and supports established Iowa State University policies, as well as all State and Federal Laws.

**Article III: Statement of Compliance**

Greek Week Central abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. Greek Week Central agrees to annually complete President’s Training, Treasurer’s Training and Adviser Training (if required).

**Article VI: Non-Discrimination Statement**

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

**Article V: Membership**

Membership eligibility shall be open to all registered, Greek-affiliated students in good standing at Iowa State University. As a member of Greek Week Central, one is required to attend weekly organization meetings, pay dues if required, and actively support organization projects. Membership will be revoked by a majority vote of Greek Week Central members if actions are deemed inappropriate by the membership. A member is permitted to speak before Greek Week Central about the charges made concerning his/her performance. The member is not permitted to participate in the Central Committee’s deliberation regarding the charges.

**Article VI: Officers**

Section I: Election to Office

The Greek Week General Co-Chairs shall be selected by the outgoing Greek Week General Co-Chairs and Adviser through an application and interview process. General Co-Chairs are interviewed and chosen following the conclusion of Greek Week and before the conclusion of the spring semester.

All Greek Week Central members will then be selected by the current Greek Week General Co-Chairs and Adviser through an application and interview process. Greek Week Central applications, interviews and selections/elections are held by November 1st in the fall prior to Greek Week.

Section II: Position Vacancy

Should a position vacate before Greek Week, the General Co-chairs will open up the application and interview process again until that position is filled. A student may be appointed to Greek Week Central by the General Co-Chairs and Advisers through an application and interview process, shall the position be desired. He/she will keep this position for the duration of one year.

Section III: Term of Office

The term of office will be one full year for the General Co-chairs (April to April) and from selection until the conclusion of Greek Week for Central members.

Section IV: Officer Requirements

The Central members of this organization must meet the following requirements or be removed from office:

1. Be an active member of a Greek chapter. The number of credit hours necessary to be considered an active member is left to the discretion of the chapter’s bylaws.
2. Have a minimum cumulative grade point average (GPA) of 2.5 in the semester prior and during Greek Week.
3. Be in good standing with the university and enrolled.

Section V: Officer Duties

1. *General Co-chairs:*

Shall represent the organization appropriately on campus and throughout the Greek Community; ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Student Activities Center; maintain communication with the organization adviser(s) as well as Central members; and make themselves available for advice as well as provide assistance to Central members whenever needed.

General Co-Chairs will also serve as the Risk Management Chairs and be responsible for the following:

1. Minimize potential risks for club activities.
2. Recommend risk management policies or procedures to Greek Week Central.
3. Submit documentation to ISU’s Risk Management Office.
4. Ensure that Iowa State University policies are followed at all of the organization’s events.
5. Ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
6. *Fiscal Coordinator:*

Shall design the budget, handle all expenses and transactions, and record meeting minutes. Computer skills and budget experience are encouraged.

1. *Marketing and Media Coordinators:*

Internal: shall handle promotions, design of logo and shirts, contact local radio, and coordinate the Greek Week Central photography.

External: shall promote the Greek Community around campus and organize slide shows for various events during Greek Week. Shall be the primary contact for all Greek Week social media and will be responsible for informing the community of results via social media.

1. *Technology Coordinator:*

Shall be responsible for coordination of all computer and/or technology needs for each Greek Week event, also coordinate the recording and distributing of Lip Sync practices and final performances. Shall work with adviser to help coordinate VESPERS ceremony.

1. *Sponsorship Coordinators:*

Shall contact area businesses, alumni, and other organizations for sponsorship or donation of goods. Shall work with Culinary Coordinator to plan BBQ food, and shall work with Marketing and Media Coordinators to promote sponsors and events.

1. *Community Service Coordinators:*

Shall set up and carry out individual chapter community service/philanthropic projects and a citywide community service/philanthropic effort as well as award money raised to applying organizations and causes.

1. *Crew Coordinators:*

Shall interview and select Greek Week Crew and Captains to carry out the Greek Week activities and educate and coordinate schedules of the chosen Crew and Captains with necessary events of Greek Week.

1. *Lip Sync Coordinators:*

Shall plan and facilitate Lip Sync activities including weekly practices, and performances (1st and 2nd cuts).

1. *Olympics Coordinators:*

Shall plan and facilitate the Greek Olympics and be knowledgeable of all safety precautions for each of their events.

1. *Tournaments Coordinators:*

Shall plan and execute tournament brackets and work with Greek Week Crew Coordinators, as well as Greek Crew and Captains, to officiate all events.

1. *Spirit Coordinators:*

Shall plan and facilitate the Greek Week Karaoke, team banner displays, and Community Banner display, provide additional support during Greek barbecues, and devise new and inspiring ways to keep the spirit in the Greek community live and radiant.

1. *Culinary Coordinator:*

Shall plan and facilitate the food and serving necessities at each event, and be the main contact for the central campus barbecues.

1. *Advisers:*

Shall maintain communication and meet with officers regularly; be aware of financial expenditures; and ensure that the organization is operating in conformity with the standards set forth by Iowa State University and Students Activities Center. Advisors will be appointed by the Office of Greek Affairs staff and will serve the committee on a yearly basis.

Section VI: Removal

Greek Week Central follows all officer requirements set forth by the Student Activities Center and Student Organizations Recognition Process (SORP). Committee members of Greek Week Central are also expected to meet the following 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 2.00. 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. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

If an officer does not follow SORP requirements, or is found by the Greek Week Central and Adviser(s) to not be fulfilling his/her responsibilities, then they may be asked to leave their position. Removal process will be performed as followed:

1. The committee member or advisor shall be informed of their status.
2. Removal decision will then be presented to the Office of Greek Affairs Staff and Greek Week Central Advisors.
3. A hearing may be scheduled for the member or members being brought up for removal to state their case.
4. Following the hearing a vote will be conduct by the Office of Greek Affairs Staff, Advisors, and General Co-Chairs.
5. 2/3 vote or greater will result in member or members being removed from the committee.
6. Member or members shall be notified of the results.

If the Office of Greek Affairs Staff or Greek Week Central does not believe an advisor is representing Greek Week in a positive manner or fulfilling his/her responsibilities, then they may be asked to leave their position. Removal process will be performed as followed:

1. The advisor shall be informed of their status.
2. Removal decision will then be presented to the Office of Greek Affairs Staff.
3. A hearing may be schedule for the advisor being brought up for removal to state their case.
4. Following the hearing a vote will be conduct by the Office of Greek Affairs Staff and General Co-Chairs.
5. 2/3 vote or greater will result in the advisor being removed from the committee.
6. Advisor shall be notified of the results.
7. The Office of Greek Affairs will then appoint a new representative to serve in the position.

Section VII: Dues

There are no official dues for Greek Week. However, all Greek Week Central members and the adviser will be required to pay for any merchandise or food expenses unless told otherwise.

**Article VII: Finances**

Finances will be handled by the Fiscal Director, Greek Week General Co-chairs, and Greek Week Adviser(s). The Fiscal Director shall maintain all financial records and shall countersign with the General Co-chairs for all organization transactions. All monies belong to this organization shall be deposited and dispersed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 hours after collections. An Adviser to this organization must approve and sign each expenditure before payment. Shall Greek Week dissolve, monies should be distributed evenly to all Greek chapter philanthropies.

**Article VIII: Amendments and Ratification**

This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the Greek Week General Co-chairs and Adviser. An amended or ratified constitution must be submitted within 10 days to Student Activities for approval.