

# **INTER GREEK ASSOCIATION CONSTITUTION**

## **ARTICLE I. NAME**

The name of this organization shall be the Inter Greek Association (IGA) of the State University of New York Buffalo State (Buffalo State College).

## **ARTICLE II. PURPOSE**

The purpose of the IGA shall be to represent, advocate, regulate, and promote cooperation, and further the interests and welfare of Fraternity/Sorority life as well as to promote the ideas of brotherhood and sisterhood in the workings of each individual organization.

Also, the purpose of the Inter Greek Association is to produce Greek members who are active leaders on the campus, role models for other students, are academically successful and engaged in activities that contribute to the positive reputation of the college.

## **ARTICLE III. MISSION AND VISION**

### **Mission Statement:**

Buffalo State College Inter-Greek Association's mission is to provide guidance and support to Buffalo State's recognized Greek organizations so that the members of the Greek Lettered community are engaged members of the Buffalo State College community who support the mission and goals of the college.

### **Vision Statement:**

Buffalo State College Inter-Greek Association will be the central unifying organization of all recognized fraternal organizations on campus. The Inter-Greek Association will also support the Mission, Vision and Core Values of Buffalo State College, in general, and specifically the Mission and Vision of each recognized fraternal organization. Additionally, the Inter-Greek Association will promote and foster inter-organizational and intra-organizational collaborations, as well as, foster positive relationships with the Buffalo State College student body.

## **ARTICLE IV. MEMBERSHIP REQUIREMENTS**

Section 1. All recognized fraternities or sororities operating at Buffalo State College, must be a member organization of IGA. All Fraternities and sororities must be composed of students of the college and operate in compliance with the IGA Constitution and the constitution and bylaws of the individual fraternity or sorority'. The purpose of the member fraternity or sorority shall include the development of academic, social, and moral qualities, as well as to uphold the purpose of the IGA in their individual organization constitutions

a) There may exist groups known commonly referred to as "Metro Chapters/City" which are comprised of not only Buffalo State students, but students from other institutions as well, which shall be subject to the same expectations and policies as all other Greek organizations affiliated with Buffalo State.

Section 2.

- A. There shall be no discrimination based on race, ethnicity, gender, gender identity, sexual orientation, age, disability, political affiliation, marital status, veteran's status, or religion within IGA.
- B. All member organizations shall meet the requirements set out in the Buffalo State "5 Star" policy (or subsequent document) in order to function.
- C. All member organizations shall submit a typed roster of all active members to the IGA Secretary by the second (2nd) business meeting of each semester.
- D. All member organizations shall be required to pay a membership fee of three dollars (\$3) per individual Buffalo State College Fraternity/Sorority Life student per semester.
- E. The membership fees must be paid in full by the fourth (4th) regular business meeting of the Fall semester and the second business meeting of the Spring semester. Any organization which has not paid their membership fees in full by the deadline shall be referred to IGA Judicial Board and be subject to a fine of an additional three (3) dollars per active member and possible further judicial action.
  - a) Organizations may file a request for an extension with the IGA Treasurer; No more than one extension shall be given to any organization per semester, and the extension may not exceed one (1) business week.

**ARTICLE V. REPRESENTATIVE BRANCH POWERS AND DUTIES**

Section 1. The Representative Branch shall have the power to:

- A. Nominate candidates for the executive offices of IGA;
- B. Effect all measures which shall be necessary and proper for carrying into execution the foregoing powers and all other powers vested by this Constitution of the IGA;
- C. Be the collective decision-making body for the Buffalo State College Greek community.

Section 2. Composition:

- A. Each member organization shall be entitled to one (1) voting delegate and one (1) alternate delegate who will assume the responsibilities and voting privileges in the event of an excused absence of a regular delegate.
- B. Selection and replacement of delegates shall be handled by the individual fraternity or sorority. Any change must be brought to the attention of the IGA President and Secretary. It is the responsibility of the individual organization to make sure they are receiving communication from IGA

Section 3. Attendance Policy

- A. A delegate from the association who must be absent shall submit a written excuse via email to the IGA Secretary twenty-four (24) hours prior to the meeting time for a legal absence.

- B. More than three (3) unexcused absences by a chapter per semester shall result in the chapter being fined \$15 by the Chief Justice, to be submitted into the Inter Greek Association Budget.
- C. Representatives who are late are marked as absent on the attendance
- D. Must attend all scheduled IGA meetings and mandatory events
  - 1. An alternate may be sent in the case that a delegate is unable to attend a meeting.

Section 4. Duties of Delegates:

- A. Shall observe and agree to a “Terms of Office Contract” which shall be comprised of the duties outlines in this document in order to serve as a delegate;
  - a. Delegates must sign “delegate contract” at the beginning of each semester
- B. Each representative shall deliver a weekly report to their chapter preceding the IGA meetings that consists of updates, overview of each meeting, and mandatory events, etc.
- C. Carry out all other duties that may be assigned by IGA and its Executive Board;
- D. Shall be responsible for completing and returning all recognition paperwork and semester packet information to the office of Student Leadership & Engagement which shall be submitted along with submitting organizational/member dues each semester by the fourth week of the fall semester and the second week of the spring semester.
- E. Shall be responsible for membership to an IGA committee if appointed to one by the president or vice president.

**ARTICLE VI. MEETINGS AND FUNCTIONS**

Section 1. Meetings shall be held bi-weekly during the academic year. The day and time are to be decided by the Executive Board the summer prior to the start of the fall semester.

Section 2. Functions of the association shall be decided by a majority vote of the delegates unless otherwise specified by the Constitution and Bylaws of IGA.

Section 3. A quorum shall consist of a majority of the voting delegates.

- A. A quorum shall be required to conduct business of the association.
- B. Should a quorum be called for but not present, all business shall be tabled until such a time that a quorum shall be reached.
  - a. Business is defined as something that requires a vote by the association. Reports and discussions can take place without quorum.

Section 4. All meetings of the Inter-Greek Association are open to the members of the recognized organizations of the Buffalo State College Greek Community

- A. Executive Board meetings of the IGA are closed to the public except for the advisor of IGA. The Executive Board may vote to allow a non-Executive Board or advisor (or advisor designee) to be present in the meeting.
- B. Executive Session may be called by two-thirds (2/3) of the voting representatives, at which point only voting representatives, members of the Executive Board, and the IGA Advisor may remain.
- C. Majority vote is required to keep any outsider present throughout executive session if that outsider has pertinent information

## **ARTICLE VII. EXECUTIVE BRANCH**

- Section 1. The Executive Board of the IGA shall be composed of the President, Vice-President, Treasurer, Secretary, and Chief Justice.
- Section 2. The Executive Board shall coordinate and supervise all the functions of the association.
- Section 3. No more than two (2) Executive Board members of the IGA shall be members of the same organization unless this is necessary due to an inadequate number of member organizations, or qualified candidates.
- Section 4. All members of the Executive Board must be in good academic and judicial standing.
- Section 5. All members of the Executive Board must be part of a fraternal organization that is in good standing with Buffalo State.
- Section 6. All members of the Executive Board at the time of starting their position must have completed at least 1 full academic year in their own organization.
- Section 7. All members of the Executive Board members must have a G.P.A. requirement of at least 2.5 and be in good standing with their own organization.
- Section 8. All members of the Executive Board must attend a yearly leadership training session to be planned in conjunction with the Student Leadership & Engagement Office.
- Section 11. Act as the Membership Review Board
  - A. Shall consist of the Executive Board members of this association
  - B. Shall evaluate the actions of any group requesting admission to this organization based on the "5 Star" (or subsequent document) policy.
  - C. Shall assign a liaison to each organization requesting admission to the association. The liaison must be informed of all planned activities and have all activities approved by the membership review board at least two (2) weeks prior to the activity. The liaison will make all necessary room or space reservations. The liaison will also be responsible to inform the body of all planned events.
  - D. The meetings shall be open to any interested member. Any concerned parties must inform the president that they would like to be present in the meeting and they then must be informed of the time and place of the board's meeting at least twenty-four (24) hours prior to the meeting.

- E. A report and recommendation pertaining to perspective organizations shall be presented to the IGA by the Executive Board. A progress report will be presented at the middle of the probationary period and the final recommendation will be made once the group has fulfilled all requirements set forth by the association.

Section 12. Duties of Executive Board Officers:

A. The President shall:

1. Preside over all meetings of this association;
2. Serve as an official spokesperson for the association;
3. Vote only to create or break a tie;
4. Cannot be the president of any member organization.
5. Convene IGA on extraordinary occasions;
6. Meet weekly with the IGA Advisor.
7. Create a weekly agenda for IGA meetings to be sent to the IGA Advisor and Executive Board at least twenty-four (24) hours in advance of the scheduled IGA meeting.
8. Meet at least once with IGA advisor and members of the Buffalo State Administration to discuss Greek Life in the Buffalo community;
9. Assist Vice President in any programming need, when asked.
10. Attend the annual Greek advisor meeting hosted by the IGA Advisor, the president will be given the chance to address the Greek advisors and take questions.

B. The Vice President shall:

1. Assist the President in carrying out his/her duties.
2. Assume the responsibilities of the President in the event of the vacancy, incapacitation, or inability to carry out his/her duties
3. Supervise any committees and facilitate their operation
4. Not be the president of any member organization.
5. Create, develop, implement IGA traditional programming to include but not limited to: Meet the Greeks, IGA Showcase, etc.
6. Assist the Treasurer when asked with fundraising events.

C. The Treasurer shall:

1. Be responsible for the collection of dues and allocation of monies in accordance with the laws of this association;
2. Serve as accountant for all monies collected by the association;
3. Keep all financial records of the association and shall make these records available to any member, or the Student Leadership & Engagement office upon request;
4. Prepare, with consultation of the executive board, an annual budget to cover anticipated expenses, (i.e. Fraternity/Sorority Games, banquets etc.);

5. Present financial status of the association at each regular business meeting of the association;
6. Be responsible for collecting dues from all Buffalo State College Greek Students;
7. Be responsible for granting any and all extensions of dues as extensions are defined in Article IV, Section 8 of this document.
8. Be responsible for reporting any and all late dues collections to the president of IGA.
9. Sign all approved financial documents and expenditures;
10. Uphold all financial policies of IGA.
11. Act as Fund Raising Representative by:
  - a. Coordinating (2) fundraising events per semester.
  - b. May require the Vice President to assist in fundraising events

D. The Secretary shall:

1. Be responsible for maintaining the records of the association;
2. Keep inventory of all association owned property;
3. Take minutes of the meetings and distribute copies by email to all delegates
4. Call role and take attendance at each business meeting and Executive Board meetings;
5. Shall keep all attendance records and provide it to any Executive Board member or advisor that asks for it.
6. Prepare all necessary documents for IGA members as needed.
7. Be responsible for updating all IGA social media outlets (Facebook, Twitter, Bengal Connect and the BSC website) as needed;
  - a. May designate a social media outlet to IGA designee if needed.

E. The Chief Justice and Parliamentarian shall:

1. Keep order at meetings of the association;
2. Serve as Chair of Judicial Board and Sargent of Arms when necessary.
3. Ensure use of Roberts Rules of Order Eleventh Edition or subsequent version as a guideline to ensure effective meetings and appointments;

### **ARTICLE VIII. ELECTIONS**

Section 1. Regularly scheduled nominations for the offices of IGA President, Vice-President, Treasurer, and Secretary shall take place at least three (3) weeks prior to the last meeting of the spring semester.

Section 2. Nominations for an executive office of IGA may be made only by voting delegates of IGA.

- a. All nominations shall require a second, and must be accepted by the proposed nominee.

- b. All nominees must be present to accept their nomination at the IGA meeting they are nominated at.

- Section 3. Nominees shall be selected from currently enrolled Buffalo State fraternity/sorority Students
- Section 4. New officers shall assume office at the last regular business meeting of IGA of the academic year, or upon election in the case of special elections.
- Section 5. All candidates for Executive Office must have a 2.5GPA.
- Section 6. Must have been initiated into your respective organization for a minimum of one (1) full semester.
- Section 7. Candidates must be in good academic and judicial standing and in good standing with their own organization.
- Section 8. Candidate's Greek organization must also be in good standing with Buffalo State College and IGA.
- Section 9. Departing officers must train the incoming elected Executive Board for a period of at least the last two weeks of their term.
- Section 10. Vacancies of Office:
  - A. In the event that the office of President is vacated, the Vice-President or next highest position shall assume the position of President;
  - B. In the event that the offices of Vice-President, Treasurer, or Secretary are vacated, then there shall be a special election.
    - 1. In the event of a special election nominations may be made at the next two (2) regular business meeting following a vacancy;
    - 2. The election shall be held at the second regular business meeting following the vacancy;
    - 3. The newly elected officer shall only serve the remainder of the term they are elected into.
- Section 11. Appointment of Chief Justice:
  - A. Nominations for Chief Justice are subject to the same requirements of the Executive Board.
  - B. Applications and Nominations should be sent to President by graduation day.
  - C. President must appoint a Chief Justice with a 2/3 approval of IGA delegates.

#### **ARTICLE IX. IMPEACHMENT PROCEDURES**

- Section 1. Officers and delegates of the (IGA) may be removed from office only by impeachment or withdrawal from college.

- Section 2. Any officer or delegate of the (IGA) may be impeached by a 2/3 vote of the voting representatives of the membership if the body deems sufficient cause for impeachment to be present.
- Section 3. Any officer or delegate thus impeached shall be tried by the IGA Judicial Board at which only the IGA Judicial Board members are eligible to vote. The Chair of the IGA Judicial Board shall preside except where he/she is involved or there is a conflict of interest. In this case the President shall chair the proceedings.
- Section 4. A 2/3 vote of the IGA Judicial Board is necessary for conviction and removal from office.
- Section 5. A person removed from office shall not be eligible to hold any other (IGA) office in perpetuity.

#### **ARTICLE X. ADVISOR**

- Section 1. The IGA advisor shall be designated by the Student Leadership & Engagement office of Buffalo State
- Section 2. The advisor shall meet with the association at least monthly to discuss the association's business.
- Section 3. The Advisor shall schedule, plan, and facilitate the annual meeting for Greek advisors on Campus.
- Section 4. Shall assist with;
- A. The coordination of the annual "Buffalo News Kids Day", "Buffalo State Community Service Day", and "Take Back the Night" events.
  - B. Schedule and plan a leadership and training retreat for the members of the IGA Executive Board.
  - C. Assist in all other duties as necessary for the function of IGA and its Executive Board.

#### **ARTICLE XI. ADMISSION TO THE ASSOCIATION**

- Section 1. An organization seeking membership must present a written request to the President stating their goals, purpose, ideals, and ambitions and how they will enhance Buffalo State College, the Greek community, the larger community and IGA .This request shall be presented by the IGA President to the association at the next regular business meetings.
- Section 2. Any organization applying for membership to the organization shall be required to submit a copy of their constitution and by-laws, a membership list, and a copy of the signed "Student Life Intent To Organize" form or subsequent document within three (3) business meetings of their request for admission;
- A. Two (2) representatives from the group must attend seven (7) regular consecutive IGA business meetings;



- B. The group must sponsor three (3) community service activities on campus with ninety percent (90%) membership in attendance;
- C. The group must also sponsor one (1) academic program, one (1) educational program and one (1) philanthropic activity of their choice with the proceeds going to a specified charitable organization.

Section 3. Any organization applying for membership to the IGA must sponsor, with all members attending, an anti-hazing seminar. This seminar must be available to all organizations on campus.

Section 4. The time period allowed to meet these criteria shall last no longer than six (6) academic months.

Section 5. An organization seeking membership into IGA must give a presentation to the IGA to gain admittance into the IGA;

- A. A question and answer period shall take place immediately following this presentation;
- B. No vote concerning this organization's status shall take place at this time.

Section 7. The Executive Board shall make a recommendation regarding admission to the body after the group's oral presentation;

- A. A vote of the representatives shall be taken at the next regularly scheduled IGA meeting to affirm or reject the recommendation of the Executive Board.

Section 8. An organization must wait at least thirty (30) days before being eligible to reapply for admission if their request has been denied by this association.

Section 9. An organization applying for membership that has a national/regional/local governing body must have the complete backing and support for that group by its national/regional/local governing body before activities needed for admittance can begin;

## **ARTICLE XII. JUDICIAL BOARD**

Section 1. The judicial power of IGA shall be vested in the IGA Judicial Board.

Section 2. Any fraternity or sorority that does not comply with IGA, the constitution, campus policy or Bylaws of IGA shall be subject to disciplinary action. Such action may be initiated by any member of the Executive Board, Delegate, member organization, Student Leadership & Engagement staff member, or any member of the Buffalo State College Community.

Section 3. Shall act as an intermediary between the IGA and college administration in matters concerning the discipline of IGA recognized Greek organizations and members.

Section 4. All complaints must be submitted in writing to the Chair of the IGA Judicial Board and the Advisor.

- A. If the complaint is against the Chair of the Judicial Board then the complaint shall be submitted to the IGA President.

Section 5. The IGA Judicial Board shall consist of six (6) members preference given to include a member from each council, alternative members of the board, amount to be determined by the Chief justice and one (1) Chair who shall be a non-voting member.

- A. The Chair of the IGA Judicial Board shall always be the Chief Justice;
- B. In the event that the Chief Justice is unable to serve then the President of IGA shall chair the IGA Judicial Board;

#### **ARTICLE XIII. HAZING POLICY**

Section 1. Hazing, in any form, is not condoned and will not be tolerated in the Buffalo State Greek community. IGA does not support any type of hazing activities.

Section 2. Hazing shall be identified as:

- A. Any action taken or situation created, intentionally, whether on or off college premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the organization; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally or emotionally degrading; humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of Buffalo State College, The State University of New York (SUNY), or New York State law.

Section 3. Any violation of this, college, or state laws and policies regarding hazing in any form will result in judicial charges by the college and may result in the suspension or termination of an organization, as well as the possibility of student's removal from the college community.

#### **ARTICLE XIV. RATIFICATION**

Section 1. All proposed amendments and the Bylaws of this association must be presented in typewritten form at any regular business meeting.

Section 2. All proposed amendments and bylaws will be voted on at the meeting following their introduction.

Section 3. All proposed amendments to the Constitution require a 2/3 vote of the representatives present at the meeting the amendment is voted upon at.

Section 4. All proposed amendments to the By-Laws require a simple majority of the voting representative's approval.

Proposed: April 1992

Ratified: May 5, 1992

Revised: February 02, 2002

Revised: May 3, 2011

Revised: December 6<sup>th</sup>, 2019

## **INTER-GREEK ASSOCIATION**

### **BY-LAWS**

#### **ARTICLE I. SEXUAL ABUSE POLICY:**

- Section 1. The Inter-Greek Association (IGA) will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional or any other form. This is to include any actions which are demeaning to anyone, male or female and/or including but not limited to, date rape, gang rape, or harassment of any kind.
- Section 2. All organizations shall adhere to the college policies and state/federal laws regarding sexual assault/abuse.

#### **ARTICLE II. ALCOHOL AND DRUG POLICIES:**

- Section 1. The possession, use, and/or consumption of alcoholic beverages during an official IGA event, or in any situation sponsored or endorsed by the association, must be in compliance with any and all applicable laws of the state, county, city, and Buffalo State College.
- Section 2. No alcoholic beverages may be purchased through the IGA treasury nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the association.
- Section 3. IGA may not sponsor an event, or co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern is defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
- Section 4. No IGA members, collectively or individually shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under the legal drinking age).
- Section 5. The possession, sale and/or use of an illegal drug or controlled substance at any event sponsored by IGA is strictly prohibited.
- Section 6. All previously designated, planned, or spontaneous recruitment activities on or off campus must be alcohol free.

Section 7. All organizations shall adhere to the FIPG guidelines regarding alcohol and drugs.

### **ARTICLE III. CORE VALUES**

Section 1. The Core Values shall be:

1. Community Service
2. Leadership
3. Unity
4. Scholarship
5. Training
6. Education
7. Retention

Section 2. AD HOC Committees

- A. Ad Hoc committees shall be established by the president and confirmed by a simple majority vote of the voting representatives and shall be terminated by the president at the completion of its duties and confirmed by a simple majority vote of the voting representatives.
- B. The President of IGA shall appoint a chair to each ad hoc committee and provide the chair and IGA the purpose of each ad hoc committee.
- C. Each committee chair will need to provide the Vice President and President an estimated timeline of completion of tasks as voted on within the committee, within the first month of the ad hoc committee meeting.
- D. The Vice President shall oversee all ad hoc committees to ensure they are on task to meeting goals set by the President.

### **ARTICLE IV. JUDICIAL CASES**

Section 1. The following process shall be observed in all IGA Judicial Board cases:

- A. A Petitioner shall file a complaint, which may be anonymous, with Chair of the Judicial Board or the IGA Advisor;
- B. The Judicial Board shall notify parties at least one (1) business week in advance, if possible, of a judicial proceeding and, if applicable, the charges they face;
- C. The Judicial Board shall make a good faith attempt to schedule a mutually agreed upon time for a hearing;
- D. A defendant may be tried in absentia if they fail to appear after two (2) scheduled hearings, or if they refuse to submit to the jurisdiction of the Judicial Board;
- E. Parties involved shall have the right to bring witnesses and provide documentation, but must notify the Chief Justice at least twenty-four (24) hours in advance of the hearing of the witnesses' names;

1. All documentation must be provided to the Chief Justice at least forty-eight (48) hours prior to the meeting. The witnesses and both parties involved will receive the documentation at least twenty-four (24) hours prior to the beginning of the hearing.
- F. Parties involved shall have the right to question any person giving testimony during a hearing, unless otherwise stated by the Chair of the Judicial Board;
- G. Members of the Judicial Board shall have the right to question any person giving testimony during a hearing;
- H. Members of the Judicial Board shall have the right to set rules and procedures for specific cases, insofar as they do not conflict with the constitution of IGA, by a two thirds (2/3) vote, otherwise they shall follow the outline provided in the IGA Judicial Binder, located in the Student Leadership & Engagement Office;
- I. Majority approval is required to rule on cases involving the interpretation of the constitution or bylaws, or to decide guilt or innocence in cases involving alleged IGA or college policy violations;
- J. After completion of a trial there must be written, an opinion to be made public, if desired there may be majority and dissenting opinions;
- K. No IGA Judicial Board member including the chair shall take part in a case in which s/he shall have a vested interest, or by majority vote of the composition of the IGA Judicial Board and may be asked to recuse themselves from certain cases.

Section 2. The IGA Judicial Board shall render a decision and present it to the representatives of the association at a regular business meeting;

- A. The IGA Judicial Board reserves the right to be creative in their sanctioning, and may impose one (1) or any combination of sanctions it feels appropriate to resolve a matter;
- B. Decisions rendered by the Judicial Board are final unless appealed;
  - a. Any appeal will be made to the IGA Executive Board and shall be submitted within 24 hours of receipt of decision notice. (Sent via Email)

## SIGNING OF THE CONSITUTION

We, as the IGA Executive Board and delegating body, hereby accept the ratification of this constitution, revised on December 6<sup>th</sup>, 2019. We must abide by all rules, regulations and bylaws of this constitution.

### *Executive Board -*

IGA President: \_\_\_\_\_

IGA Vice President: \_\_\_\_\_

IGA Secretary: \_\_\_\_\_

IGA Treasurer: \_\_\_\_\_

IGA Chief Justice: \_\_\_\_\_

### *Delegates -*

Alpha Epsilon Phi: \_\_\_\_\_

delta Delta Phi Zeta: \_\_\_\_\_

Sigma Delta Tau: \_\_\_\_\_

Sigma Lambda Upsilon: \_\_\_\_\_

Mu Sigma Upsilon: \_\_\_\_\_

Phi Sigma Chi: \_\_\_\_\_

Lambda Sigma Upsilon: \_\_\_\_\_

Sigma Iota Alpha: \_\_\_\_\_

Omega Phi Beta: \_\_\_\_\_

Zeta Phi Beta: \_\_\_\_\_