Abraham Baldwin Agricultural College Greek Council Bylaws

ARTICLE I: Executive Board

Section 1: Executive Board General Tasks
1. Create all Special Committees, and in making these committees, recognize representation from all Chapters.
2. Report all action taken by the Executive Board at the next regular meeting.
3. Meet on a bi-weekly basis as an Executive Board.
4. Represent the Council at Council and Non-Council events, when deemed necessary.
5. The Council President may call special meetings of the Executive Board with seventy-two (72) hours’ notice to all Executive Board members.
6. Administer routine business that has been approved for action by the Council.

Section II: Officer Duties
A. President
1. Serve as Chairperson of the Executive Board.
2. Conduct and preside at all meetings of the Executive Board and the Greek Council.
3. Serve as an ex-officio member of all committees.
4. Serve as the official representative of the Greek Council.
5. Represent the Council, along with the Greek Advisor, in all external matters.
6. Ensure that the Constitution and Bylaws are followed.
7. Other duties as assigned.

B. Vice President
1. Assume all Presidential duties in absence of the President.
2. Tentatively schedule Greek Council activity dates and events for the following semester.
3. Serve as a member on the Social & Outreach committee.
4. Develop ways to promote the interests, concerns, and ideals of the Greek Council.
5. Inform and encourage support of programs and/or activities of individual council member organizations.

(Updated April 8, 2014)
C. Secretary
1. Issue and maintain a record of all necessary Greek Council correspondence.
2. Record and distribute all minutes and agendas of meetings to all member organizations.
3. Read minutes before each General and Executive Board meeting; keep record of attendance of all meetings; maintain a current roster of all council member information and perform all other clerical duties as required.
4. Create and provide a calendar with all general meeting dates.
5. Collect and compile historical data, consisting of: photos, handout of events, pamphlets, and any applicable material pertaining to the Council and all affiliate organizations.
6. Forward copies of the minutes from the previous meeting within seventy-two (72) hours to the Greek Council, Dean of Students and Greek Council Advisor.

D. Treasurer
1. Receive, collect, deposit and manage all funds.
2. Maintain accurate records of the receipts and expenditures of funds. Two signatures will be needed for all Greek Council expenditures (President or Treasurer and Advisor).

ARTICLE II: Committees and Chairs
Section 1: Committees’ Duties
All committees shall be formed and established in accordance with the needs of the Greek Council to carry out the programs of the Council.

A. The Judicial Risk Management Committee shall:
1. Communicate with the Judicial Risk Management chair to schedule Judicial Board Meetings.
2. Help coordinate risk management events.
3. Other duties as assigned by the Greek Council Executive Board.

B. The Social & Outreach Committee shall:
1. Help plan and organize Greek Week and Greek Sports.
2. Help plan the Greek formal in the Fall.
3. Oversee all social and print media accounts to assist in the promoting of Greek Council and Greek organizations.
4. Meet on a regular basis to provide up to date events posted.
5. Other duties as assigned by the Greek Council Executive Board.

C. The Policy & Reform Committee shall:
1. Meet once each semester to review the Bylaws of the Council.
2. Speak with the Greek Community about the Bylaws.
3. Present their findings at a Council Meeting to be approved.
4. Other duties as assigned by the Greek Council Executive Board.

(Updated April 8, 2014)
Section 2: Chair Duties
A. The Judicial Risk Management Chair shall:
   1. Oversee the Greek Council Judicial Board.
   2. Work with the Greek Council Advisor to maintain and uphold all governing documents.
   3. Work with the Risk Management Chairs of each chapter to promote safety and encourage participation in chapter risk management event.
   4. Other duties as assigned by the Greek Council Executive Board.

B. The Social Chair shall:
   1. Plan social events to promote unity in the Greek community.
   2. Meet with the social committee on a regular basis.
   3. Other duties as assigned by the Greek Council Executive Board.

Article III: Judicial Board
Section 1: Function
The Judicial Board shall be responsible for conducting hearings on charges that concern Member activities in violation of the Greek Council Constitution, Bylaws, Rules, agreements, and/or regulations that cannot be resolved by a conference of delegates of the Members involved.

Section 2: Membership
A: Selection
   1. The Judicial Board shall consist of the Risk Management Chair from each active chapter on Greek Council in addition to the Judicial Chair of the Greek Council who shall chair the Judicial Board. No members of the Greek Council Executive Board may serve on the Judicial Board.

Article IV: Greek Council Advisor
Section 1: Roles
A. The advisor attends all Council Executive Board meetings and general body meetings. The advisor's role is not to run the organization, but to give advice to members and officers and to facilitate an enriched experience in opportunities for intellectual, cultural and personal growth.

Article V: Greek Organizations
Section 1: Exceptions
A. Any Greek organization whose national rules conflict with ABAC Greek Council Bylaws will be reviewed with the Dean of Students and Greek Council Advisor and administered accordingly.

Article VI: Amendments
Section 1: Procedures
A. The President and the Greek Council Advisor may recommend amendments to governing documents to the Policy & Reform committee on per semester basis. Governing documents will become effective once passed by the Greek Council Members.