**Bylaws of the**

**University of Central Florida**

**Diversified Greek Council**

**Article I. Emergency plan**

An emergency is a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action (i.e. natural disaster, family, death, etc). It is a sudden unforeseen crisis (usually involving danger) that requires immediate action. As well as a situation, which poses an immediate risk to health, life, property or environment.

Section 1: People in Charge of Emergency/Crisis

During an emergency situation, the President is first in command. In the absence of the president, the following E-Board officers are in command by ranking:

1. Executive Vice President
2. VP of Risk Management
3. VP of Administration
4. VP of Finance
5. VP of Expansion
6. VP of Public Relations

 Section 2: Emergency Phone Calls to Make

It is crucial to make several phone calls during an emergency situation. Make sure to explain the situation in a calm manner, so that emergency personnel (police, fire, ambulance) can respond efficiently. Make emergency calls in the following order:

1. Police/Fire/Rescue- 911
2. E-Board Officers
3. Council Advisor
4. Assistant Director of Fraternity and Sorority Life
5. Director of Fraternity and Sorority Life
6. OFSL staff members

Section 3: Fires

In case of a fire, remain calm. Panic only causes confusion.

1. Set off the alarm.
2. Call 911, no matter how minor you consider the fire to be. Don't take a lot of time looking for the fire beforehand.
3. Use an extinguisher if possible.
4. Check as many rooms on the way out to see if everyone is alerted to the fire. Shut the doors to all rooms on the way out.
5. Have a predetermined spot where members are to congregate in the event of a fire. Take a headcount to make sure everyone is out of the room. NEVER go back into the room to attempt to rescue anyone.

Section 4: Medical Emergencies

1. Call the paramedics (911) and give necessary information regarding the sickness/accident.
2. Make sure to find the nearest first-aid kit within the building.
3. Allow someone who is certified to perform resuscitation ONLY if deemed necessary.
4. In the event of a serious illness or injury, do not notify the parents immediately. The medical officials will notify parents and advise them of the situation.
5. Make sure to have an officer bring a first-aid kit, when a council event is located off campus.

Section 5: Investigations

Make written notes of all details relating to any incident that happened during the event. It will be especially important to get the names of all members present, the names and telephone numbers of any witnesses, and the names and telephone numbers of anyone injured. Some incidents may result in lawsuits, and if called to testify in court months after the incident, the notes will be invaluable. Share the information collected with the director of OFSL, assistant director of OFSL and any campus or law enforcement officials conducting an investigation. Itemize any property losses, and keep records of any expenses related to the situation.

**Article II. Absences**

Section 1: Notification

1. All absences by the appointed chapter delegate must be approved by the President with consent of the Board at least twenty-four hours prior to the council meetings, and to the respective committee chair prior to the philanthropy, recruitment, social function, or other activity in order for the absence to be excused.
2. Email President and CC: Secretary and respective committee chair.

Section 2: Responsibilities

1. Absent members are responsible for reading the minutes of the meeting, which he or she missed, and he or she will be held accountable for any information therein.
2. Two automatic excused absences are allotted per semester from council meeting. After a member has reached the maximum amount of two excused absences, he or she must submit a written letter explaining his or her absences from that point forward and must pay a fine of $15.00 for each absence for the rest of the semester.
	* 1. If an organization’s chapter delegate does not send notice of their excused absence within the time allotted for excused absences and do not attend the council meeting, the organization must send a written letter explaining the excused absence within 48 hours of the excused absence.
			+ 1. First Occurrence: Warning
				2. Every Occurrence after will result in a fine of $15.00
	1. Unexcused absences will result in a $15.00 fine to be paid at the next Council meeting.
		1. If an organization does not send a chapter delegate to council meetings then said organization will receive a fine of $30.00 for unexcused absence per occurrence.
	2. Roll call will occur at the beginning of the meeting and will allow a five-minute grace period. After 15 minutes, a member is no longer considered tardy but considered absent and therefore, will be fined $15.00 and will follow the same rules for an excused absence.
	3. Between six and fourteen minutes after the meeting has begun the member is considered tardy. Tardies will incur a fine of $5.00.
	4. Two tardies will equal one absence and thus incur a $15.00 fine.
		1. After two tardies, every tardy afterwards will result in a $10.00
	5. Unexcused early leave from a council meeting will also result in a fine if $5.00.
	6. For all fines not paid by the next meeting, an additional $5.00 fine will be added at the end of the month. Unpaid fines may result in probation and/or debt sent to collections.

**Article III. Election Presentation**

Section 1: Presentation Setup

The room will be separated into sections

The room shall have separate tables for each voting eligible organization.

E-board will have a section separate from the organizations.

All associate members organization will have only one section.

Section 2: Presenting

* + - 1. Each candidate running for any e-board position will be rotated among all the sections
			2. There will only be five minutes allowed time for the candidate to present as well as for the organization, e-board member, and associate member to ask any questions.
			3. Once the time is up the candidate will rotate clockwise to the next following section.
			4. This shall continue once all the sections have spoken to each running candidate.
			5. Once the time is up, the candidate will step outside and the members will evaluate them.
			6. This shall continue once all the candidates have presented.
			7. The winner of the position will be announced prior to election of the next officer, allowing the losing candidates to run for other positions.

**Article IV. Event Planning**

Section 1: E-board programming

1. Events sponsored by the Executive Board will have priority of calendar dates before any active member organizations.
	1. These dates will not conflict with founder week events nor annual events hosted by organizations.
2. During DGC Founder’s Week no organization may host any event or have any co-hosted events with organization from outside the council.
	1. DGC week will be held in Mid March

Section 2: Active member programming

1. Each active member in good standing will be allowed to submit a yearly academic calendar of events and programming for the upcoming academic year.
2. Members will have the opportunity to submit their calendar dates by specified appointment dates from the secretary elect. Dates are to be submitted via e-mail (secty.dgc@gmail.com) by the member’s president or listed Delegate on or before their deadline.
3. Dates that are not used, but are claimed by an organization, will result in a $25.00 fine for that organization.
	1. Organizations are to email VP of Administration, at least one week from the actual selected date, stating they will not be using the calendar date so that it will not result in a fine of $25.00.
4. Priority for calendar dates will be based on a ‘first come, first serve’ basis.
	1. The deadline will be the second general body meeting of the fall semester for the upcoming school year.
	2. Opening for reservation dates shall be opened at the discretion of VP of Administration and closed on the deadline.
5. Each active member in good standing will be allotted per academic year:
	1. Up to **five** individual event/programming days per academic year but *excluding* Founder's Week.
		1. Probates, coming out shows, surfacing, community service, fundraiser, and risk management events do not need to be included as one of the five days as long as it does not overlap a reserved day.
		2. There can only be one event per day unless a written consent is presented from the organization that has the calendar date allowing their date to be shared.
		3. Should an organization plan, promote, and/or host an event on a reserved day without prior written consent a $30.00 fine will be implemented.
		4. For any event held on the day of another organization's event, with the exception of informational meetings or closed events, the organization must require written approval and send proof to the president and vice president. If the party denies the request, the organization may present the case to the E-Board for an executive decision with probable cause.
	2. At least one co-sponsored event days with those five days.
		1. Co-sponsored events shall be defined as any event that has been planned, funded, and presented/hosted by the collective organizations that can be proven by paperwork and promotional items. This excludes performances, presentations, participation, ushering or volunteering services.
	3. One **five** day traditional founder’s week, which no other DGC member will be able to hold any type of event. The week shall last from Monday thru Saturday. Other members may utilize days during this time only with written permission and proof from the respective organization.
		1. Chi Upsilon Sigma- 1st week in *October*
		2. Delta Phi Lambda- 2nd week in *October*
		3. Delta Phi Omega- 4th week in *October*
		4. Mu Sigma Upsilon- 3rd week in *November*
		5. Delta Epsilon Psi- 3rd week in *January*
		6. Pi Delta Psi- 1st week in *February*
		7. Sigma Lambda Gamma- 3rd week in *February*
		8. Lambda Sigma Upsilon- 1st week in *March*
		9. Sigma Lambda Beta- 1st week in *April*
		10. Lambda Theta Alpha-2nd week in *April*

\*Excluding Holidays, school closures, school block out dates, religious observations.

* 1. Priority will also be given to those members with ‘Annual Events.’ The annual date will be included in the **four** individual dates. Each member will be allowed up to one annual event apart from respective founder’s week and the co-sponsored event. Annual events will occur the same month every year and will be counted as a mandatory event for members to attend unless the members must pay to attend the event. Annual Events will be denoted separately.
		1. Chi Upsilon Sigma- *February: Greek Grub*
		2. Delta Epsilon Psi- *Dodging Diabetes*
		3. Delta Phi Lambda- *March: Iron Chef*
		4. Lambda Sigma Upsilon- *December: Aids Gala*
		5. Lambda Theta Alpha- *September: Assorted Flavas, April: Inner Beauty Pageant, February: Gentlemen’s Night*
		6. Mu Sigma Upsilon- *March: Greek Seasons*
		7. Pi Delta Psi- *Asian Street Fair*
		8. Sigma Lambda Beta- *Little Betas Step Show*
		9. Sigma Lambda Gamma- *October: Pink Pong*
	2. Precedence of events will take place in the following order: Founder’s Week Events, annual, then individual and co-sponsored events.
	3. Reserved days that have already been selected and confirmed by another organization will require written permission and proof from that respective organization in order to share or exchange that day.
	4. In a case where the school hosts block out events, such as homecoming, finals, midterms, Greek week ect., the respective organization’s founder’s week must be moved to either the week before or after and it cannot interfere with another organization’s founder’s week.
	5. If an organization is placed on any form of Suspension via UCF or Office of Fraternity and Sorority life they are not allowed to partake in any co hosted events, yard/stroll shows, and their respective founder’s week will be canceled.
1. In the event of an undisputable conflict, the Executive Board will resolve the issue.

Section 3: Event Participation

1. Any event deemed mandatory will require 50% + one of active members in attendance of each organization, unless stated otherwise.
	1. If organization has less than five active members, then they will be required to send only one active member instead.
	2. If an organization is unable to have the required amount of attendees for a mandatory event, they must send a notification one week prior to the event date to the DGC President providing explanation in order to not receive the $15.00 fine.
		1. Email DGC Executive Officer or organization in charge and CC: DGC President
2. If an organization fails to meet the required amount of attendees, they will be given a fine of $15.00.

Section 4: DGC Sponsored Events

1. Any DGC Sponsored Events (excluding New Member Presentations/Coming Out Shows) that does not start within 15 minutes of start time stated on flyer and/or description, will result in a $50.00 fine. If this occurs more than once per academic year, the fine will be raised to $100 for the following offenses. All promotional outlets must read the same start time.
	1. If this occurs more than once per semester, the fine will be raised to $100 for the following offenses.
2. Any DGC sponsored events (excluding New Member Presentation/Coming Out Shows) that contains excessive explicit profanity will result in a $50.00 fine per occurrence. In the case of audience engagement, the use of excessive explicit language shall be informed not to be used but otherwise excused on occurrence
	1. Any DGC sponsored events that contains excessive verbal or written explicit profanity will result in a $50.00 fine per occurrence.

**Article IV. Academics**

Section 1: Academic Standard

1. An organization in good standing with the Diversified Greek Council if they receive a semester GPA of 2.5 or above.
	1. Should an organization not receive above a 2.5 semester GPA, that organization must host two open study hall sessions the following semester for the Diversified Greek Council, in which 50% + 1 of the hosting organization must be in attendance.
	2. Failure to host open study hall sessions shall result in a $50.00 fine per open study hall session.

 Section 2: Academic Incentive Plan

1. Organizations who receive an overall semester GPA above a 3.0 will have their chapter or colony DGC base fee, $50.00 or $25.00 respectively, waived the following semester.
2. Organizations who receive an overall semester GPA above a 3.5 will have 50% of their entire DGC dues waived the following semester.

**History of Bylaws**

Voted by DGC: 18th Day of April in the year 2018

Revised by DGC: 16th Day of May in the year 2018