

**Constitution of the
Black and Latino Greek Council
West Chester University of Pennsylvania
Revised: October 2015**

ARTICLE I: NAME

The name of this organization shall be the Black and Latino Greek Council of West Chester University, and referred to as BLGC.

ARTICLE II: GOALS AND PURPOSES

- A. To act as the Governing Body for the Black and Latino Greek Organizations
- B. To unify the minority Greeks on campus.
- C. To maintain the traditions of the Black and Latino Greek member organizations, as a whole, and the autonomy of its individual membership.
- D. This body shall strive to support collectively, as well as individually, and the efforts of its respective members.
- E. This body shall provide a forum for the exchange of ideas, which lead to the development and implementation of programs and policies, which are beneficial to its respective members, campus and community.

ARTICLE III: MEMBERSHIP

Section 1: There shall be 4 classes of membership: Active, Inactive, Reestablishing and New/Interest groups.

- A. The *Interest Group* membership of the Black & Latino Greek Council shall be composed of interest group members that are seeking recognition with a national organization. (And are following the recognition procedures outlined in the BLGC Expansion Policy)
 - 1. Interest group members will gain recognition under BLGC and then follow the steps outlined in the Student Government Association Bylaws for establishing new student organizations.
 - 2. BLGC holds the right to de-recognize an Interest Group if they do not follow the "Standard Operating Procedures for Student Organizations" from the SGA.
- B. The *Colony* membership of the Black & Latino Greek Council shall be composed of members that are currently working on the colony requirements listed in BLGC Expansion Policy.
 - 1. The right to be involved in all Black & Latino Greek Council activities as specified in this constitution.
 - 2. Colony member organizations and their delegates have voice but no vote in Black & Latino Greek Council affairs.
 - 3. Colony member organizations and their delegates cannot initiate amendments to the Black & Latino Greek Council constitution
 - 4. Colony member organizations cannot hold office on the Black & Latino Greek Council executive board
 - 5. During the colony membership period, chapters will not be able to hold a week of events.
 - 6. The colony membership status will last a minimum of two consecutive semesters. (Even if the national organization grants full Chapter status, this period of time serves as a probationary period for BLGC)

- C. The *Associate* membership of the Black & Latino Greek Council shall be composed of all members that are working on the colony requirements listed on the expansion policy and have served two consecutive semesters as colony status.
 - 1. The right to be involved in all Black & Latino Greek Council activities as specified in this constitution.
 - 2. The right to vote.
 - 3. The right to initiate amendments to the Black & Latino Greek Council constitution and its bylaws.
 - 4. The right to hold office on the Black & Latino Greek Council executive board
 - 5. The right to be considered in the semester programming calendar

- D. The *Regular* membership of the Black & Latino Greek Council shall be composed of all members that have fulfilled the colony requirements listed in the expansion policy, have made the required follow-up review presentation, and have been granted “chapter status” by their respective national organization.
 - 1. The right to be involved in all Black & Latino Greek Council activities as specified in this constitution.
 - 2. The right to vote.
 - 3. The right to initiate amendments to the Black & Latino Greek Council constitution and its bylaws.
 - 4. The right to hold office on the Black & Latino Greek Council executive board
 - 5. The right to be considered in the semester programming calendar

Section 2. Membership Recognition Criteria

- A. Membership in Black & Latino Greek Council organizations are limited to regular enrolled full time (12 credits or more) West Chester University students.
 - 1. In the event that a student falls below 12 credits, the decision for that student to remain on the chapter roster will reference the national organization policy.
- B. Member organizations are expected to maintain a chapter grade point average and a new member grade point average above 2.5 each semester.
- C. Based on the Student Government Association requirement for minimum membership size for all student organizations, all BLGC member organizations must maintain at least five (5) active members.
- D. Member organizations will not discriminate on the basis of race, *sex, religion, color, national origin, physical or mental handicap, age, sexual orientation, or status as a Vietnam era veteran in selection of members. *The U.S. Congress allows social sororities and fraternities to remain single sex organizations.
- E. The member organizations must be inter/national culturally-based Greek letter fraternity or sorority and in good standing with the West Chester University Fraternity and Sorority Life Office.
- F. Member organizations must pay all fines and fees that they may procure as members of the Council.
- G. Member organizations will submit all school related documents and information (i.e. rosters, prospective members, etc.) as requested by the BLGC Advisors.
- H. Member organizations will set up a financial account with Student Services, Inc.(SSI) All University related fundraising events must be cleared through SSI with appropriate paperwork, i.e. contracts, vouchers, receipts, etc.
- I. Member organizations will adhere to the attendance policy outlined in Article VII of the Bylaws.

ARTICLE IV: OFFICERS

Section 1. Elected Officers of Black & Latino Greek Council shall be:

- A. President
- B. Vice-President
- C. Vice-President for Finance
- D. Vice-President of Operations
- E. Vice President of Programming
- F. Vice President of Service
- G. Vice President of Public Relations [Inter Greek Council Representative, Student Government Representative]

Section 2. The officers shall be members of organizations holding Regular and Associate membership in the Black & Latino Greek Council at the West Chester University. Members from fraternities and sororities holding interest group and colony membership shall not be eligible to hold office.

Section 3. The officers shall take office during the first meeting of Spring term and shall hold office until the installation of new officers during the first meeting of the following Spring term.

Section 4. Any officer failing to perform his or her duties shall resign or be removed.

ARTICLE V: MEETINGS

Section 1. General Body Meetings

- A. General Body meetings shall be held twice a month on the designated evening each semester.
- B. Special meetings of the Black & Latino Greek Council may be called by the President. A request for a Special meeting will be at least 72 hours in advance via email.
- C. The General Body meetings will consist of the General Body (one delegate per member organization), the Executive Board officers, and the Advisors.
 - a. *special permissions may include but are not limited to: for chapters who have two or more members on the Executive Board, one of those members may serve as that chapter's delegate.
- D. Only chapters holding Regular and Associate membership in the Black & Latino Greek Council shall have voting rights at the General Body meetings.
- E. Three-fourths of the General Body members, which consist of the delegates of each organization, and at least 2/3 of the Council's Executive Board Officers, must be in attendance for a quorum to be present and the meeting to be official.
- F. Unless otherwise specified, a simple majority (50% + 1) shall be required to carry a motion.
- G. All meetings shall follow parliamentary procedure according to Robert's Rules of Order.
- H. Chapters are permitted to miss two total meetings per semester. (See Attendance Policy for additional information)

Section 2. Summer Meeting

- A. There will be one meeting which all delegates and executive board members are required to attend. This meeting will take place the weekend prior to the first day of class.
- B. Each chapter will be required to submit their Fall semester programming calendar to the Vice President of Programming

- C. The Programming Committee will also meet at this time to coordinate BLGC participation in Community-Wide programs and activities the first two weeks of school.

ARTICLE VI: EXPANSION

Section 1. Expansion: The Expansion Committee shall deal with all matters pertaining to the expansion of the Black & Latino Greek Council (BGLC) community. All action in the areas of expansion must be approved and sanctioned by this committee. All policies and procedures can be found in ADDENDUM A.

Section 2. Re-establishing Chapter – With Existing Charter (previously recognized at WCU):

- A. Representatives from the National Fraternity/Sorority must meet with the BLGC Advisor to review the process.
- B. A letter from the National Fraternity/Sorority representatives must be sent to the BLGC Advisor and President stating their intentions and timeline for re-establishment
 - a. This letter will be presented at the next regular BLGC meeting to be announced under new business
- C. An Action Plan will be created by the National Fraternity/Sorority and BLGC Advisor which will include two semesters of steps to reestablishment.
- D. All on campus activities will be organized through the BLGC Advisor (room reservations, marketing, etc.) Current BLGC Calendar dates will be considered.
- E. Once membership is established, the BLGC will recognize the organization as an Active Member. Note: Intake processes that would result in less than 5 members returning to campus the following fall will not be approved.
- F. In order to be recognized as an Interest Group under the BLGC (equivalent to any other student organization in the process of forming), 5 members must be maintained.
 - a. Three interest meetings per semester will be permitted
 - b. Flyers can be copied by the Office of Fraternity and Sorority Life
 - c. The interest group is invited to attend BLGC meetings, but not participate in business.
- G. The chapter WILL be permitted to conduct MEMBERSHIP INTAKE, supervised by the Office of Fraternity and Sorority Life per the “Re-Activation” steps in Article VI., Section 2. (*intake is only approved if 5 members will return for the following fall semester)
- H. The chapter will not be permitted to host any programs, or co-sponsor a program.
- I. The chapter will not be permitted to participate in any other chapter’s programs.
- J. The chapter will not participate in community events and programs or attend BLGC Governing Council business. (This includes but is not limited to: Move-in Volunteering, Student Involvement Fair, Fraternity/Sorority Welcome Week Cookout, Meet the Greeks, etc.) However, those with a 2.5 are able to participate as individual students.
 - a. Chapters are permitted to have a table and introduce their group at Meet the Greeks, but not perform
- K. All activities will be authorized by the Director of Fraternity and Sorority Life. Sykes Event staff administrators will not approve events without authorization. As a reminder, making reservations under another student organization’s name is a violation of University policy.
- L. The interest group leadership will schedule at least two meetings with the Director of Fraternity and Sorority Life in order to keep lines of communication open.
- M. Any marketing (social media included) on behalf of the chapter will need to be preapproved by the Director of Fraternity and Sorority Life, at least 48 hours in advance.

- N. If any activity happens off campus, this should be supervised by the Graduate Chapter, including approval of all marketing materials. The group cannot represent itself as an entity of WCU.
- O. The chapter will comply by all additional stipulations from the Graduate Chapter or supervising authority of the National Fraternity/Sorority.

*For those chapters that do not utilize an interest group as part of re-establishment, the supervising Graduate Chapter would work with the Office of Fraternity and Sorority Life to clarify the equivalent of what is listed above.

Section 3. Re-establishing Chapter – If the charter has been inactive for more than four years (not recognized at WCU)

- 1. Procedures for new organizations are outlined in the BLGC Expansion Policy

Section 4. Inactive Status – Not Meeting Student Government Association Standards

When a chapter fails to meet the minimum expectations of the SGA (like after the semester of probation for the minimum number of members), chapter activities are limited during the recovery period. Because the SGA does not recognize organizations below the 5 member requirement, the undergraduates that remain on campus cannot operate like a student organization.

- 1. The chapter WILL be permitted to conduct MEMBERSHIP INTAKE, supervised by the Office of Fraternity and Sorority Life per the “Re-Activation” steps in Article VI., Section 2. (*intake is only approved if 5 members will return for the following fall semester)
- 2. The chapter will not be permitted to host any programs, or co-sponsor a program.
- 3. The chapter will not be permitted to participate in any other chapter’s programs. However, those with a 2.5 are able to participate as individual students.
- 4. The chapter will not participate in community events and programs or attend BLGC Governing Council business. (This includes but is not limited to: Move-in Volunteering, Student Involvement Fair, Fraternity/Sorority Welcome Week Cookout, Meet the Greeks, etc.) However, those with a 2.5 are able to participate as individual students.
 - a. *Chapters are permitted to have a table and introduce their group at Meet the Greeks, but not perform*
- 5. All activities will be authorized by the Director of Fraternity and Sorority Life. Sykes Event staff administrators will not approve events without authorization. As a reminder, making reservations under another student organization’s name is a violation of University policy.
- 6. The chapter leadership will schedule at least two meetings with the Director of Fraternity and Sorority Life in order to keep lines of communication open.
- 7. Any marketing (social media included) on behalf of the chapter will need to be preapproved by the Director of Fraternity and Sorority Life, at least 48 hours in advance.
- 8. If any activity happens off campus, this should be supervised by the Graduate Chapter, including approval of all marketing materials. The group can not represent itself as an entity of WCU.
- 9. The chapter will comply by all additional stipulations from the Graduate Chapter or supervising authority of the National Fraternity/Sorority.

Section 5. Inactive Status – Not Meeting BLGC Standards

When a chapter fails to meet the minimum expectations of the BLGC (like the minimum GPA for member organizations), chapter activities are limited during the recovery period.

1. The chapter will not be permitted to conduct Membership Intake.
2. The chapter will not be permitted to host any programs, or co-sponsor a program.
3. The chapter will not be permitted to participate in any other chapter's programs. However, those with a 2.5 are able to participate as individual students.
4. As an "inactive" chapter, the chapter will not participate in community events and programs or attend BLGC Governing Council business. (This includes but is not limited to: Move-in Volunteering, Student Involvement Fair, Fraternity/Sorority Welcome Week Cookout, Meet the Greeks, etc.) However, those with a 2.5 are able to participate as individual students.
 - a. *The exception to this is the Office of Multicultural Affairs Mix and Mingle Event*
 - b. *Chapters are also permitted to have a table at Meet the Greeks, but not perform*
5. Similar to chapters in "re-activation" status, all activities will be authorized by the Director of Fraternity and Sorority Life. Sykes Event staff administrators will not approve events without authorization. As a reminder, making reservations under another student organization's name is a violation of University policy.
6. The members who are academically ineligible (those with less than a 2.5) will focus on academics and not be allowed to associate with chapter activity.
7. Chapter activity will be limited to chapter business meetings. The only exception to this will be any pre-intake related meetings that are a requirement of the national organization.
 - a. Any requests for space should be made at least two weeks in advance.
8. The chapter president will schedule at least two meetings with the Director of Fraternity and Sorority Life in order to keep lines of communication open.
9. Any marketing (social media included) on behalf of the chapter will need to be preapproved by the Director of Fraternity and Sorority Life, at least 48 hours in advance.
10. The chapter will comply by all additional stipulations from the Graduate Chapter or supervising authority of the National Fraternity/Sorority.

ARTICLE VII: COMMITTEES

Section 1. Standing Committees: The Standing Committees of the BLGC Shall be: Programming and Expansion

- A. Standing Committees shall be appointed by the BLGC Executive Board to serve during the tenure of the Board which appoints them.
- B. Ad-Hoc committees: The Executive board may form other committees as it deems necessary to carry out the duties of the BLGC. The Vice President shall appoint the chairperson and members of such committees.

ARTICLE VIII: JUDICIAL BOARD

Section 1: The Black and Latino Greek Council Judicial Board will be under the direction of the BLGC Vice President with advisement by BLGC Advisor. All policies and procedures can be found in the BLGC Bylaws, Article V.

ARTICLE IX: RISK PREVENTION

Section 1: All groups will follow the WCU Fraternity and Sorority Governing Councils Risk Prevention Policies and Procedures

ARTICLE X: AMENDEMENTS

Section 1. This Constitution may be amended by a three-fourth vote of the voting delegates of the Regular and Associate member groups of the BLGC at two separate meetings (first meeting proposed and second meeting voted).

Section 2. Any amendments made to the Black & Latino Greek Council Constitution must be reviewed by the General Body. Proposed amendments must be given to the General Body in writing at the preceding meeting.

ADDENDUM

Section 1. BLGC Expansion Policy

**BYLAWS of the
Black and Latino Greek Council
West Chester University of Pennsylvania
Revised: April 2016**

ARTICLE I: QUALIFICATION OF OFFICERS

Section 1. Qualifications

- A. The candidate must be an initiated member of a fraternity or sorority holding Regular or Associate membership status.
- B. The candidate must be a full-time undergraduate student and have a 2.5 cumulative GPA. He or she must not be on any type of university scholastic or disciplinary probation. Grades and conduct status must be verified by the Office of Fraternity and Sorority Life.
- C. The candidate must be in good standing with his or her organization.
- D. Individuals interested in the office of President must be active members of their chapter for a minimum of one semester to be considered for nomination.

ARTICLE II: ELECTIONS

- Section 1: The elected officers of the Council shall be: President, Vice-President, Vice President of Operations, Vice President of Programming, Vice President of Service, and Vice President of Public Relations.
- Section 2: The executive board officers shall be elected during the last meeting of the fall academic semester.
- Section 3: Each member organization is entitled to one vote for each of the elected positions. The President of the Black & Latino Greek Council is entitled to one vote for each of the positions in the case of a tie.
- Section 4: The mode of elections shall be by secret ballot after direct nominations from the floor. Nominations will take place a week before the elections. The nominee receiving the majority ballot shall be declared elected.
- Section 5: The new officer duties begin following the community installation ceremony the first week in December.
- Section 6: In the event of the President leaving office before the end of his/her term, the VP shall become acting President for the remainder of the academic year.
- Section 7: If one of the other offices are vacated before the end of the time, the President shall identify a replacement with a majority vote of the executive council.
- Section 8: Orientation Programs for New Officers: All incoming officers must attend the Officer Transition Retreat organized by the Office of Fraternity and Sorority Life.

ARTICLE III: OFFICER RESPONSIBILITIES

- A. All Executive Board Officers shall be required to attend each meeting. If any Officer misses more than two meetings in any semester, a replacement Officer will be elected in their stead at the next meeting after an announcement by the BLGC President. There will be no excused absences.
- B. All Executive Board Officers are required to serve at least (2) office hours in the Greek Councils Office in Sykes.

Section 1: The duties of the President shall consist of the following:

- A. The president shall be the Chief Executive of the Council.
- B. To preside over all meetings of the Executive Committee and the Council.
- C. To appoint committee and serve as an Ex-Officio member of all committees with a vote but no vote.
- D. To call special meetings when appropriate.
- E. To represent the BLGC on any campus-wide function.
- F. To insure that the BLGC upholds its basic mission statement.
- G. To have a working knowledge of parliamentary procedure.
- H.

Appoints a member of the Executive Board to attend Student Government Association Meetings

Section 2: The duties of the Vice President shall consist of the following:

- A. To preside at all meetings of the Council in the absence of the President.
- B. To exercise coordinating supervision over the activities of the committees and to hold at least one joint meeting of all committee chairpersons to clarify each committee's purpose.
- C. To Chair the BLGC Judicial Board
- D. To have a working knowledge of parliamentary procedure.
- E. To represent the BLGC on any campus-wide committees in the absence of the President.
- F. To attend all scheduled BLGC Executive Council board meetings.
- G. To perform any duties deemed necessary by Executive Board.

Section 3: The duties of the Vice President of Operations shall consist of the following:

- A. Keep a strict record of the proceedings of the council and shall
- B. Prepare minutes of each Council meeting and distribute to all delegates in a timely manner. (Email and post on OrgSync)
- C. Keep accurate rosters of all member organizations and their officers
- D. Make all room reservation requests
- E. Shall attend all scheduled Black and Latino Greek Council Executive Board meetings.
- F. Perform any duties deemed necessary by the Executive Board.

Section 4: The duties of the Vice President of Programming shall consist of the following:

- A. Coordinate all educational programs sponsored by the BLGC
- B. To organize and implement at least (1) program, co-sponsored with the Interfraternity Council and the Panhellenic Council, pertaining to leadership development for the entire Greek community.
- C. To serve in partnership with the Interfraternity Council and Panhellenic Council officers in organizing the Future Greek Leaders program.
- D. To work with the individual chapter scholarship chairs/Academic Deans to develop strong scholarship programs.

- E. To establish and/or supervise any BLGC "Greek" scholarship and any awards or honors.
- F. Coordinate the BLGC Programming Calendar that includes programs and activities from each member organization.
- G. Chairs the Programming Committee that plans annual events for the BLGC community (Meet the Greeks, Spring Step/Stroll Competition) and coordinates the approval of funding to individual BLGC Member Organizations for programming efforts.
- H. Coordinates Membership Intake Training opportunities for chapter officers responsible for intake

Section 5: The duties of the Vice President of Service shall consist of the following:

- A. To work with the individual chapters and community service chairs to develop a strong philanthropy and community service program.
- B. To plan and execute at least one (2) BLGC sponsored Service event each semester.
- C. To aid in the recognition process for outstanding philanthropic and community service activities.

Section 6. The duties of the Vice President of Public Relations shall consist of the following:

- A. To be responsible for the official correspondence of the BLGC.
- B. To be responsible for all publications on campus and otherwise (i.e. Greek Newsletter, Greek updates in the campus newspaper, Fraternity and Sorority Life website, alumni magazine, weekly email announcements and working with the Marketing and Communications office on local releases) related to Greek events, awards, and projects.
- C. Responsible for the BLGC Website
- D. Conducts training and development opportunities for BLGC Members to understand and utilize OrgSync
- E. Oversees content on BLGC Member Organization flyers
- F. Attend to all IGC meetings and gives a full report about all BLGC events.
- G. Coordinates the attendance of BLGC Executive Board Members Student Government Association meetings and gives a full report about all BLGC events.
- H. Maintains the calendar of BLGC and Member Organization events and programs on the OrgSync Calendar.
- I. Responsible for all social media content on behalf of BLGC (Facebook, Twitter, etc.)

Section 7. The duties of the Vice president of Finance shall consist of the following:

- A. Responsible for the overall financial status of the Black and Latino Greek Council.
- B. Keep a complete the accurate record of receipts and disbursements
- C. of the BLGC monies and submit this report to the BLGC Governing Body on a monthly basis
- D. Prepare in corporation with the Black and Latino Greek Council Executive Board a semester budget and spending guidelines.
- E. Pay all outstanding bills for Council in a timely basis.

Section 8: The duties of the Vice President of InterGreek Council shall consist of the following:

- A. Meets with the other IGC reps
- B. Represents BLGC on all Fraternity & Sorority Life matters
- C. Communicates to BLGC members related to Fraternity and Sorority community wide events (I.e. Homecoming, Educational Programs, etc.)

Section 9. Vacancies: If for any reason an officer is unable to fulfill their term of office, the following shall apply:

- A. If for more than half of the term of office remains, a new election shall be held under the stipulations cited in the bylaws.
- B. If less than half of the term of office remains, vacancies shall be filled by appointments made by President, in consultation with the Executive Board. The vacancy must be filled with an active member within a respective member organization.

ARTICLE IV: PROGRAMMING

Section 1: Programming Dates

A. Regulations

- 1. Founder's Week(s) shall be defined as a week designated to honor the founding of an organization's founding date.
 - a. Each member organization shall be guaranteed one Founders' Week per academic year (i.e. Fall-Spring terms). A week shall be designated as starting Monday and ending Friday.
 - b. There will be no more than two Founders Weeks per month.
 - i. It is permitted that if a week falls between 2 months than it does not count towards to either months' Founders' Week.
 - c. In the event of overlapping Founder's Weeks, the Executive Board shall decide the order of which Founder's Week shall occur by using GPA from previous semester
 - d. No organization shall host an event during another organization's Founder's Week without the consent of the participating organization at least two weeks in advance.
 - i. A fundraiser or marketing table is permitted but not at the same time of the program being offered for the Founder's Week.
 - ii. Opposite groups (Fraternity/Sorority) can program during the opposites groups Founders Week.
 - e. All programs must follow the complex events procedures in the Risk Prevention Policy and Procedures.
- 2. There will be no "Unofficial Weeks" which are defined as a week in which one or more organizations recognized by BLGC collaborate to host activities and programs.
 - a. More than one day of consecutive programming dates constitutes an "Unofficial Week."
- 3. ~~Co-sponsorship of a program counts as a program date.~~
 - a. Non West Chester University chapters cannot program on West Chester University's campus.
 - b. ~~Chapters are limited to their scheduled programming dates and cannot have any outside collaborations that fall on another chapter's programming date.~~ Chapters are limited to their scheduled programming dates and may have the privilege of selecting open programming. No outside collaborations may fall on another chapter's programming date.
 - i. Special permission can be requested via the VP Programming, at least two weeks in advance (via email).

B. Selection: At the last meeting of a given semester, programming dates will be selected for the following semester using the following procedure:

1. One delegate from each chapter will come prepared with each chapter's preferences
2. The selection order will be based off of the previous semester's Grade Point Average
3. Interest Group & Colony members are assigned the last numbers based on date of establishment.
4. In numerical order, member organizations will first select Founders Weeks. (The organization with the last number will pick twice and then the order is reversed numerically)
5. Once each organization has selected their Founders Week preference, selections will be made for individual programming days.
6. Chapters are permitted to select 3 dates for the semester in which their Founders Week is held and 4 dates for a semester they are not holding a Founders Week. The rest of the open dates in the calendar are open for programming, as long as no other organizations has a program already selected for that date. Organizations must receive confirmation from the VP of programming 14 days in advance of the selected programming date. There will be a public calendar that the VP of programming can edit so that chapters remain updated about changes or additional programming dates.
7. Only one Fraternity and one Sorority may program on the same day.
8. No chapter programming will take place after the last day of class.

C. Release of Programming Date

1. A member organization is allowed ten (10) days prior to their assigned programming date to forfeit their calendar position.
2. Notification shall be directed to the Vice President of Programming, who will notify the rest of the membership via email and OrgSync.
3. The available programming date will be filled on a first come first serve bases.
4. If any member organization does not use their scheduled programming date, there will be a fine of fifty dollars (\$50.00), which goes directly to the BLGC community service efforts.

D. Penalties

1. If any member organization does not follow the prescribed procedure for identifying programming dates, the following will occur:
 - a. First offense: ~~loss of that member organization's next event and a one hundred fifty dollar (\$150.00) fine.~~ A written warning describing hat member organization's violation.
 - b. Second offense: ~~loss of that member organization's next event and a two hundred dollar (\$200.00) fine.~~ Loss of that member organization's next event and a fifty dollar (\$50.00) fine.
 - c. The third offense shall result in the member organization's automatic suspension of all participation in all BLGC events for one full year.

Section 2: Annual Events - The BLGC of West Chester University shall host each of the following events on an annual basis:

1. Information Session on the Member Organizations
2. Meet the Greeks
3. Community Service Event
4. Social/Unity Event
5. Scholarship Event

6. Step/Stroll Show
7. Community Greek Forums (once per semester)

Section 3: Programming Committee Responsibilities:

- A. Will plan Meet the Greeks, the Step/Stroll Show, and coordinating the participation of BLGC member organizations in Community-Wide activities and programs.
- B. Will meet on a Monthly basis to communicate about individual chapter events and programs
- C. Will meet at least once during the summer.
- D. Will administer individual chapter programming funds from the SGA Allocated BLGC Budget.

ARTICLE VI. Chapter Size Regulations

- A. Based on the Student Government Association requirement for minimum membership size for all student organizations, all BLGC member organizations must maintain at least five (5) active members.
- B. The semester that the member organization falls below the requirement is the semester that the organization is considered on “probation” with the SGA.
- C. If a group within BLGC falls under the minimum requirement they must follow the following stipulations. Including but not limited to:
 1. Must provide a written description stating the circumstances that caused the organization to fall below the membership requirement and detailed plans for reaching the minimum membership size.
 2. Proof of attempts of conducting intake
 3. Letter from their inter/national organization on support of intake and a specific date in which the undergraduate chapter will be conducting intake.
 4. A detailed plan to reach the membership total requirement.
- D. Member organizations who do not conduct intake while “on probation” will lose recognition under SGA and will therefore become an Inactive Chapter at WCU.
- E. An Inactive Chapter has the ability to Re-Activate using the process outlined in Article IV, Section 2 of the BLGC Constitution.

ARTICLE VII. ATTENDANCE POLICY

Section 1: Programming

- A. For events sponsored or endorsed by the BLGC, at least 1 member of each organization should be in attendance.
- B. Failure to achieve attendance of at least 1 member without prior notification (approved by executive board) the non-attendance will result in a fine of fifty dollars (\$50.00), which will go directly to BLGC community service efforts.
 - a. For chapters not attending, a delegate from that chapter must submit a notice, by email, to the Chapter President AND to the Vice President of Operations at least one week in advance.
- C. Those not attending must submit a notice by Chapter President or delegate to Executive Board (3) days prior to event.

Section 2: General Body Meetings & Committee Meetings

- A. Attendance at BLGC meetings is required by all member organizations

- . Chapters may miss two meetings a semester. Once a chapter misses a 3rd meeting the following actions will take place:

- a. First offense: Loss of one programming day per missed meeting for the following semester
- b. Second Offense: Lose the right to host a Founder's Week
- c. Third Offense: The default organization shall lose all privileges to put on any/all pre-scheduled non-nationally mandated events on campus of for the remainder of the semester. If this offense occurs subsequent to the 12th week of a semester, all penalties shall carry over to the ensuing 15- week semester for the initial four (4) weeks of said semester. A letter shall be sent properly to notify the Chapter Advisor of the organization found in default.

Section 2: Monetary Violations: All monetary violations monies will be due at the next consecutive BLGC meeting after the organization has been charged, unless other arrangements are made with the BLGC President. If fines are not paid by the pre-determined date, the member organization will be suspended from all programming activities until the fine(s) is paid. If prolonged, the Office of Greek Life will be contacted regarding the delinquency, in which additional disciplinary actions can/will be initiated at the discretion of the Vice President.

ARTICLE VIII: ADMINISTRATION OF MEMBERSHIP INTAKE

Section 1: All member organizations shall be in compliance with WCU Rules & Regulations. Membership Intake will take place during the fall and spring semesters, not during the summer.

Section 2: A person must be a full time/part time enrolled student at WCU and have completed the required hours and GPA as specified by the member organization, to be eligible for membership intake.

Section 3: Chapter Officers responsible for Intake shall coordinate the participation in the following:

- A. BLGC sponsored discussion for chapter officers responsible for membership intake programming at least once a year;
- B. BLGC sponsored one workshop each year dedicated to hazing, individual and chapter responsibility in eliminating hazing and the council's membership intake policies.
- C. BLGC sponsored program to educated new members on the overall purpose of BLGC and larger fraternity/sorority community.

Article VII: BLGC JUDICIAL BOARD

Section 1. Purpose

- A. The purpose of the BLGC Judicial Board shall be to interpret the BLGC Constitution and By-laws, the West Chester University Student Code of Conduct, and all student organization policy referenced in the Rams Eye View.

Section 2. Judicial Board Composition

- A. The BLGC Judicial Board shall be composed of one member from all member organizations of the West Chester University Black and Latino Greek Council, and the Vice President of BLGC who will serve as Chair of the board.
- B. Each member of BLGC will select one representative to be trained to hear judicial board cases.
 - 1. Judicial Board members must have a 2.5, semester and cumulative GPA while serving on the Board.
 - 2. Judicial Board members must be in good standing with their fraternity chapter and the University judicial system.
- C. The Judicial Board Chair will work with the Director for Fraternity & Sorority Life on the following:
 - 1. Provide notice to charged organizations of the alleged violations, time and place of the hearing in writing within five business days of Black and Latino Greek Council Advisor's receipt of the Violation Form.
 - 2. In the event the Judicial Board Chair's chapter is involved in the violation inquiry, they must pardon themselves from the process. The replacement must be a member of the Executive Board and not involved, starting with the president.

Section 3: Pre-Hearing Procedures

- A. The BLGC Executive Board, Director of Fraternity & Sorority Life, BLGC Advisor, any fraternity chapter or member, any West Chester University student or faculty member, or any member of the West Chester community or public at-large may bring charges against an organization or organization member.
- B. In order to bring charges before the BLGC Judicial Board, an incident report must be signed and submitted to the Director for Fraternity & Sorority Life no more than (10) days after knowledge of the alleged incident.
- C. Upon receipt of an incident report form, the BLGC Vice President will meet with the Director for Fraternity & Sorority Life to discuss the case and determine whether a case shall be brought to the Judicial Board. The BLGC Vice President and the Director for Fraternity & Sorority Life have the right to conduct pre-hearing investigations at their discretion.
- D. In the event that more than one chapter is involved in the alleged incident, each chapter will be investigated separately by the appropriate judicial body (if not another BLGC member chapter).
- E. If a case is to be brought before the BLGC Judicial Board, the BLGC Vice President by way of letter, will notify the chapter(s) and/or individual(s) of the charges.
 - 1. The letter will be delivered electronically as well as campus mail to the Chapter President.
 - 2. The letter shall specify a hearing date at least (5) business days after the date the letter is received (unless the charged fraternity should request an earlier hearing date) and shall direct the organization (through its appointed representatives) to appear at the hearing at a specified time.
 - 3. The letter will also copy the chapter's local chapter advisors and inter/national organization officers responsible for Chapter Services.

4. The letter shall also:
 - a. Describe of the alleged violation
 - b. Advise the organization of its rights:
 1. to a private hearing
 2. to appear at the hearing with an advisor
 3. to present testimony of witnesses, documentary, or other evidence
 4. to appeal

Section 4: Judicial Board Hearing Procedures: The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.

- A. Judicial board hearings shall be closed to the public.
- B. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a faculty advisors, the BLGC Vice President, the Director for Fraternity & Sorority Life, and Judicial Board representatives, excluding the representative of the accused organization.
- C. The BLGC Vice President serves as the Chair of the Judicial Board unless his organization is involved in the alleged infraction. In that case the BLGC President shall serve as the BLGC Judicial Board Chair. (If the President & Vice President are both from the accused organization, than the Chair follows the succession of officers outlined in the bylaws.)
- D. The BLGC Judicial Board representative from the accused organization will not serve on the board for the hearing.
- E. The judicial hearing will be audio taped.
- F. Chapters involved in a hearing have the right to consult with a campus advisor. This advisor, who is either a university employee or student, may be present during the hearing.
- G. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
- H. Following the completion of the hearing, the Judicial Board members hearing the case, the Director for Fraternity & Sorority Life
- I. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the Judicial Board Hearing Form.
- J. Penalties should be assessed to fit the nature and degree of the offense.
- K. Information on the appeal process shall be presented at the close of the judicial board hearing.
- L. The proper notification and reporting forms must be used.
- M. All documents associated with an investigation or judicial board hearing shall be kept by Director for Fraternity & Sorority Life for a period of no less than three years.

Section 5: Judicial Hearing - Order of Events

- A. Call to order by the BLGC Judicial Board Chair
- B. Introductions - not a legal system and Confidentiality
- C. Review of charges and justification.
- D. Read charges and obtain response to each (Responsible, Not Responsible)
- E. Five minute opening statement by the accused organization.
- F. Call of witnesses to substantiate the charges - statements and questioning period.

- G. Call of witnesses to refute the charges - statements and questioning period.
- H. Closing statement by the accuser, if warranted.
- I. Closing statement by the accused organization representative.
- J. All in attendance except the Judicial Board Chairman, Judicial Board members, the Director for Fraternity & Sorority Life and the Associate Director for Programs and Educational Service are excused from the meeting.
- K. Charges stated by Judicial Board Chairman
- L. Chairman requests motion from Judicial Board member regarding decision(s). (Responsible or Not Responsible)
- M. Discussion of motion.
- N. Recommended decision of responsible / not responsible. If responsible, the board will immediately deliberate on recommended sanctions.
- O. Accused chapter representative and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative and advisor.
- P. Materials are forwarded to the Director for Fraternity & Sorority Life and BLGC Vice President who sends the letter to chapter President with final decision and appeals process.

Section 6: Making Decisions

- A. Should unanticipated circumstances arise, the Judicial Board may clarify, modify, or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions represented.
- B. Preponderance of Evidence will be used to determine if there is sufficient information to support alleged violations.
- C. If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be Not Responsible.
- D. If the Judicial Board finds the group did violate the regulations, the Board will recommend a decision of Responsible, and subsequent sanctions.
- E. If the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):
 - 1. The gravity of the violation
 - 2. Level of cooperation from the cited organization
 - 3. The impact the violations have on the fraternity & sorority, university, and surrounding communities.
 - 4. The educational impact of the sanctions on the organization.
- F. Past organizational offenses may be considered if the boards finding is that the chapter is responsible for the alleged offence. No mention of past organizational offenses is allowed during the deliberation on responsibility.
- G. A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

Section 7. Sanctions

A. The Judicial Board shall have the authority to recommend one or combination of sanctions, including, but not limited to those outlined in the Student Code of Conduct:

1. Disciplinary Reprimand: The organization is informed in writing that the group has been found guilty of a violation of University regulations. It is intended to communicate most strongly both the disapproval of the behavior and to remind the organization of its responsibility to the University community. It is an assumption that repetition of the behavior is not likely. However, it is to be understood that further misconduct may result in additional disciplinary action.
2. Disciplinary Probation: The organization is informed in writing that it is on probation for a specified period of time. Probation is a period of review and observation during which the organization must demonstrate the ability to comply with University rules, regulations, and other requirements as stipulated by the sanction. During this time, the organization may be required to complete an educational task or service project. Conditions which restrict privileges may also be imposed. If, during this time, the organization becomes involved in additional violations of University regulations, further disciplinary action will be taken.
2. Disciplinary Suspension: The organization is informed in writing of the loss of organizational privileges and recognition as a student organization for a specific period of time. During this time the loss of privileges includes, but is not limited to, the use of campus facilities, participation in University activities, funding, and sponsorship of official activities. The loss of privileges may include recruitment and pledging activities. If, during this time, the organization is involved in additional violations of University regulations, the organization may be subject to expulsion. At the conclusion of the loss of recognition, the organization may make application to the director of judicial affairs and student assistance or designee for restoration of its official recognition.
4. Disciplinary Expulsion: The organization is informed in writing that a permanent loss of recognition is imposed. This action is one of involuntary separation from the University. The relationship between the organization and the University is permanently terminated. The organization may not use campus facilities, participate in University activities, receive funding, sponsor activities, and pledge or recruit members. Should members violate the conditions of the sanction, they may be charged as individuals with violating the Student Code of Conduct.
5. Interim Disciplinary Suspension: The Director of Judicial Affairs or designee may impose an interim suspension and/or loss of privileges upon any student organization whose presence on campus constitutes a threat to the health, safety, and welfare of its members or others, or the welfare of the University, its property, or

personnel. In such cases an administrative hearing will be scheduled within fifteen (15) University days unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date.

6. Other

- B. The Judicial Board is creating a recommendation that will be sent to the Director of Judicial Affairs for final approval before being sent to the Chapter. Once the Director of Judicial Affairs approves the recommendation, Post-Hearing procedures can be followed.

Section 8. Post-Hearing Procedures

- A. The BLGC Judicial Board Chair will meet with the Director for Fraternity & Sorority Life to complete the post-hearing report and Sanction Assessment Letter.
- B. The BLGC Vice President will inform the chapter in writing the following:
 - 1. Restatement of the charges
 - 2. Decisions rendered on the charges
 - 3. Sanctions with completion dates and resources for completion
 - 4. Appeals Process

Section 9. Appeals:

- A. Upon receiving a sanction from the hearing officer/board, a student or organization may appeal for the following reasons:
 - 1. Violations of judicial procedures;
 - 2. Imposition of a penalty unwarranted by the disciplinary case;
 - 3. Lack of substantial evidence upon which a determination of guilt can be based; and/or
 - 4. New evidence which was not previously available, and which might substantially change the nature of the case.
- B. All appeals must be made within five (5) University business days from the exit date of the sanction assessment letter. Appeals must be submitted in writing to the director of judicial affairs and student assistance and should explain in detail the basis of the request, including any supporting documentation. In addition, students or organizations filing appeals may wish to present letters of character reference.
- C. Upon receipt of the written appeal, the director of judicial affairs and student assistance will defer the imposition of the sanction(s) pending the decision on the appeal.
- D. Cases involving loss of housing and/or dining privileges, suspension, and expulsion will be forwarded to the University Appeals Board for review.
- E. All other cases will be reviewed by the director of judicial affairs and student assistance or designee for final disposition.
- F. A request for an appeal will be responded to in a timely manner by the appropriate appellate body.
- G. Please refer to the Code of Conduct for the University Appeals Board procedure.

Section 10. Completion

- A. The BLGC Advisor, in combination with the BLGC Vice President, is responsible for ensuring the completion of all sanctions given by the BLGC Judicial Board.
- B. In the event that a chapter or individual does not complete the specified sanction, the BLGC Judicial Board will be re-convened to make further relevant decisions.

ARTICLE VIII. ADVISORS

Section 1. The council will be co-advised by the Director of Greek Life and Student Organizations, and a representative from the Office of Multicultural Affairs.

ARTICLE IX. AMENDMENT

These Bylaws may be amended by three-fourths vote of the voting members of the BLGC, providing notice of the proposal has been given in writing at the preceding scheduled meeting.