

# Greek Senate Constitution

Founding Members of the Greek Senate

ΑΣΤ ΑΧΡ ΔΦΕ ΖΤΑ ΘΦΑ ΘΞ ΛΘΑ ΛΘΦ ΛΣΥ ΣΠ ΤΚΕ ΡΣΚ ΦΣΣ

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**HISTORY:** Established Fall of 2003 (John Albanese); ReDraft Spring 2006 (Kevin Ennis); Updated Spring 2008 (Peggy Jones); Spring 2010 (Rebecca Lynn Turner); Spring 2012 (Megan Tracey)



**AUTHORS:**

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Greek Senate Seal by Rob Nicholson (AXP)

**Article I**  
**IDENTIFICATION**

- I. The name of this organization shall be the Monmouth University Greek Senate, henceforth referred to as the Senate.
- II. The Monmouth University Greek Senate Seal, henceforth referred to as the seal, shall be recognized as the official mark of the Senate.
- III. The Greek Senate recognizes three sub-bodies, henceforth referred to as Member Councils:
  - i. Interfraternity Council,
  - ii. Multicultural & Professional Greek Council,
  - iii. Panhellenic Council.

**Article II**  
**MISSION STATEMENT**

- I. The mission of the Senate is to govern the organizations of the Greek Community. The Senate is primarily dedicated to ensuring and enhancing the quality of Fraternity and Sorority life by providing support in the areas of Scholarship, Service, Leadership and Fellowship. The Greek Senate shall maintain communication between the Greek Community, the Office of Student Activities and Student Center Operations (OSASCO), and the Monmouth University community at large. The Senate strives to assist member chapters in meeting or exceeding their own nationally prescribed guidelines. To this end, the Senate provides member Chapters with the opportunity to foster mutually beneficial partnerships with other member chapters and the campus community.

**Article III**  
**NONDISCRIMINATION**

- I. The Greek Senate and all its sub-bodies will not discriminate on the basis of race, color, religion, marital status, national/ethnic origin, age, sex, sexual orientation, or disability in its programs or activities.

**Article IV**  
**LEGISLATIVE POWERS**

- I. The Senate is the authority which initiates and approves relevant policies for the governance of the Greek Community in conjunction with the OSASCO.
- II. The Senate and its appointed sub-bodies are to effectively communicate on behalf of the Greek Community involving issues concerning the greater Monmouth University Community.

**Article V**  
**MEMBERSHIP**

*Section I. Criteria*

- I. All member chapters must maintain recognition from the OSASCO and their National Headquarters to be a member of the Greek Senate.
- II. Member chapters are obligated to abide by the Greek Senate Constitution and the policies and by-laws thereof.
- III. All member chapters must maintain a full-time Monmouth University faculty/staff advisor.
- IV. A member chapter can have its recognition changed or recommended to be revoked by the Greek Judicial Board or the OSASCO when the chapter in question is found to be in violation of the Greek Senate Constitution, the Greek Senate By-Laws, and/or the chapter's National Governing Council, and the Monmouth University Student Code of Conduct.

*Section 2. Recognition*

- I. Active Status
  - i. Official recognition by Monmouth University through the Greek Senate, the Student Government Association, and the OSASCO.
  - ii. Officially recognized by member chapter's National Headquarters.
  - iii. Entitled to all rights and privileges of a member chapter of the Senate.
- II. Interest Groups and Colonies
  - i. Complete the Monmouth University expansion process as per respective Member Council policy.
  - ii. Have one elected member attend all Greek Senate meetings as a Senator.
  - iii. Colony representatives are not eligible to motion or vote, but may debate.
    - A. Colony members have the power to nominate a member to the Greek Senate Executive Board during election procedures, provided that colony is scheduled to become an "Active" member chapter the following semester.
- III. Loss of Recognition
  - i. A chapter who loses recognition forfeits all rights and privileges of a student organization and is no longer recognized as a student organization by the Senate, The OSASCO, or The Monmouth University Student Government Association.
  - ii. A chapter who loses recognition must meet with the Assistant Director of Student Activities for Fraternity and Sorority Life if they wish to discuss provisions for a possible reinstatement of charter.

*Section 3. Representation*

- I. General Criteria
  - i. Each member chapter is responsible for providing the Senate with one Senator.
  - ii. The Senator is responsible for communication and attendance of all regular and special meetings.
    - A. Must be the President of a member chapter or another member of the chapter Executive Board if the President is unable to attend, who meets the General Criteria requirements listed above.
    - B. May motion and debate in all Senate meetings.
    - C. Responsible for voting in all Senate voting matters.
    - D. Responsible for communicating Senate meeting details to their chapter's Executive Board.
    - E. Responsible for procuring any information and/or services requested of their chapters by the Senate.
  - iii. All senators must be in good standing with the University and be active in status in accordance with their respective chapter's constitution.
  - iv. If any Senator is elected to the Executive Board, they are no longer eligible to serve as a Senator.
  - v. Whenever a Senator is ineligible to serve the Senator's member chapter must elect or appoint a new Senator within one week.

**Article VI**  
**MEMBERS OF THE EXECUTIVE BOARD**

*Section 1. Senate Executive Board*

- I. President
- II. Vice-President
- III. Chief Justice
- IV. Administrative Assistant
- V. Treasurer

*Section 2. Qualifications and Election Procedures for Executive Board*

- I. All qualifications and procedures will follow the process described in the Greek Senate Election Packet

*Section 3. Successions and Vacancies*

I. Succession Chain

- i. If the office of President becomes vacant the Vice President will assume the responsibilities until a new President is elected.
- ii. The office of President will be offered to each Executive Board Member in the following succession until it has been accepted by a candidate and approved by a majority vote of the Senate:
  - A. Vice President
  - B. Chief Justice
  - C. Administrative Assistant
  - D. Treasurer
- iii. If no Executive Board Member is approved for office the Senate will follow the standard vacancy procedures. The first nomination is made by the Executive Board.
- iv. Anyone who fills a vacancy must meet the requirements for an Executive Board position.
- v. Should the President ever be temporarily unavailable the Senate shall follow the same succession as the chain of command.

II. Vacancy Procedures

- i. When a vacancy occurs for the Executive Board, other than President, there shall be a one week period beginning at the meeting of the announced vacancy for eligible applicants to submit an application provided by the Greek Senate Executive Board.
- ii. The Executive Board shall nominate a replacement based on the applied candidates.
- iii. The Executive Board nominee must then be approved under quorum by a majority vote of the Senators.
- iv. Should the nominee not be approved the Senate shall, at the same meeting, nominate a new candidate and obtain an approval under quorum by a majority vote of the Senators.

*Section 5. Responsibilities and Obligations*

- I. All responsibilities and obligations are outlined in the Greek Senate Election Packet.

**Article VII**  
**PROVISIONS FOR REMOVAL AND REPLACEMENT OF EXECUTIVE BOARD MEMBERS**

- I. The following items are grounds for the removal of an Executive Board member:
  - i. Abuse of power.
  - ii. Insufficient time for his/her position.
  - iii. Violation of policies.
  - iv. Other reasons may be determined on a case to case basis.
- II. Procedure of removal:
  - i. Any member of the Senate has the power to initiate removal proceedings.
  - ii. Charges must be submitted in written form to the Senate Chief Justice, if the Senate Chief Justice is the member of the Executive Board under scrutiny the charges will be submitted to the Senate President.
  - iii. The Executive Board member under scrutiny must be notified of the charges prior to the presentation of charges.
  - iv. The Senate Chief Justice, or Senate President, will present the charges to the Greek Senate at the first regular meeting following the submission of charges.
  - v. The Greek Senate will review the charges, hear from the scrutinized Executive Board member and host a vote of confidence.
  - vi. If the Executive Board member is removed, the position will be filled by Vacancy Procedures.

**Article VIII**  
**MEMBER COUNCILS**

- II. Each Member Council shall have a constitution which delineates a legislative process and the rules and regulations of their respective constituents.

**Article IX**  
**ASSEMBLIES OF THE GREEK SENATE**

*Section 1. Purpose of Assemblies*

- I. The purpose of the Assemblies of the Greek Senate shall be to interconnect its Member Councils in an effort to deliver the mission of the Greek Senate.
- II. The Assemblies shall review and re-evaluate their goals following each election cycle of officers.

*Section 2. Established Assemblies*

- I. President's Assembly.
  - i. Membership of the President's Assembly shall be comprised of the Greek Senate President, the Greek Senate Chief Justice, the Interfraternity Council President, the Multicultural & Professional Greek Council President, and the Panhellenic Council President.
- II. Vice President's Assembly.
  - i. Membership of the Vice President's Assembly shall be comprised of the Greek Senate Vice President, the Greek Senate Treasurer, the Greek Senate Activities Chair, the Greek Senate Public Relations Chair, one of the Interfraternity Council Executive Board, one of the Multicultural & Professional Greek Council Executive Board, and one of the Panhellenic Council Executive Board.
- III. Outreach Assembly.
  - i. Membership of the Outreach Assembly shall be comprised of the Greek Senate Administrative Assistant, one of the Interfraternity Council Executive Board, one of the Multicultural & Professional Greek Council Executive Board, and one of the Panhellenic Council Executive Board.

*Section 3. Ad Hoc Assemblies*

- I. The President and Vice President may create and dissolve ad hoc assemblies as needed.

**Article X  
JUDICIAL**

*Section 1. Process*

- I. All judicial matters will follow the process described in the Fraternity and Sorority Life Judicial Procedures.

*Section 2. Senate Conduct*

- I. Any Executive Board member or Senator formally charged with violating a policy of the Greek Senate Constitution or the Greek Senate By-Laws which directly relates to the obligations of their position shall be given a hearing by the Greek Judicial Board.

**Article XI  
ADVISORS**

*Section 1. Advisor to the Greek Senate*

- I. Assistant Director of Student Activities for Fraternity and Sorority Life or a designee from the Office of Student Services shall serve as the primary advisor to the Greek Senate and the sub-bodies thereof.

*Section 2. Individual Organizations*

- I. Advisors must be faculty or staff members of Monmouth University, excluding the employees of the OSASCO.
- II. Each fraternity and sorority shall choose its own advisor(s).
- III. In the event a member chapter's sole advisor resigns with four or more weeks remaining in a semester, the chapter shall be permitted four weeks to find another.
- IV. In the event a member chapter's sole advisor resigns with less than four weeks left in the semester, they must have a new advisor by the start of the following semester.
- V. When a member chapter has no advisor a member of the OSASCO will serve as an interim advisor and assist the group with finding a new advisor and their daily operations.
- VI. In the event a chapter fails to find a new advisor in the allotted time, the chapter will be deemed inactive until a new advisor is in place.

**Article XII  
FINANCE**

*Section 1. Student Government Association Allocation*

- I. The Senate Treasurer shall submit the allocation request to the Student Government Association to obtain financial assets for the next academic year as per the budget request process.
- II. Once the Senate Treasurer receives notification from the Student Government Association of the allocation for the upcoming year the Senate Treasurer shall prepare and present a detailed budget to the Senate at the second to last meeting of that semester.
- III. At the final meeting of that semester the Senate will discuss and vote on the budget proposal, which will require majority approval.
- IV. No money pertaining to the Senate can be allocated for alcohol.

*Section 2. Emergency Budget*

- I. If the Senate does not receive an allocation from the Student Government Association the Senate will follow emergency budgeting procedures.
- II. The Senate Treasurer shall prepare and present a detailed budget for the upcoming semester to the Senate at the second to last meeting of the current semester.
- III. The budget proposal will include a breakdown of cost per member of the Senate.
- IV. At the final meeting of the current semester the Senate will discuss and vote on the budget proposal, which will require majority approval.
- V. Invoices will be provided to each member chapter at the beginning of the following semester.

*Section 3. Payments to the Senate*

- I. All payments due to the Senate and its Member Councils are to be paid in full to the Senate within a two (2) week period.
- II. A chapter may establish a payment plan with the Senate Treasurer within the two (2) week period to avoid interest charges.
- III. After the two week period, any chapter without an established payment plan will receive a 25% interest charge compounded to the unpaid balance each week the chapter is delinquent.
- IV. On the date of the first missed payment, the chapter goes into default on their payment plan.
- V. While a chapter is in default a 25% interest charge will be compounded to the unpaid balance each week.
- VI. Any chapter with outstanding debt after four (4) weeks will be put on Probation status until the fine is paid in full.
- VII. All fines will be decided by majority approval of the Senate or determined by precedent.
- VIII. All fines collected by the Senate will be expensed into the "Fines" account of the Senate Budget.
- IX. The "Fines" account of the budget must be spent on documented expenditures benefiting the Greek Community (i.e. Guest speakers, NGLA, UIFI).

**Article XIII  
ON CAMPUS CHAPTER EVENT POLICY**

- I. Any chapter wishing to hold an event in Pollak Theatre, Anacon Hall, Outdoor Venues, Athletics Venues, and/or events spanning beyond one (1) day must complete a Special Event Registration Form with OSASCO no later than April 1 of the previous academic year. [Effective concurrent to the 2012-2013 academic year]
- II. Priority of events will be determined by Greek Challenge (end of the year) reports submitted to the OSASCO. [Effective concurrent to the 2012-2013 academic year]
- III. The Greek Senate Executive Board will assign two members to supervise the event, including but not limited to set up and clean up.
- IV. If a chapter is found setting up without having members of the Greek Senate in attendance they will have to forfeit their security deposit in addition to any damage cost if applicable.
- V. If any damages occur the chapter may be subjected to charges with the Greek Judicial Board.
- VI. All groups must follow regulations for student events according to all University guidelines.

**Article XIV  
AMENDMENTS**

- I. This constitution and its by-laws must be updated or ratified at least once every two years.
- II. The history of the updates and ratifications should be recorded on the title page, documenting the semester and the name of the presiding Senate President.
- III. This constitution may be amended or ratified by a two-thirds vote of all active Senators.
- IV. Written notice of any proposed amendment must be filed by either an Executive Board member or a Senator.
- V. Written notice of any proposed amendment must be filed with the Senate Executive Board at a Senate meeting two (2) weeks prior to any vote.
- VI. The proposed change must be discussed at the first scheduled Senate meeting after the proposal was first presented.
- VII. If the proposal is redrafted it must be discussed again at the next Senate meeting.
- VIII. Should the proposal remain unchanged it is to be voted on the following meeting under quorum.
- IX. If the Senate passes the amendment it must be ratified by the Student Government Association to become official.

# Greek Senate By-Laws

## MEETINGS

### Section 1. Quorum and Majority

- I. Two-thirds (2/3) of all active Senators of the Senate shall constitute as standard quorum.
- II. Fifty percent plus one (50% + 1) of all active Senators of the Senate shall constitute as standard majority.

### Section 2. Presiding Officer

- I. The President shall be the presiding Executive Board member at all Senate meetings. In the President's absence, the order of succession to chair meetings shall be:
  - i. Vice-President
  - ii. Chief Justice
  - iii. Administrative Assistant
  - iv. Treasurer
- II. If all of the aforementioned are absent no Senate meeting shall be held.

### Section 3. Meetings

- I. Executive Board Meetings
  - i. The Executive Board shall meet weekly at a time to be chosen prior to the first meeting.
  - ii. Quorum of Executive Board members shall constitute presence for official business.
  - iii. Advisors, Administrators and the media may attend meetings, though may be asked to leave at any time for official business, excluding the Assistant Director of Student Activities for Fraternity and Sorority Life.
  - iv. Those not serving on the Senate may present a report if approved by the Executive Board prior to the meeting.
- II. Regular Meetings
  - i. The Senate shall meet weekly at a time to be chosen prior to the first meeting.
  - ii. Standard quorum of Senators shall constitute Senate presence for official business.
  - iii. Advisors, Administrators, members outside of Monmouth Universities undergraduate fraternity and sorority community, and the media may attend meetings, though may be asked to leave at any time for official business, excluding the Assistant Director of Student Activities for Fraternity and Sorority Life.
  - iv. Those not serving on the Senate may present a report if approved by the Executive Board prior to the meeting.
- III. Election Meetings
  - i. Elections will occur at a regularly scheduled meeting three weeks prior to the transition of Executive Board Members.
  - ii. Standard quorum of Senators shall constitute Senate presence for elections.
  - iii. Advisors, Administrators, members outside of Monmouth University undergraduate fraternity and sorority community, and media may attend meetings, though may be asked to leave at any time for official business, excluding the Assistant Director of Student Activities for Fraternity and Sorority Life.
  - iv. Elections and Announcements will be the only business conducted at these meetings unless otherwise requested by any Senator prior to the meeting.



## IV. Special Meetings

- i. A special meeting of the Senate may be called by the Senate President when requested by any Senator or Executive Board Member.
- ii. The Greek Community must be given a minimum of twenty four (24) hours notice for a Special Meeting.
- iii. Standard quorum of Senators shall constitute Senate presence for official business.
- iv. Advisors, Administrators, members outside of Monmouth Universities undergraduate fraternity and sorority community, and the media may attend meetings, though may be asked to leave at any time for official business, excluding the Assistant Director of Student Activities for Fraternity and Sorority Life.
- v. Those not serving on the Senate may present a report if approved by the Executive Board prior to the meeting.

## Section 4.Meeting Attendance

- I. All Executive Board Members, Member Council Presidents, Activities Chair, Public Relations Chair, and one Senator from each member organization must attend each regularly schedule Greek Senate Meeting.
- II. All attending members are permitted two (2) absences, excused or unexcused, per semester for regularly Senate Meetings.
- III. At the time of the third absence a \$15 fine will be credited to the absent member or member chapter.
- IV. At the time of the fourth absence a \$30 fine will be credited to the absent member or member chapter and the case will be given to the Greek Senate Judicial Board for review.

## Section 5.Agenda

- I. The Executive Board agenda should consist of the following:
  - i. Roll Call
  - ii. Approval of Minutes
  - iii. Open forum for guest speakers
  - iv. Executive Reports
    - A. President
    - B. Vice President
    - C. Chief Justice
    - D. Administrative Assistant
    - E. Treasurer
    - F. Advisor
  - v. Old Business
  - vi. New Business
  - vii. Announcements
  - viii. Adjournment

- II. The Senate agenda should consist of the following:
  - i. Roll Call
  - ii. Reading of the Creed (At Ritualistic Meetings)
  - iii. Approval of Minutes
  - iv. Open forum for guest speakers
  - v. Executive Reports
    - A. President
    - B. Vice President
      - 1. Activities Chair
      - 2. Public Relations Chair
    - C. Chief Justice
    - D. Administrative Assistant
    - E. Treasurer
  - vi. Member Council Reports
    - A. IFC President
    - B. MPGC President
    - C. PHC President
  - vii. Advisor Report
  - viii. Open Discussion Period
  - ix. Old Business
  - x. New Business
  - xi. Announcements
  - xii. Gavel Pass (At Ritualistic Meetings)
  - xiii. Adjournment

#### Section 6.Minutes

- I. Minutes shall be kept at all meetings.
- II. Should the Administrative Assistant be unable to perform their duties at a meeting the Treasurer shall perform the minute-taking responsibilities.

#### Section 7.Motion and Debate

- I. Senators have full rights to motion, debate, and vote in accordance with parliamentary procedures as outlined by Roberts Rules of Order: Newly revised.
- II. Executive Board members have full rights to motion and debate in accordance with parliamentary procedures as outline by Roberts Rules of Order: Newly revised.
- III. Advisor of the Senate have the right to debate in accordance with parliamentary procedures as outlined by Roberts Rules of Order: Newly revised.

## Section 8. Form of Actions and Voting

- I. All motions of the Senate shall pass by a majority affirmative vote of the quorum, unless specified otherwise by the Greek Senate Constitution or its By-Laws.
- II. Each Senator's vote shall carry equal weight, with each Senator representing the opinions of their member chapter.
- III. The Senate President shall vote only to break a tie.
- IV. Every Senator is given the privilege of absentee voting provided the Senator is awarded an excused absence for the meeting of the vote.
- V. An absentee vote must be dated, signed, and delivered to the Senate President or the Senate Administrative Assistant in advance of the meeting being called to order.
- VI. An absentee vote must detail a Senator's decision on a vote and the reasoning behind their decision.
- VII. In the case of a debate, anyone with the privilege to debate may request an absentee vote be read aloud to add insight to a discussion.
- VIII. Vote of Confidence
  - i. In the case where a Greek Senate Executive Board Member is under review for removal or when there is only one candidate running to be elected for a position, during the regularly scheduled Election Meeting or during vacancy procedures, a vote of confidence will be held.
  - ii. The motion requires a majority approval to carry.
  - iii. However, if the motion receives greater than 30% disapproval the motion will not carry and will be consider having no confidence from the Greek Senate.

**MANDATORY EVENTS**

## Section 1. Point System

- I. Each semester the Greek Senate Administrative Assistant will create a Point System that must be approved by the Greek Senate.
- II. The Point System will be proposed at the first regularly scheduled Greek Senate Meeting, which will include a discussion period.
- III. A vote will be held at the next regularly scheduled Greek Senate Meeting, which will include another discussion period.

## Section 2. Fulfilling Requirements

- I. Each member chapter will be required to achieve 70% of the total points by the end of the semester.
- II. Failure to achieve the necessary points will result in a fine credited to the member chapter in the following semester.
- III. Fines will be assessed as follows:
  - i. Chapters achieving 0%-24% will be fined \$20 per active member;
  - ii. Chapters achieving 25%-49% will be fined \$15 per active member;
  - iii. Chapters achieving 50%-69% will be fined \$10 per active member.

## Section 3. Extra Credit

- I. Any event not included in the approved point system may be added during the semester as extra credit by approval of the Greek Senate.

**SENATE SEAL**

## Section 1.General

- I. The Monmouth University Greek Senate Seal should only be displayed at events or applied to items which uphold the ideals of the Fraternity and Sorority Community.
- II. The Seal is available for use by the Greek Senate, its member councils, and its member chapters.
- III. Anyone wishing to use the seal should make a written request to the Senate Chief Justice, who will approve its use.
- IV. Reasoning must be provided should use of the Seal be denied by the Senate Chief Justice.

## Section 2.Misuse Proceedings

- I. Misuse of the seal or a replication of its likeness is a misrepresentation of the Greek Community and is grounds for judicial action.

**AMENDMENTS**

## Section 1.General

- I. These by-laws may be amended or ratified by a majority vote of all active Senators.
- II. Written notice of any proposed amendment must be filed by either an Executive Board member or a Senator.
- III. Written notice of any proposed amendment must be filed with the Senate Executive Board at a Senate meeting two (2) weeks prior to any vote.
- IV. The proposed change must be discussed at the first scheduled Senate meeting after the proposal was first presented.
- V. If the proposal is redrafted it must be discussed again at the next Senate meeting.
- VI. Should the proposal remain unchanged it is to be voted on the following meeting under quorum.