

# Greek Programming Board

*Governing Policies*

University of North Texas

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## **Section 1: Name**

A. The name of this entity shall be the Greek Programming Board (GPB).

## **Section 2: History**

A. In the spring of 2010, the Greek Community at the University of North Texas hosted a consultant to come examine and provide feedback and recommendations as to how we could grow and strengthen our community. Dave Westol visited UNT and met with Greek leaders, advisors and staff and as a result his report yielded a candid assessment of the strengths and limitations of the community, as well as a lengthy list of recommendations. In response to the report, the Greek Programming Board has been created as one way to build on our strengths and begin to implement the recommendations and address our limitations.

## **Section 3: Vision, Mission, Values**

### **A. Vision**

The Greek programming board will be the premiere student run programming body uniting the Greek community at UNT by upholding the 4 pillars of scholarship, leadership, service, and social.

### **B. Mission**

The Greek programming board will be a unified body who's main goal is to advocate for all Greek members, promote all Greek events, encourage Greek pride in letters, cultivate unity and diversity amongst all four council's.

### **C. Values**

1. Scholarship
2. Leadership
3. Service
4. Social

## **Section 4: Affiliations**

A. The Greek Programming Board (GPB) is affiliated with, but not governed by, the North-American Interfraternity Conference (NIC) and its member chapters, the National

Panhellenic Conference (NPC) and its member chapters, the National Pan-Hellenic Conference (NPHC) and its member chapters, the National Association of Latina/Latino Fraternal Organizations (NALFO) and its members chapters, the National Multicultural Greek Council (MGC) and its member chapters, the National Order of Omega, Rho Lambda, the UNT Interfraternity Council, the UNT NPHC, the UNT Panhellenic Council, the UNT Multicultural Greek Council, the UNT chapter of Order of Omega and the UNT chapter of Rho Lambda.

## **Section 5: Structure & Membership of the Greek Programming Board**

### **A. Composition of the GPB**

1. The officers for the Greek Programming Board shall be: Executive Director, Director of Marketing, Director of Administration and Communication, Director of Inter-Fraternal Programming, Director of Recruitment & Engagement, Director of Education & Leadership, Director of Philanthropy & Community Service
2. The four council presidents will be ad-hoc members of the Greek Programming Board.

### **B. Position Descriptions**

#### **Executive Director**

- Responsible for the overall operation of the Board and its representatives.
- Chairs all Board meetings.
- Creates the board meeting agendas.
- Works with board members and All Greek Exec to develop annual goals.
- prepares written reports to the chapter presidents for the monthly president meetings and All Greek Exec meetings
- Attends the annual President Retreat and all other Fraternity & Sorority events that include all four Governing Councils.
- Serve as the liaison between all IFC, NPHC, Panhellenic, and MGC presidents and chapters.
- Attend Presidents meetings and All Greek Exec meetings.
- meets weekly with the designated advisor in the Greek Life Office
- Supervises the programs and work of the board members.
- Provides formal feedback to directors via a quarterly Performance Appraisal meeting.
- Educate the Board on its purpose, bylaws, responsibilities, and reinforces all Board policies and processes.
- Coordinates annual board member selection (i.e. applications, interviews etc.)
- Prepares and facilitates transition and training program/retreat for outgoing and incoming board members.

### **Director of Marketing**

- Develop and implement all Greek marketing and public relations strategies.
- Develops press releases for all events, accomplishments and activities of the board and Greek Life.
- Meet each semester with the appropriate officers from the governing councils to discuss overall marketing strategies.
- Develops a written overall marketing plan for Greek Life.
- Compiles and communicates reputable marketing vendors to council and chapter officers (Sponsorships).
- meets 2 times/semester with URCM designee to discuss promotion and marketing of Greek Life
- Provides updates and information to the URCM designee
- Submits information on a regular basis to community and university media outlets

### **Director of Administration and Communication**

- Take and maintain all attendance records for meetings and/or attendance at programs and events by board members or chapters.
- Record, reproduce, and distribute of all of the Board's minutes within 24 hours of the meeting.
- Streamline and deliver all communication efforts made by the Greek Programming Board to the Fraternity/Sorority Community.
- Devise, implement, and distribute the Board's master calendar to all councils, chapters, auxiliary organizations and applicable University Departments
- Sends monthly e-newsletter to all chapter and council officers, chapter advisors, and house corp. member's headquarters, faculty, and staff
- Attends council meetings and offers updates on the boards work to the respective chapters.
- Alerts chapters and councils to opportunities available to the chapter that is consistent with the values and purpose of all organizations.
- Create and maintain a communication mechanism for Alumni (website, facebook group, etc.)

### **Director of Inter-Fraternal Programming**

- Work directly with other UNT offices/organizations to promote and/or co-sponsor programs that are developed by the Board.
- Supervise special events and oversees the planning, implementation, and evaluation of all programs throughout the year including but not limited to: Greek Week & New Member Social in the spring.
- Creates programming checklists and documentation for all programs.
- Meets 2 xs per semester with the applicable programming officers in the 4 councils to identify opportunities for co-sponsorship.
- Distributes, receives and acts on co-sponsorship proposal forms.
- Collaborate with the appropriate staff in the to implement outreach and programs for Greek Alumni. (i.e. Alumni Relations Office).
- Work with appropriate offices to host a Greek Alumni event (i.e. VPSA, Athletics, Office of Greek Life).

### **Director of Recruitment & Engagement**

- Coordinates and trains all Greek Ambassadors
- Coordinates all housing tours
- Coordinates Greek Life involvement in summer and transfer orientation programs.
- Coordinates participation at student organization fairs
- Works with director of marketing to develop resources for potential members and their parents.
- Develop and deliver presentations to various constituents/target markets (student org's, faculty, staff, and residence halls) to generate interest in joining a fraternal organization and collect names of interested people.
- Develops written recruitment and outreach plan.
- Conducts focus groups as necessary to determine reasons that are contributing or detracting from membership growth.
- Assist with the planning and coordination of Greek Preview Day.

### **Director of Education and Leadership**

- Conduct various assessments to determine the needs of the community and develop resources based on those needs.
- Coordinate all logistical aspects of contracting with and bringing one all Greek speaker/semester.
- Work with other departments (i.e. Center for Leadership & Service) to co-sponsor programs relevant to the Greek Community.
- Promote and track attendance at Leadership Conferences.
- Research and promote scholarship opportunities.
- Work with appropriate council officer(s) to coordinate Officer Roundtables.
- Work with Order of Omega regarding the planning and implementation of Greek 101
- Provide the Greek Community connections to leadership opportunities which include, but aren't limited to: Homecoming, Student Government, Center for Leadership and Service, and Multicultural Center.
- Develop and provide resources to graduating seniors about staying involved as an active alumnus upon graduation at the end of both fall and spring semesters.
- Assist the Office of Greek Life in the planning and implementation of Greek President's Retreat.

### **Director of Philanthropy & Community Service**

- Serve as the Greek Life representative at all Centers for Leadership & Service, and Dance Marathon planning meetings.
- Collaborate with CLS to promote Greek involvement.
- Regularly notify chapters and council of service and philanthropy opportunities.
- Coordinate all logistics for the Greek Day of Service in the spring semester.
- Enact a process for selecting, adopting and supporting an all-greek charity.
- Maintain the procedures for recording and reporting all individual and chapter service hours and philanthropy dollars raised.
- Host informational sessions and workshop for community service/philanthropy officers regarding reporting processes and opportunities for involvement
- Develop and provide education and resources to chapter officers regarding planning and implementing effective service and philanthropy events.
- Plan, develop and implement the ALL new member fall service event and the ALL Greek service event.

### C. Voting

1. All Directors are voting members of the GPB and have one vote.
2. The Executive Director will vote only in the event of a tie.
3. The advisor will have only have a voice, but no vote.

### Section 6: Officer Eligibility & Requirements

*This student organization is open to all students without regard to race, color, sex, age, national origin, religion, disability or veteran status. This includes, but is not limited to, recruiting, membership, organization activities, and opportunities to hold office.*

#### A. Eligibility to Apply

1. Initiated, undergraduate member in good standing of a fully chartered and recognized chapter at UNT.
2. Have a minimum 2.50 GPA (semester and cumulative) at time of application
3. 100% of active membership must be UNT students.

#### B. Requirements to hold an Officer position

1. Initiated, undergraduate member in good standing of a fully chartered and recognized chapter at UNT.
2. Enrolled in at least 12 hours during both the fall and spring semesters.
3. Have a minimum 2.50 GPA (semester and cumulative) during time of service.
4. Does not hold a council or auxiliary organization executive board position concurrently with a position on the GPB.
5. Complete 5 office hours/week and log the hours accordingly.
6. Remain in good standing with the university (academic, conduct, housing) and with your chapter (financial, academic, conduct)
7. Complete all tasks and programs within established timelines
8. Attend all weekly meetings of the Board, and special meetings as called by the advisor or Executive Director

9. Attend all meetings of the committees or groups in which you are appointed to as part of your position
10. Attend the GPB Planning Retreat and the GPB Transition Retreat (to take place the weekend after the conclusion of finals week in the Fall semester)
11. Attend the Greek Leadership Retreat (held either the first or second weekend in January).
12. Attend either: AFLV or UIFI
  - a. The Greek Life Office (GLO) will make every attempt to assist in funding participation in either AFLV or UIFI, but funding is not guaranteed and therefore is at the expense of the student.

### **Section 7: Selection of Officers**

- A. Candidates for open positions on the GPB will complete an application and interview.
- B. Applications for the Greek Programming Board will be available the first Monday following spring break and will remain available for 30 calendar days.
- C. The four council Presidents/All-Greek Exec, the outgoing GPB officers and a staff member from the GLO will interview the candidates following the closing of the application window.
- D. The board members will be selected based on the following criteria:
  1. Knowledge of the UNT Fraternity & Sorority culture
  1. Knowledge of the four councils and auxiliary organizations
  2. Objectivity
  3. Personal Integrity
  4. Proven ability to produce results
  5. Understanding and ability to live the core values of the individuals organization
  6. Experience in council or chapter with event planning, meeting management, leading committees/workgroups



7. Previous experience on the GPB

## **Section 8: Terms and Vacancies**

### A. Terms of office

1. The board members will be selected to serve one term (May-April).
2. Board members can serve for no more than two terms (four semesters).
3. The Executive Director may not serve more than two terms in that position.

### B. Justification for removal of officers

1. Board members may be removed for the following:
  - a. violation of the guiding values of the board outlined in section 3-C.
  - b. three unexcused absences at scheduled meetings or retreats.
  - c. failure to effectively and consistently fulfill the prescribed duties of the board member.
  - d. failure to consistently follow and/or implement the policies and procedures of the board.
  - e. any actions or circumstances that are considered to be substandard and damaging to the integrity, mission or vision of the board.
  - f. inability or failure to fulfill the requirements of the position outlined in Section 6-B.

### C. A vacancy in a position could result from either a resignation or removal.

### D. Refer to the Standard Operating Procedures for Vacancy and Removal procedures.

## **Section 9: Committees**

### A. Establishing Committees

1. Committee's will be established at the discretion of each Director.

2. Directors must present a Committee Charter Proposal to the Executive Director by the 2<sup>nd</sup> meeting of the Spring semester. The Committee Charter Proposal will include:

- a. Committee Charge (purpose, scope of work)
- b. Size of Committee
- c. Length of time for the Committee (not less than 1 month, no more than 12 months)
- d. Frequency of meetings

#### B. Eligibility & Requirements

1. Potential committee members must meet the eligibility requirements listed in Section 7-A.

2. The following are requirements for committee members:

- a. Initiated, undergraduate member in good standing of a fully chartered and recognized chapter at UNT.
- b. Enrolled in at least 12 hours during both the fall and spring semesters.
- c. Have a minimum 2.50 GPA (semester and cumulative) during time of service.
- d. Remain in good standing with the university (academic, conduct, housing) and with your chapter (financial, academic, conduct)
- e. Complete all tasks and programs within established timelines
- f. Attend all committee meetings of the Board, and special meetings as called by supervising Director.

#### C. Selection of Committee Members

1. Upon approval of the Committee Charter, the Director of Administration will issue a "Call for Committee Members" that will include a list of open committees, the number of people per committee, the charge of each committee and an application by the first week on February.

2. Committee applications will be due by the 2<sup>nd</sup> Friday in February.
3. At the meeting of the GPB after the due date for the committee applications, selection and appointment of the committee members will take place.
4. The following guidelines (in addition to the vision, mission and values of the GPB) should guide the selection process:
  - a. No more than 3 people from any one chapter on a committee (including the Director).
  - b. A diverse representation from each council (based on applications) across committees.
  - c. A range of experience and previous level of involvement on a committee.

D. The term of membership for each committee will determined by the Director and approved through the Committee Charter by the Executive Director.

E. Committee members can be removed from their position by the Director of the committee based on the terms in Section 8-B.

1. Procedures for removing a committee member can be found in the Standard Operating Procedures.

F. In the event of a vacancy (resignation or removal), it is up to the discretion of the Director to appoint a new committee member or leave the position vacant.

## **Section 10: Meetings**

### **A. Regular Meetings**

1. Regular meetings of the GPB will occur bi-weekly at a pre-determined day and time.
2. Quorum (2/3) of the board must be present in order to conduct an official meeting of the GPB.
3. Roberts Rules of Order will be used to entertain official business and to conduct voting.

### **B. Special Meetings**

1. Special meetings of the GPB can be called by the Executive Director for the purpose of discussing or making decision on time sensitive information.
2. Quorum (2/3) of the board must be present in order to entertain business and to conduct voting.
3. Roberts Rules of Order will be used to entertain official business and to conduct voting.

#### C. Chapter President Meetings

1. Chapter President meetings will take place once per month during the academic year.
2. Dates and times for the Chapter President meetings will be determined by the GLO.
3. All members of the GPB will attend the Chapter President meetings.
4. No official business (voting, motions etc.) will be entertained at Chapter President meetings.

#### D. Council President Meetings

1. Council President Meetings will occur weekly at a pre-determined day and time.
2. The Executive Director will attend these meetings on behalf of the GPB.
3. If the Executive Director is not able to attend a meeting, he/she will appoint a replacement.
4. No official business (voting, motions etc.) will be entertained at the Council Presidents meeting.

#### E. Committee Meetings

1. Committee meetings are held at the discretion of the supervising Director; however, committee meetings must be held at least once/month.

### Section 11: Dues & Fees

A. The GPB will not collect any dues or assess any fees for programs or services provided to the UNT community.

### **Section 12: Amendments**

A. Amendments and additions to these Governing Policies will be made once per semester.

B. Any member of the GPB can propose an amendment or addition by completing the Legislative Proposal form and returning it to the Director of Administration.

C. All proposals will be voted on at the last regular meeting of the semester.

D. Amendments must receive a 2/3 affirmative vote to be enacted.

E. The Director of Administration will make the affirmed updates to the Governing Policies document within 7 working days and file a copy with the Office of Student Activities.

### **Section 13: Governance**

A. The programs and activities of the GPB will be governed all applicable national, university and local policies, procedures and laws. These include but are not limited to: national Risk Management and Event Policies, NPC Unanimous Agreements, NIC/NPC/NALFO/NPHC Membership Standards, the Greek Life Social Event Policy, UNT Student Code of Conduct, policies regarding Student Organizations etc.

### **Section 14: Hazing**

A. The Greek Programming Board prohibits its members, both individually and collectively from committing any acts of hazing as defined herein: "Hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution.

B. Hazing includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include

customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

C. For the purpose of this section, any activity as described above upon which the initiation or admission into or affiliation with the Greek Programming Board is directly or indirectly conditioned shall be presumed to be a 'forced activity,' the willingness of an individual to participate in such activity notwithstanding.

### **Section 15: Organization Agreement**

A. The Greek Programming Board agrees to abide by the University's Policy on Hazing (18.1.12) states: The University of North Texas prohibits hazing by any student, student organization or employee. No student, organization, or employee of the University of North Texas ("UNT") shall engage in, encourage, aid, or assist any other person in what is commonly known and recognized as hazing.[1] Students and employees who have knowledge of conduct that might constitute hazing must report the conduct to the Center for Student Rights and Responsibilities, Dean of Students, UNT Police Department, or other appropriate University officials. Any individual who receives a report of hazing must forward the report to the university police department.