

Greek Community Affairs Board Constitution

ARTICLE I - OVERVIEW

Section 1. Name

The name of this organization shall be "Greek Community Affairs Board" and it shall be a registered student organization at the University of Connecticut-Storrs (UConn-Storrs) and hereinafter referred to as "GCAB" or "the organization." "The Board of Directors" shall be used to reference only the Board of Directors of the organization. "The Board of Delegates" shall be used to reference only the Board of Delegates, comprised of representatives from all fraternities/sororities recognized by the Office of Fraternity and Sorority Life.

Section 2. University Jurisdiction

GCAB shall be a registered student organization that works in concert with the Office of Fraternity and Sorority Life at UConn-Storrs. Its endeavors shall be supported by the University as long as its activities are not a detriment to the fraternities, sororities, or students it represents.

ARTICLE II - OBJECTIVES

Section 1. Mission

The mission of the organization is to provide enriching programming for current members of Greek life while fostering positive relationships with the UConn and Storrs communities.

Section 2. Vision

GCAB will unite the four councils within the UConn fraternity and sorority community.

Section 3. Purpose

The purpose of GCAB is to promote a spirit of cooperation among members of the fraternity and sorority community and to provide programs aligned with the shared values of citizenship, friendship, leadership, and scholarship.

ARTICLE III - MEMBERSHIP

Section 1. Composition

The membership of the organization shall be open to any matriculated student, affiliated with a social fraternity or sorority recognized by the Office of Fraternity and Sorority Life at UConn-Storrs.

Section 2. Classifications

A. Director

Refers to members that have been voted on by the community to serve on the Board of Directors. Directors represent the entire Greek community when making decisions.

B. Delegate

Refers to members that have been selected by their chapters to attend meetings and act as a liaison between GCAB and their chapter. Delegates represent their own chapter when making decisions.

ARTICLE IV - BOARD OF DIRECTORS

Section 1. Directors and Duties

A. Executive Director (COO)

The Executive Director is responsible for overseeing the entire Greek Community Affairs Board and its directors. He/she presides over meetings and leads effective and relevant discussions. He/she keeps any documentation or online forums updated with accurate information. He/she maintains close communication with the directors, advisor, and OFSL, ensuring that the necessary parties are informed of upcoming events.

B. Director of Administration (SEC)

The Director of Administration is responsible for putting together agendas for all GCAB directors and board meetings based on agenda items given by the Executive Director. He/she will take minutes on the agendas at the meetings in the form of a Google Doc and share the link with directors and/or board members within 24 hours of the meeting. He/she will highlight responsibilities and action items assigned to directors/board members in the email with the minutes. He/she will make any necessary room reservations or bookings and will serve as overall support to other officers when needed.

C. Director of Communications

The Director of Communication is responsible for maintaining open and active lines of communication between GCAB and the four councils. He/she will advocate for communication and synergy between GCAB, councils, and chapters. He/ she will also coordinate any GCAB or general Greek Life presentations given by GCAB to individual chapters, councils, or the community as a whole.

D. Director of Marketing

The Director of Marketing will be responsible for marketing and publicizing all events/programs/initiatives of the Greek Community Affairs Board. He/she will create flyers for all events, including the appropriate details of the event. He/she will promote the events on all GCAB social media sites (Facebook, Twitter, Instagram). He/she will create effective marketing plans/strategies for the entire Board of Directors to carry out to ensure proper publicizing of events.

E. Director of Education

The Director of Education oversees the educational initiatives of the Greek Community Affairs Board. To do so, she/he must identify the educational needs of the Greek community, plan an event/program to meet that need, and execute that event/program. These programs/events include, but are not limited to: National Hazing Prevention Week programs, Alcohol Awareness Week programs, educational programs about any of the 4 councils, and monthly themed programs.

F. Director of Finance (CFO)

The CFO should maintain proper records of and carry out all financial transactions involving the organization's account with the Student Activities Business Office (SABO). They should provide accurate records at every GCAB Directors meeting and act with integrity under the university's Code of Conduct. The CFO should also ensure that all organization-sponsored events are acceptable under SABO's policies. The CFO and his/her designee is responsible for the handling of any moneys at any GCAB fundraisers/events. They are solely responsible for ensuring the money is deposited into the SABO account and for distributing any money owed from the SABO account. The CFO will assist in the planning fundraising initiatives, such as Ignite, Late Nights, bake sales, etc.

G. Director of Outreach

The Director of Outreach is responsible for fostering positive relationships within the UConn and Storrs communities. He/she will support the Director of Marketing in order to reach the most people possible while publicizing programs/events. The Director of Outreach is responsible for all of GCAB's community service efforts during

the year and during Greek Week. It is their responsibility to make sure that philanthropy and community service is incorporated into GCAB programming.

H. Director of Programming

The Programming Director is the point person for Greek Week. He/she oversees all of Greek Week operations, including the delegates, roles/responsibilities of the board of directors, event planning, ticket counting, etc. He/she is responsible for the revisions of the Greek Week delegate packet and running the Greek Week delegate meetings. He/she will collaborate with the Director(s) of Education to work on National Hazing Prevention Week, Alcohol Awareness Week, Late Nights, and other programming events held throughout the year.

I. Director of Recruitment

The Director of Recruitment is responsible for recruiting both for GCAB and for the Greek community as a whole. The Director of Recruitment will help to recruit the board of delegates, ensuring each chapter sends 1-2 people on their behalf. She/he will attend the Prospective Students Fair(s) and Admitted Students Fair(s) in Gampel and have sign-ups for GCAB volunteers to attend. The Director of Recruitment will work with OFSL in planning both the Fall and Spring Go Greek Weeks and help promote the corresponding initiatives.

Section 2. Co-Directors

If deemed necessary by the advisor, there may be multiple of one position, in which case they would be co-directors. In the event that there are Co-Executive Directors, one of them will be considered "COO" and one will be considered "VP" on UConncontact. In the event that there is one Executive Director, she/he will be considered the "COO" and will consult with the Advisor to decide which of the other Directors will be considered "VP" on UConncontact.

Section 3. Eligibility

Only students meeting the following criteria will be considered eligible for office:

- A. Initiated undergraduate member in good standing of a recognized fraternity or sorority at UConn-Storrs;
- B. Have a minimum 2.7 (semester and cumulative) grade point average at the time of application and during time of service;

- C. Be in good standing with the university (academic, conduct, etc.) and with their chapter (academic, conduct, financial, etc.) at the time of application and during time of service;
- D. Demonstrate a strong interest in the objectives of the organization and reflect a positive representation of the fraternity and sorority community.

Section 4. Selection

- A. Candidates for open positions on GCAB will complete an application. Applications for GCAB will be available annually after Spring Break and whenever a vacancy occurs.
- B. The Executive Director and Advisor will review all applications to narrow applications down to 2 or 3 candidates per position based on eligibility criteria and quality of application.
- C. The delegates will review all applications of candidates for director positions.
- D. The delegates will have the opportunity to ask questions to candidates regarding their experience relevant to the director position at the second to last delegate meeting.
- E. The delegates will then vote for each Director position by way of confidential, written ballots. Each chapter will get one vote; in the case that there are two delegates for one chapter, they must fill out the ballot together.
- F. In the event of a tie, the Executive Director will choose between the candidates.
- G. Announcement of the new Board of Directors will be made that evening after tallying the votes.
- H. The new Board of Directors will attend the remaining Board of Directors meetings and be transitioned by the outgoing board of directors prior to the end of spring semester.

Section 5. Term of Office

The term of office shall commence at the time of selection and end at with the selection of new officers. A typical term will be May through April.

Section 6. Impeachment

In the event that a board member fails to sufficiently carry out the duties and responsibilities of their position (including but not limited to attendance,

performance of duties, etc.), his/her status as a member of the Board is subject to review by the Board of Directors and the Advisor. The procedure will be as follows:

- A. Any director or liaison can submit a complaint regarding a director's performance in writing to the Executive Director and/or Advisor. Complaints need to clearly articulate how the director has failed to fulfill their duties.
- B. Complaints will be reviewed by the Executive Director and Advisor and a special meeting of the Board of Directors will be called to review the director's performance. If the complaint is concerning the Executive Director, the Advisor will receive the submission and review it. During this meeting, the officer will be given an opportunity to rebut the complaint.
- C. Following the meeting, the Board of Directors, absent the director in question, will determine an appropriate outcome (corrective measures or removal). A two-thirds (2/3) vote will be needed to remove a director.

Section 7. Vacancies

In the event a vacancy occurs before the end of an officer's term, the Board of Directors must vote to replace the officer. If the Board of Directors votes in favor of replacing the officer, the steps outlined in *Sections 3-4* shall be followed.

ARTICLE V - CHAPTER DELEGATES

Section 1. Selection

Each recognized fraternity and sorority, in good standing with the University, shall recommend two members to serve as the official Chapter Delegates. If a chapter is unable to provide two delegates due to chapter size or scheduling conflicts, one delegate will be accepted.

Section 2. Responsibilities

Chapter Liaisons shall be responsible for:

- A. Attending meetings biweekly;
- B. Acting as a liaison through communication between GCAB and their respective chapter;
- C. Voting in the best interest of their chapter with the overall goals of GCAB in mind;
- D. Serving and actively participating on at least one committee when applicable;

- E. Contributing anything else deemed necessary for the success of GCAB activities and initiatives.

Section 3. Removal

If at any given point in time the Board of Directors feels that a Chapter Delegate is not performing their duties as expected, the Board of Directors can request that the chapter select another member to serve in this capacity. If a chapter is unable or unwilling to find a replacement, that chapter will not have a liaison to the GCAB.

ARTICLE VI - ADVISOR

Section 1. Appointment

The official Advisor shall be appointed by the Office of Fraternity and Sorority Life.

Section 2. Duties

The advisor will be responsible for helping to facilitate the organizational and functional operations of GCAB. The advisor will attend all Board of Director and Board of Delegates meetings, as well as events and programs hosted by GCAB. The advisor will be a resource for problem-solving for the boards. The advisor will be a resource in helping reach the rest of the Greek community via OFSL List-Serv and by working with the other OFSL Staff Members to make sure events are well advertised.

VII – COMMITTEES

Section 1. Standing Committees

The standing committees of the organization shall be:

- A. Education Committee
- B. Fundraising Committee
- C. Marketing Committee
- D. Outreach Committee
- E. Programming Committee
- F. Recruitment Committee

Section 2. Establishment

Committees can be established by majority vote (50%+) of the Board of Directors as deemed necessary to carry out the mission of the organization.

Section 3. Composition

Committees will be composed of the chapter delegates. Delegates will volunteer for the various committees at the beginning of the semester and will be placed on the committees based on need and preference. If throughout the semester, the needs of committees change, the composition of the committees may be adjusted accordingly.

ARTICLE VIII - MEETINGS

Section 1. Board of Directors

The Board of Directors shall meet bi-weekly during the academic year at a predetermined day and time. Special meetings may be called by the Executive Director or Advisor for the purpose of making decisions on time sensitive matters with four (4) hours of notice. Quorum to vote will be established by two-thirds (2/3) of the Board of Directors present.

Section 2. Community

Regular meetings of the Board of Delegates will occur bi-weekly during the academic year at a predetermined day and time. Special meetings of the Board of Directors can be called by the Executive Director and/or Advisor for the purpose of discussing or making decisions on time sensitive matters with six (6) hours of notice. Quorum to conduct business and vote will be established by two-thirds (2/3) of Directors and the majority (50%+) of Delegates present.

Section 3. Standing Committees

Committee meetings must be held at least twice per month, and may occur after the bi-weekly community meetings. However, meetings will be held more frequently as determined by the supervising Director to carry out the work of the committee. Quorum to conduct business and vote will be established by the majority (50%+) of committee members and the chair or designee present.

ARTICLE IX - FUNDING

Section 1. Sources

This organization shall operate primarily on funds obtained from the four Greek governing Councils, Office of Fraternity and Sorority Life, Student Union Board of

Governors, and Undergraduate Student Government. Fundraising initiatives will be held to reach financial goals.

Section 2. Dues

GCAB will collect dues from all chapters recognized by the Office of Fraternity and Sorority Life. The amount will be determined by chapter and council presidents and voted on to be put in the council's constitution.

Section 3. Assessments and Fees

GCAB may assess fees to individuals who opt in to certain initiatives and programs. Any initiative that requires assessment must be considered optional participation.

ARTICLE X - DISSOLUTION

Section 1. Proposal

This organization shall be perpetual and dissolution may be considered only after all possible steps have been taken to maintain the life of the organization and current officers. The Office of Fraternity and Sorority Life must agree that it is in the best interest to dissolve the organization.

ARTICLE XI - BENEFICIARIES

Section 1. Organization

In the event of dissolution, after any outstanding debt has been settled, the balance of the account must be donated to the UConn Foundation (Greek Life Affairs Account #20431), 2390 Alumni Drive, Unit 3206, Storrs, Connecticut 06269 and all material property shall be donated to the UConn Office of Fraternity and Sorority Life.

ARTICLE XII - AMENDMENTS

Section 1. Proposal

- A. Any member may submit an amendment proposal. Proposed amendments shall be submitted in writing to the Director of Administration or the Advisor.
- B. The Board of Directors shall review all proposals, in conjunction with the Advisor, to ensure that it is consistent with the objectives of the organization and does not conflict with any UConn-Storrs policies or regulations.

ARTICLE XIII - DECISION MAKING MODEL

Section 1. Ratification

- A. A two-thirds (2/3) vote of the Board of Directors, minus the Executive Director, is required to adopt an amendment. In the event of a tie, the Executive Director under the guidance of the Advisor shall serve as a tiebreaker.
- B. Amendments shall go into effect immediately or at the time proposed in the amendment.

ARTICLE XIV - ENABLING CLAUSE

Section 1. Activation

This organization, constitution, and all changes go into effect on 12/1/2015.

_____ <i>Jacqueline Weiss, Co-Executive Director (COO)</i>	_____ Date
_____ <i>Avery Moses, Co-Executive Director (VP)</i>	_____ Date
_____ <i>Evan Wexler, Director of Administration (SEC)</i>	_____ Date
_____ <i>Matthew Truedson, Director of Finance (CFO)</i>	_____ Date
_____ <i>Denee Jackson, Advisor</i>	_____ Date