Tufts University

Inter-Greek Council Constitution

Article I: Mission Statement.

Section 1.01.

As the Inter-Greek Council, we will strive to foster a unified community that upholds the values of brother and sisterhood, high academic standards, philanthropic action, development of the individuals of each chapter, and support for the greater Tufts community and Greek communities through adherence to the IGC constitution with transparency and unbiased governance.

Article II: Name.

Section 2.01.

The official name of this organization shall be the Tufts University Inter-Greek Council and shall herein be referred to as “IGC.”

Section 2.02.

The term “Greek” shall herein refer to fraternity and sorority life.

Article III: Purpose and Philosophy.

Section 3.01.

The purpose of IGC shall be to form an official governing body for the Greek Community; 1. Increasing awareness and knowledge of each member organization by:

A. creating forums for discussion on topics that are of concern to its member organizations

B. providing information about member organizations for the purpose of educating the University or any other interested party
C. providing information about member organizations for the purpose of educating the University or any other interested party

D. promoting community outreach that supports the University or Greater Boston area, as well as bringing together member organizations

2. Encouraging cooperation and developing a support network among the member organizations by creating an open environment for the sharing of information

3. Mediating disputes that may arise between member organizations or other campus groups

4. Fostering cooperation with other Greek organizations such as the Interfraternity Council (IFC), Panhellenic Association (Panhel), Multicultural Greek Council (MGC), and any other student organizations.

Section 3.02.

The philosophy of the Inter Greek Council of Tufts University is to serve as a self-monitoring and direction giving council that empowers Greek organizations and their members to live out and promote their values to the Tufts community for further its development. IGC celebrates life-long fraternal and sororal bonds while continuing to grow through academics, campus involvement, community service, leadership and social engagements.

Section 3.03.

IGC will strive to uphold and educate its membership on five basic expectations of fraternal membership.

1. Positively affecting intellectual development.

   Each member group of the IGC places high value on education, academic performance, and intellectual development.

2. Instilling the values of their organizations and their host institution.
   a. integrates their values, missions and standards throughout their collegiate chapter organizational and programming structure.
b. educates their chapter members on policies pertaining to the issues of alcohol and substance abuse, underage drinking, and all inter/national policies pertaining to it.

c. encourages non-alcoholic social activities.

d. requires a policy of alcohol-free facilities for all of their housed chapters.

e. provides a judiciary board structure by which chapters hold their members accountable for their behavior.

3. Developing leadership skills and abilities.

Each member group of the IGC places high value on the development, support and mentoring of leaders.

4. Developing positive relationships (brotherhood/sisterhood)

Each member group of the National Panhellenic Conference places high value on respect for others, human dignity, cultural diversity and self-worth

5. Developing citizenship through service and outreach.

Each member group of the National Panhellenic Conference places high value community and philanthropic service.

**Article IV: Structure.**

Section 4.01.

IGC shall consist of a General Council (“General”), and a Greek Judiciary Board (the “Judiciary”)

A. The General Council.

(1) General shall consist of the following officers and chairpersons: the IGC President, the Panhellenic Council President, the Interfraternity Council President, the fourteen Greek organization presidents or
designee, the IGC executive board (four members), and one appointed delegate from each of the Greek organizations.

(a) Qualifications.

(i) Delegates must be in good disciplinary standing with the university, meaning that they may not be on University Probation or Suspension for any academic or student code of conduct violation, and qualified as a member in good standing within respective chapters.

(ii) Delegates should have already taken some active role in leadership within their fraternity or sorority, formally or informally, and be respected members of the organization.

(iii) Delegates should have no foreseeable conflicts with serving as delegates of IGC for the remainder of their year’s term.

(iv) Delegates are to be appointed by the chapter.

(b) Dismissal.

(i) Delegates may be removed from the Council for the following reasons:

1) University disciplinary offenses during term resulting in Probation or Suspension

2) Three or more unexcused absences during a semester; Delegates must notify the VP Public Relations or the VP Finances twelve hours prior to meetings if they are unable to attend
3) Dismissal shall be decided on a case-by-case basis by the General Council Delegates and the IGC President based on some type of behavior that compromises their ability to serve properly as an IGC delegate.

(2) Meetings

(a) General shall meet every other week beginning at the earliest possible date. The Greek Presidents and the executive board shall meet with the Director once a month at the time of her choosing. If there is a conflict, Greek Presidents must send a qualified representative in his or her place to represent the chapter for the meeting.

(b) These meetings will be designed to inform the greater Greek Community, to address any current issues of concern, and to educate the Greek Community, so that they continually abide by their organizations values.

(c) The date, time and location of these meetings will be determined before the first meeting of the semester by the IGC President, the Executive Board, and the Director.

B. Greek Judiciary Board.

(1) Judiciary shall consist of the following individuals:

(a) Delegate members elected by each organization shall serve as the judiciary board representative. There will be one delegate representative from each Greek member organization.

(b) The IGC President shall serve as moderator. This individual directs all proceedings and has no vote except in the event of
a tie. In case an executive board members chapter is brought up in a judicial hearing, he or she will not be able to participate in the hearing. In this situation, the IGC President, along with the Judicial Advisor and Director of Fraternity and Sorority Life, will select a replacement from another chapter.

(c) The VP Governance shall serve as Chief Justice. This individual advises the chosen delegates and has voting power.

(d) VP Administration will record all judicial proceedings.

(2) No delegate may be involved in a hearing unless they have completed IGC Judiciary training.

(3) For each hearing, seven of the fourteen delegates shall be chosen to adjudicate on any violations defined in Art. 4, Sec. 4, Part B (4). If a chosen delegate is unable to attend the hearing, another judicial board delegate will be chosen by IGC President, Judicial Advisor, and Director of Fraternity and Sorority Life.

(4) If a delegate determines he/she is unable to fulfill his/her duties and responsibilities as a delegate on the Judicial Board relating to a specific hearing or the IGC Executive Board determines he/she is not fit to serve as a Judiciary delegate for a specific hearing, he/she will be excused from that case.

(5) The Judiciary will hear all violations against the Office of Fraternity and Sorority Life Policies, Multicultural Greek Council Policies, Recruitment Policies and the IGC Constitution. Also heard will be
conduct deemed to be inappropriate to the mission of Fraternity and Sorority Life. 

(6) The Interfraternity Council and Panhellenic Council shall be responsible for overseeing judicial violations in regard to council specific bylaws.

**Article V: Executive Board.**

**Section 5.01, Executive Board**

A. The Executive Board of the IGC shall consist of the three council presidents, the VP Governance, the VP Finances, and the VP of Public Relations and Administration.

**Section 5.02, President**

A. The President shall have oversight of entire governing body
B. The President shall preside over all General, Judiciary, and President’s Advisory Board meetings
C. The President shall be main liaison between the Interfraternity community, the Panhellenic community, and IGC.
D. Understand and integrate the mission of the university in IGC and throughout Fraternity and Sorority Life
E. The President shall prepare a semester review letter for the Tufts University President and the Tufts University Student Senate, which will be public for the University community to view.
F. The President shall sit on all designated University committees

G. The President shall have overall responsibility of IGC funding in conjunction with the VP Finances
H. The President shall be responsible for reviewing the Constitution with the Executive Board each April and revising it accordingly
I. The President shall be responsible for planning and coordinating IGC Leadership and Judicial training with the Office of Fraternity and Sorority Life
J. The President shall be responsible for directing and presiding over all hearings.
M. The President shall meet and jointly decide with the Executive Board as necessary to determine which cases shall be heard

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1 Exception: The Tufts University Office of Judicial Affairs at its own discretion shall have governance over severe infractions including but not limited to hazing, medical transports, or other violations of state or federal law
N. The President must compile a statement following each case, which summarized charges, proceedings and the reasoning behind ruling and sanctions. This statement is to be included in the Director of Fraternity and Sorority Life’s files and will be reviewed by the Office of Fraternity and Sorority Life.

Section 5.03. Presidents of Interfraternity and Panhellenic Councils

A. Shall be responsible for reporting Interfraternity Council and Panhellenic Council news to IGC
B. Shall hold meetings with their respective councils at their own discretion, not to conflict with IGC meetings

Section 5.04. VP Public Relations and Administration

A. Shall be responsible for coordinating Inter-Greek Relations with the following:
   (1) Faculty
   (2) Student Body
   (3) Tufts Community Relations
B. Shall attend meetings as necessary
C. Shall be create and oversee committees as necessary
D. Work with the OFSL on Public Relations initiatives
E. Shall be responsible for the logistics of meetings (notes, distribution of materials, minutes)
F. Shall be responsible for keeping track of attendance and contacting those who are not in attendance at a particular meeting

Section 5.06. VP Finances

A. Shall be responsible for (in collaborations with the President) the finances and budgeting of Inter- Greek Council, Panhellenic Council and Interfraternity Council
B. Shall be responsible for creating a yearly budget and presenting it to the Tufts University Student Senate for approval

Section 5.07 VP Governance

A. Attend all meetings and hearings of the Inter-Greek Council
B. Shall receive all violation reports and coordinate logistics of all judicial hearings in accordance with Section 11.03
C. Shall maintain parliamentary procedure in meetings and hearings

Section 5.08 Director of Fraternity and Sorority Life

A. The Director of Fraternity and Sorority Life shall meet and coordinate agendas with the President for all Greek Council meetings.
B. The Director of Fraternity and Sorority Life shall meet with the Presidents of all councils and chapters monthly as well as the council Executive Boards on a scheduled to be determined at a mutually agreeable time.

C. The Director of Fraternity and Sorority Life shall assist in judicial preparation.

**Article VI: Election of Officers and Delegates.**

**Section 6.01 Election Procedure.**

A. All those who intend to run for an Executive Board position must submit a formal application form.

B. Members of the previous Executive Board, along with the Director of Fraternity and Sorority Life, shall interview all potential new Executive Board members. In the case that an Executive Board member is running for a second term, he or she shall not be involved in the interview process.

**Section 6.02. President**

A. Nominees for the position of President must have served at least one full and active semester on the IGC general council prior, or must be currently serving on the IFC, Panhellenic or IGC executive board for a period of at least two months, prior to the impending term.

B. Nominees for the position of President must have served in at least one leadership position within their chapter or other on-campus organization

C. The President shall serve for the calendar year, beginning with the last day of spring semester and concluding with that day.

**Section 6.03. Interfraternity Council President and Panhellenic Council President**

A. The Interfraternity Council President and the Panhellenic Council President shall be elected by their respective councils separate from the Inter-Greek Council elections, but on the same date.

B. Once elected, the Inter-Fraternity Council President and the Panhellenic Council President shall be full voting members of the Inter-Greek Council Executive Board

**Section 6.04. VP Finances, VP Public Relations and Administration, VP of Governance**

A. The four remaining officers will be elected on the same dates as the President
B. Nominees for these positions need not have experience serving on the Inter-Greek Council prior to election
C. Nominees for these positions must have some sort of leadership experience within their individual chapters or other on-campus organizations
D. The four student executive board may have no more than two members from one Greek Organization.
   (1) Chapters with an Executive Board member on Inter-Greek Council will still have the same number of delegates as all other chapters. They are not penalized for obtaining a seat on the Executive board.
   (2) An Executive board member may not also be on the Executive Board of IFC or Panhellenic or a chapter, but may, however, be a delegate for these two organizations
   (3) Chapter presidents are not eligible to be on the executive board
   (4) The President and the VP of Governance may not be from the same organization. This shall be enforced through the application process and monitored by the Director of Fraternity and Sorority Life.

Article VII: Attendance.

Section 7.01 Attendance at all Inter-Greek Council meetings is mandatory.

A. Each delegate is allowed one unexcused and one excused absence per semester.

B. Failure to adhere to the attendance policy shall subject the chapter to a judicial hearing. The delegate or president must notify the VP Public Relations and Administration 24 hours prior to meeting who reserves the right to inform the delegate that the absence is unexcused

C. Absence due to illness, health condition, family emergency or religious purposes will be excused

D. Notifying the Secretary/Treasurer does not automatically excuse the delegate from the meeting.

Article VIII: Advisors.

Section 8.01 Director of Fraternity and Sorority Life.

A. The Director of Fraternity and Sorority Life
The Director of Fraternity and Sorority Life reports to the Dean of Students and is responsible for providing educational, cultural, and leadership development programs, services, resources, and advising for the Greek community at Tufts University. The Director is responsible for the operational management and supervision of the Office of Fraternity and Sorority Life and staff. The Director will have an abiding concern or and commitment to diverse needs of the University community, student development in a learning organization, and active promotion of an inclusive environment. Tufts University is interested in supporting and growing a healthy Fraternity and Sorority Community.

Section 8.02. Judiciary Advisor.

A. The Judiciary Advisor of Fraternity and Sorority Life

The Judiciary Adviser will help advise students about the disciplinary process within the Tufts University Greek Community and assist in educating the community about acceptable student behavior. The adviser shall also serve as an unbiased resource during the disciplinary process.

B. Qualifications:

1. The advisor to the Judiciary must be a member of the faculty, staff or administration of Tufts University.

2. He/she must have at least partial judicial experience or training in college or elsewhere.

C. Selection:

1. The Judiciary advisor shall appointed by the OFSL

Section 8.03 Responsibilities of the Advisors.

A. The advisors will sit in on all judiciary meetings/hearings.
B. The advisors will advise students on fair, non-prejudicial decision-making before, during and after all hearings.

C. The advisors shall assist with Judiciary training.

D. The advisors shall assist in insuring that the organization adheres to the missions, goals, objectives and Constitution of the Inter-Greek Council.

Article X: Voting and Amendments.

Section 10.01

All policy decisions and constitutional amendments must be approved by the General Council and passed by a 2/3 vote, defined as a minimum of 10 chapters represented.

Section 10.02 –PUT AMENDMENT SECTION IN

Article XI: Hearing Procedures.

Section 11.01. Pre-hearing Preparation.

A. Anyone may file a complaint against an organization by using an online form.

B. Anonymity will not be guaranteed to the IGC Executive Board and Judiciary Board members, but confidentiality will be. The Executive Board of the IGC and Judiciary Board members will be bound to a confidentiality agreement not to reveal any information they receive.

C. The elected officers (President, VP Finances, VP Governance, VP Public Relations and Administration) and Director of Fraternity and Sorority Life will meet at an executive board meeting and discuss a complaint having been filed that may warrant a hearing.

D. They may gather any necessary information dealing with the claim.

1. To bring a case to a hearing, 3 affirmative votes are required via secret ballots. The Director does not have a vote.
2. After votes are cast, the Presidents and Director count the votes. If there is a tie,

   a. The tie is unannounced.

   b. The VP Governance that would serve as Chef Justice has the tie-break vote.

   c. The decision is announced.

Section 11.02 Investigation.

A. The evidence-finding committee shall consist of the VP Public Relations and Administration, the VP Finances, the VP Governance, and the Director.

B. They will determine which statements, witnesses, and/or documents will be introduced.

C. If the organization being charged is that of one of the Investigation team, he/she must step down from their position on the evidence-finding committee.

D. The VP Governance has all final decisions based on evidence matters.

E. In the case that the VP Governance is a member of the organization in question, the president may step in with their role.

Section 11.03 Pre-hearing.

1. A date for the hearing must be established within three days of the decision being made to go to hearing.

   a. The President and Director of Fraternity and Sorority Life must make every effort possible to contact an appropriate representative from the organization being charged within 48 hours of the complaint being filed.
b. If no return contact is afforded, the date may be established by the President and Director of Fraternity and Sorority Life within a weeks time.

c. The date of the hearing must be within 2 weeks of the initial date of complaint being presented, not the date of incidence.

2. 48 hours before the hearing, the Director of Fraternity and Sorority Life must present a list of statements, witnesses, and/or documents to the group being charged which will be presented and used as relevant material at the hearing. There are no exceptions to this deadline.

3. 24 hours before the hearing, the group being charged must present a list of statements, witnesses, and/or documents to the Director of Fraternity and Sorority Life, which will be presented and used as relevant material at the hearing. There are no exceptions to this deadline.

4. The organization’s chapter advisor and National HQ if applicable must be notified of all judicial hearings.

Section 11.04  Hearing.

1. Present at hearing:

   a. Inter-Greek Council President, VP Governance, Judicial delegates, Director, Judiciary Board Advisor, the chapter’s president, and one additional member of the involved chapter and that organization's advisor (if available).

   b. The chapter(s) in question may have its delegate present during the hearing and he/she may ask two questions during the hearing.

2. Just prior to the hearing, the Investigative committee will present all material to Judiciary.

   a. Judiciary will meet 30 minutes prior to the established hearing time to review relevant information and prepare for the case.
3. Permitted as observers: Any member of the Committee on Student Life who wishes to attend

**Article XII: Hearing Minutes**

Section 12.01. Introduction.

1. **Welcome, ________ I am __________.** I will be chairing this hearing today. For appeal and review purposes this session will be tape-recorded with your signed consent. Before we proceed I will ask the members of the Board to introduce themselves.

2. (Philosophy): It is the philosophy of this Board that the discipline process is one of education, rather than one based on punitive means. The purpose of the Board is to help students and Greek organizations to value their rights and to realize the importance of their responsibility as students, members of a national fraternal organization and significant parts of the Tufts University community. For this reason, organizations coming before this Board will be found “responsible” or “not responsible,” rather than guilty or not guilty.

3. As an organization appearing before the Greek Judiciary Board, you have the following rights:
   - to be represented by your organization's President and one other member
   - to remain silent
   - to be present throughout the hearing but not the deliberation
   - to know all evidence and to hear testimony
   - to present pertinent evidence and to call witnesses to speak on your behalf
   - to comment upon and respond to the charges
   - to have one advisor present from the University community who is to serve only as an advisor and may not speak for you
   - to receive written notice of the decision of the Board
   - to appeal the Board decision within 5 days of notification of the decision.

4. Introductory items:
a. Inquire: Do you understand your group's rights as they are stated?

b. Remind the group/individual of the importance of honesty in these proceedings, particularly in statements and responses to the Board.

c. Ask if the organization has any comments before we proceed.

d. Read the incident report and/or relevant information.

e. Site the specific charges from the Student Handbook.

f. Inquire: Does your group plead responsible to violation #1... #2... etc.?

g. Inquire: Do you have any questions at this time?

h. Inquire: In your own words, please explain to the Board your group's involvement in this/these incident(s).

**Section 12.02 General Questioning of the Group Involved in Violations.**

1. Proceed with questions from the Board members.

2. When questioning is completed, ask the group involved: Do you have anything to add to the testimony of your group?

3. Explain: You may remain for the rest of the hearing, but may only ask questions of the Board regarding procedural matters and not of the other individuals being questioned.

**Section 12.03 Questioning of Others Involved.**

A. Individuals should be brought into the room by the Director, one by one, in following order:

1. Individuals who completed the initial report(s)

2. Other individuals involved in charges

3. Eye witnesses
4. Administrators who met with individuals regarding the incident

5. Character witnesses

6. After all questions are complete, the person presenting the charge may, but is not required to, summarize his/her position

Section 12.04 Referred Chapter Makes Closing Statement.

Section 12.05 Wrap-Up.

A. ____________, the Board is finished with questioning. We will deliberate in closed session as to whether the organization is responsible or not responsible for the charges outlined. If you are found responsible we will proceed to deliberate in closed session and on appropriate sanction.

B. The following factors will be considered in determining sanctions:

- Present standing
- Past record
- Severity or potential of damage; injury, harm, or disruption
- Honesty, cooperation, and willingness to make amends

C. Possible sanctions are outlined in the Student Handbook. You will receive written notification of the Board's decision within 5 academic days and you have the right to appeal this decision. Appeal procedures are outlined in the Greek Council Constitution.

Article XIII: Closed Session Deliberations.

Section 13.01 Deliberation.

The President, VP Governance, the 7 voting judicial board delegates, the Director of Fraternity and Sorority Life, and the Judicial Advisor shall be present for the closed door deliberation.
- The case evidence and history must be discussed thoroughly; all points of view must be taken into account.

Section 13.02 Voting.

A. The IGC President is a non-voting member except in the case of a tie, split decision or absence of one member's vote.

B. Determine “responsible” or “not responsible” for each violation. A 51% majority of votes are required to be found “responsible.” The Chief Justice will record the outcome and fill out a proper report on the case.

C. If “responsible,” the Director will notify the Board of any past discipline and/or successful history.

Section 13.03 Sanctions.

1. Deliberate sanctions(s) per judicial training and the IGC constitution section 4.1 B paragraph 4

2. The Chief Justice will record the outcome.

3. The Director, the Judicial Advisor and Board will critique the hearing and deliberations.

4. The VP Governance will submit the ruling of the Board to the Director and the Judicial Advisor for review and implementation.

5. If the decision of the Board is changed in any way by the Director or the Judicial Advisor, then the board will reconvene to hear the changes before the group charged is notified.

Article XIV: Appeals.

Section 14.01 Members.

A. The IGC Appeals Board will consist of every Judiciary Board member minus the chapter in question.

A. An Appeal hearing is not a rehearing.

1. The Appeals Board will consider the outcome of the original hearing while bearing in mind the grounds in which the appeal was based.

2. Appeals may be made to the Appeals Board within 5 academic days of notification of the action taken by the Judiciary.

3. The Appeals Board shall hear all cases that it deems serious and where it finds that evidence exists of improper, inadequate or incorrect procedure, prejudicial conduct, and/or disproportionate penalties.

4. The Appeals Board is not obligated to hear all cases submitted for its consideration.

5. Refusal to appeal a case requires a unanimous vote of the chapter presidents uninvolved in the charges.

6. The Appeals Board will not hear cases that have not first been heard by the Judiciary.

7. Refusal to hear a case will have the effect of letting stand the previous decision.

Section 14.03 Hearing Procedures.

1. The Chief Justice shall conduct the hearing in an ordinary fashion and shall decide all procedural matters during the hearing subject to the approval of the majority of the Appeals Board. He/she shall summarize the issues involved and the nature of the appeal.

2. The group appealing is entitled to be present during the hearing and may be accompanied by their faculty advisor.

   a. The Director and the organization’s advisor shall represent the University to the Appeals Board.
3. All hearings shall be closed. A closed hearing shall not preclude the presence of the appealing group, their advisor and the appropriate University delegates.

4. Members of the Appeals Board may ask questions of all involved parties.
   
   a. The appealing group may refuse to give evidence against themselves.

5. Both parties may call witnesses, make responses to the witnesses, and make concluding statements. These witnesses should be brought forward regarding procedural or prejudicial concerns of the first hearing only.

6. The deliberation and records of the Appeals Board will remain confidential. The decision of the Appeals Board will be given in the same manner as that of the Judiciary.

7. The Chief Justice will keep a record of the appeal hearing. Records shall be kept in the office of the Director of Fraternity and Sorority Life.