

**Southeast Missouri State University**  
**Greek Week Steering Committee**  
**Constitution and Bylaws**

Updated April 21, 2022

**ARTICLE I: Name**

This organization shall be known as the Greek Week Steering Committee of Southeast Missouri State University.

**ARTICLE II: Purpose**

The purpose of Greek Week Steering Committee is to provide organizational framework for members of Southeast Missouri State University's Greek Community to plan and promote Greek Week activities in a student-advisor setting and to promote Greek unity amongst Greek Organizations.

**ARTICLE III: Membership**

- A. Members of Greek Week Steering Committee must be students at Southeast Missouri State University.
- B. Members must be in good standing with the university in all aspects.
- C. Members must also hold membership in a recognized Interfraternity Council (IFC), National Panhellenic Council (NPC), or National Pan-Hellenic Council (NPHC) organization.
- D. Executive member applications will be made available to all available students after Spring Break, prior to Greek Week, and the members will be chosen by the current executive members and advisors through an interview process.
- E. General member applications will be made available to all available students during the fall semester and members will be chosen by the executive board prior to fall break.
- F. Any Greek Week Steering Committee member shall be dismissed for conduct deemed incompatible with Greek Week Steering Committee goals and standards.

**ARTICLE IV: Elections**

**Section I. Election Process**

- A. Any current Southeast student that is also a member of a recognized IFC, NPC, or NPHC organization with a cumulative GPA of 2.5 or higher is eligible to hold any office.
- B. Current executive members and advisors will fill the upcoming executive positions through an interview process after Spring Break and prior to Greek Week.
- C. Once chosen, the executive members will then accept applications for general members. They may choose to interview members for the general committee.
- D. Term of office for each membership will not exceed the actual Greek Week year.

Average span for an executive member would be from April through April of the one year. Average span for a general member would be from October through April of the one year.

## Section II. Vacancy

- A. A letter of resignation is requested for anyone who wishes to leave their membership before the term is up.
- B. After elections, if a position is left vacant, the Greek Week Steering Committee executive members and advisors shall have the power to appoint members to assume those duties.

## **ARTICLE V: Policies**

### Section I. Harassment

- A. Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization or team shall be defined as:
  - i. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.
  - ii. Hazing includes, but is not limited to:
    - a. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
    - b. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
    - c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
    - d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and,
    - e. Any activity in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.
- B. Hazing is inconsistent with Missouri laws/statutes, University policies, the Student Code of Conduct, and fraternal/organizational laws. Greek Week Steering Committee and its members agree to abide by the anti-hazing policy required of all student

organizations at Southeast Missouri State University.

## Section II. Nondiscrimination Statement

- A. Southeast Missouri State University and the Greek Week Steering Committee are committed to providing a safe, civil, and positive learning and working environment for its faculty, staff, students, and visitors, free from discrimination in any form. This policy applies to all members and guests of the University community and prohibits discrimination on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities.

## **ARTICLE VI. Organizational Chart**

### Section I. Organization Set-Up

- A. Greek Week Steering Committee Executive Board
- a. Director
  - b. Co-Director
  - c. Chapter Coordinator
  - d. Public Relations Coordinator
  - e. Greek Sing/Spirit Coordinator
  - f. Philanthropy/Fundraising Coordinator
  - g. Advisor/Office of Greek Life Representative
- B. Greek Week Steering Committee General Members
- a. Greek Games Subcommittee
  - b. Greek Sing/Spirit Subcommittee
  - c. Blood Drive Subcommittee
  - d. Special Events/God & Goddess Subcommittee
  - e. Philanthropy Subcommittee

### Section II: Subcommittees

- A. Subcommittees are formed from members based on their interests as indicated on the application, but the executive members and advisors have the ultimate authority to place members where necessary.
- B. The purpose of a subcommittee is to assist the executive members in the completion of their duties and responsibilities.

### Section III: Advisors

- A. Advisors to Greek Week Steering Committee shall serve as a resource for members to seek advice and guidance. All executive members are entrusted with the responsibility of keeping all advisors apprised for all activities related to Greek Week Steering Committee.
- B. Advisors are expected to attend all meetings or inform the Director if an absence is unavoidable. If the advisors have a conflict, which prevents them from attending, the

Director has a responsibility to keep the advisors informed of anything that might be of conflict of interest.

- C. Advisors shall assist the officers and subcommittees in the completion of the duties and responsibilities of Greek Week Steering Committee.

## **Article VII. Duties and Responsibilities**

### **Section I: Overview of Executive Board Member Duties and Responsibilities**

- A. Attend all meetings or inform the Director if an absence is unavoidable.
- B. Track appropriate subcommittee member attendance and inform Director of members with attendance problems.
- C. Update all parts of the Greek Week Handbook that fall under your jurisdiction.
- D. Know and follow the Constitution of Greek Week Steering Committee.
- E. Know and follow the Greek Week Handbook.
- F. Shall reserve potential room/field spaces for Greek Week before the end of the fall semester. m
- G. Give appropriate subcommittee reports at meetings.
- H. Shall serve as unbiased Greek leaders during their term keeping Greek Week things a surprise and not sharing any information to anyone prior to the information being shared at the chairs meeting.
- I. Shall disaffiliate after the first Greek Week Chairs meeting until All Greek Chapter to ensure a fair and equitable competition for the greater good of the Southeast community.
- J. Work in harmony with all other officers for the betterment of the organization.

### **Section II: Duties & Responsibilities of Director**

- A. Preside over all executive board and steering committee meetings.
- B. Responsible for Greek Week events that fall under the jurisdiction of Steer Committee.
- C. Monitor the performance of all Chairs and issue warnings for failure to satisfactorily complete duties and responsibilities. All such warnings should be transmitted, also to the appropriate committee advisor.
- D. Give a suitable presentation to Student Government to ask for reallocation of Greek Week monies by April 1.
- E. Ensure an accurate and complete publication of the Greek Week competition results.
- F. Oversee the presentation of the Greek Week Competition Awards.
- G. Review all documents in the Handbook, updating when necessary to ensure the best possible publication.
- H. Plan and coordinate the Greek Week informational meeting, at which they will present general Greek Week. Competition guidelines and the points system.
- I. Appoint members to fulfill duties as needed.
- J. Schedule meeting space for bi-weekly meetings in the fall semester after Labor Day,

and weekly meetings in the spring semester.

- K. Attend a student organization re-registration meeting once a year and complete the necessary requirements to re-verify.

### Section III: Duties & Responsibilities of Co-Director

- A. Review and update all Greek Week documents in the Greek Week Handbook, providing updated forms to the Director.
- B. Collect and monitor a current budget for all events.
- C. Record the minutes of each general, executive, chairs, and special meetings.
  - Executive board and general meeting minutes shall be sent out to the respective members no later than 48 hours after the meeting.
  - Chairs meeting minutes shall be sent to the Chapter Coordinator no later than 24 hours after the meeting for the Chapter Coordinator to send out to chairs.
- D. Maintain attendance records for each meeting and notify the director and advisor(s) of any excused absences or any excessive absences that require attention.
- E. Oversee the purchasing of the Greek Week Competition Awards.
- F. Provide a timeline with all important Greek Week and deadlines to Director.
- G. Collect and monitor all points accumulated by organizations participating in the Greek Week competition.
- H. Provide the Director with the information and guidelines at the Greek Week informational meeting.
- I. Hold sufficient meetings with your subcommittees throughout the semester as needed.
- J. Preside over meetings in the absence of the Director and assume the role of Director should the office become vacant for any reason prior to elections

### Section IV: Duties & Responsibilities of Chapter Coordinator

- A. Serve as the liaison between chapters and Greek Week Executive Board.
- B. Preside over all Greek Week Chairs meetings.
- C. Create and maintain agendas for Greek Week Chairs meeting.
  - Agendas shall be sent out to all Greek Week Chairs and Steering Committee members no later than 24 hours before the meeting time.
- D. Shall send out minutes for Chairs meetings take by Co-Director no later than 48 hours after a chairs meeting.
- E. Attend weekly Greek Week meeting with the other Chairs, Advisors, and Director in the Spring Semester.
- F. Communicate effectively with all Greek Week chairs.
- G. Answer all questions through GroupMe, texting, or other instant messaging by anyone who contacts you with in 24 hour window.
- H. Hold sufficient meetings with your subcommittees throughout the semester as needed.
- I. Work to keep communication between Greek Week chairs positive, open, and conflict free.
- J. Shall reserve Chairs meeting space and any other event locations before the end of Thanksgiving Break.

#### Section V: Duties & Responsibilities of Public Relations Coordinator

- K. Serve as the media liaison for Greek Week and the community
  - Newspapers, KFVS, Arrow, SEMO Marketing, etc..
- L. Shall manage and maintain an active presence on all social media platforms throughout the year.
  - Highlighting nonprofits, resharing chapters social media posts, sharing event happening in the community with nonprofits, and throwback Greek Week pictures shall be posted regularly before a theme reveal and pairing reveal posting.
- M. Shall take photos at each event and collect a variety of photos from other chapters social media throughout the week and save those in the Google drive for future postings and potential throwback posts in the future.
- N. Shall be responsible for creating the hashtag for Greek Week and track all social media posts that use the hashtag for points and report those to the Co-Director.
- O. Shall make all graphics to be used for different promotional events, this includes Blood Drive, Greek Sing, Greek Games, Fundraisers, etc.
- P. Create a logo for Greek Week based off the theme chosen and use it on all marketing sources and the packet.
  - Logo should also be featured on Executive board name tags
- Q. Create T-shirt design
  - One design shall be made for executive board, general steering committee members, judges for events, and advisors.
  - Another shirt design shall be made to use as a fundraiser that will be open to anyone in the Greek community.

#### Section VI: Duties & Responsibilities of Greek Sing/Spirit Coordinator

- A. Plan and coordinate all Greek Sing/Spirit events.
- B. Review and update all Greek Sing/Spirit documents in the Greek Week Handbook, providing updated forms to the Director.
- C. Shall Create a rubric for Greek Sing and any other events that they plan (ex: Lip Sync Battle).
- D. Shall provide measurements of stage space and backdrop requirements to ensure each pairing has everything the same size and has all measurements.
- E. Shall coordinate Greek Sing Dress rehearsal and verify all members participating in Greek Sing skits and dances match the Office of Greek Life rosters.
  - An additional “dress rehearsal” shall be planned two weeks prior to the official dress rehearsal (day before Greek Sing) to ensure chapters can effectively space and time their skits out well.
- F. Shall be responsible for coordinating the display of pairings banners for the Southeast community to see while on campus.
- G. Shall select judges for Spirit, Greek Sing, and any additional events by the first chairs meeting and collect shirt sizes to provide to the Public Relations Coordinator.

- Judges need to be unbiased members of the community that have no pairing chapter relation (ex: alumni of a chapter or advisor)
- H. Shall reserve Greek Sing and any other event locations before the end of Thanksgiving Break.

Section VII: Duties & Responsibilities of Fundraising/Philanthropy Coordinator

- I. Shall serve as the non-profit liaison and maintain communication with non-profit leaders.
- J. Shall serve as the community service liaison for the Southeast community and Greek Week.
- K. Shall approve of any and all fundraising efforts by pairings
- L. Shall coordinate 3 different fundraising efforts to help raise funds for the organization and additional fundraisers for other nonprofit needs.
- M. Shall coordinate a meeting with pairings and the nonprofit leader to ensure good communication.
- N. Shall regularly check in with pairings on their fundraising totals and efforts
- O. Shall assign nonprofits and pairings prior to the first Chairs meeting and try to keep a good rotation so the same pairing isn't helping the same nonprofit from the year before.
- P. Shall coordinate a time to deliver all money to the nonprofits and ensure

Section VIII: Overview of General Steering Committee Member Duties and Responsibilities

- A. Attend all meetings or inform the Director if an absence is unavoidable.
- B. Shall know and follow the Constitution of Greek Week Steering Committee.
- C. Shall know and follow the Greek Week Handbook.
- D. Shall actively participate in subcommittee meeting
- E. Shall serve as unbiased Greek leaders during their term keeping Greek Week things a surprise and not sharing any information to anyone prior to the information being shared at the chairs meeting.
- F. Shall disaffiliate after the first Greek Week Chairs meeting until All Greek Chapter to ensure a fair and equitable competition for the greater good of the Southeast community.
- G. Shall be in attendance at every Greek Week event.
  - a. If absences become an issue the member can be removed and be expected to participate in their pairing's events in the future.
- H. Shall volunteer a minimum of one shift per event unless the executive board says otherwise, this includes Blood Drive, Greek Games, Food Drive, Clothing Drive, etc.
- I. Work in harmony with all other officers for the betterment of the organization.

**ARTICLE VIII: Attendance**

- J. Absences
  - a. Three consecutive, or three (4) total, unexcused absences during the semester by any member shall result in automatic removal of office/membership status from the

Steering Committee

- K. Excuses for absences must be submitted to the Director at least twelve (12) hours prior to a meeting or event.

**Removal of Officers**

- A. Upon petition by a simple majority of the members of the executive committee, the question of impeachment may be brought before the advisors/Office of Greek Life. At this time, the charges of impeachment shall be presented in writing to all members of the executive committee, the advisors/Office of Greek Life, and the officer in question.
- B. Discussion and debate shall take place directly following the charges of impeachment. The officer in question has the right to defend themselves against the charges.
- C. An emergency meeting of the executive members, advisors/Office of Greek Life representatives, and a representative of Campus Life shall be held. At this time, a final vote shall be taken.
- D. Upon the affirmation of two-thirds of the meeting's attendance for impeachment, the officer shall be removed from office.
- E. Reasons for impeachment may include, but are not limited to; absenteeism, GPA requirement violations, a violation of this constitution, or failure to fulfill the duties of the position.

**ARTICLE X: Registration Renewal**

- A. Greek Week Steering Committee will apply to Campus Life & Event Services for registration each Fall semester and will make any updates necessary to that registration within a month of making the change(s).

**ARTICLE XI: Amendments**

- A. This constitution is binding to all members of Greek Week Steering Committee, but this constitution is not binding unto itself.
- B. Amendments to this constitution may be proposed in writing by any voting member of Greek Week Steering Committee at any meeting at which  $\frac{2}{3}$  of the voting members is present.
- C. These amendments will be placed on the agenda for the next regular meeting of the executive committee.
- D. Proposed amendments will become effective following approval of two-thirds ( $\frac{2}{3}$ ) -majority vote of active members.