

BY-LAWS
OF THE
LEHIGH UNIVERSITY
ALUMNI ASSOCIATION
GREEK ALUMNI COUNCIL



LEHIGH
U N I V E R S I T Y

Presented for Approval at April 9, 2005 GAC Meeting

ARTICLE I

Name and Relationship to Lehigh University Alumni Association

SECTION 1. NAME The name of this group shall be the Lehigh University Alumni Association Greek Alumni Council, here-to-after referred to as the “Greek Alumni Council, or “GAC.”

SECTION 2 RELATIONSHIP TO LEHIGH UNIVERISTY ALUMNI ASSOCIATION

This organization is part of the Lehigh University Alumni Association (LUAA) and operates in accordance with the LUAA By-Laws.

ARTICLE II

Goals and Objectives

SECTION 1. GOAL AND MISSION The goal of the GAC shall be to connect, engage and involve Lehigh University Greek Alumni with specific missions and initiatives of the Lehigh University Alumni Association related to Fraternity and Sorority Life at Lehigh. The mission of the GAC shall be to achieve a Greek System at Lehigh which is judged to be best in class in comparison to Greek Systems at other U. S. colleges and universities.

SECTION 2. OBJECTIVES The objectives of the GAC are to;

- Encourage active participation of Greek Alumni in their Greek Chapters and in the Alumni activities of Lehigh University
- Identify and promote best practices among the Greek chapter alumni organizations and active chapter organizations to make the Lehigh Greek System an example of excellence
- Inform all Greek alumni regarding current Greek Life at Lehigh
- Represent Greek alumni interests to the other Greek System stakeholders which include Lehigh University administration, faculty, staff, the active chapter members, the Alumni Association and Greek Nationals organizations.

ARTICLE III

Membership Eligibility

SECTION 1. MEMBERSHIP. The Membership of this group shall include two representatives from the alumni organization of each chapter currently recognized by Lehigh University, two representatives from the alumni of each formerly active chapter which is now inactive, and the Executive Committee of GAC (see Article IV, Section 2). If the membership selected in this manner does not provide fraternity and sorority representation from the current decade and the previous 6 decades of Lehigh alumni (1970's forward, for sororities), the Executive Committee will appoint additional members such that each decade has a fraternity and sorority (where appropriate) representative.

SECTION 2. MEMBERSHIP ELIGIBILITY All Lehigh Alumni who were members in good standing (as per Lehigh and/or the respective National organization), during their undergraduate/graduate days, with a recognized social fraternity/sorority on the Lehigh campus, and who are currently active in the alumni organizations of their Greek Chapter are eligible for membership in the GAC. One GAC member from each chapter may be a person active in the affairs of that chapter who is an alumnus of another college or university.

SECTION 3. MEMBERSHIP REQUIREMENTS AND TERM OF OFFICE

I). COMMITMENTS. All GAC Members are expected to attend meetings or to arrange for a substitute attendee and to communicate the results of these meetings to other members of their chapter alumni organization.

II). COMMITTEE PARTICIPATION. Each GAC member is expected to volunteer for reasonable participation in committee activities when requested by the Executive Committee.

III). COMMUNICATION. All Members are expected to notify the GAC Executive Committee of current contact information and anticipated attendance at functions in a timely manner.

IV). TERM OF OFFICE The term of office for the individual chapter representatives is at the discretion of the individual chapter. However, a periodic rotation of representatives is encouraged to provide the GAC with contributions of experiences crossing multiple, undergraduate eras at Lehigh, and diverse and professional expertise. A maximum consecutive service of no more than 6 years is recommended.

V). REMOVAL Failure to attend at least one GAC meeting per academic year or lack of response to multiple requests to serve on committees will result in a request to the alumni

organization of that chapter to appoint a new GAC representative. Failure of the required alumni representation for GAC initiatives will be forwarded to the house's committee assembled for annual, Accreditation evaluation purposes.

ARTICLE IV

New Members

SECTION 1. APPOINTMENT OF CHAPTER REPRESENTATIVES. Each Greek Chapter Alumni Organization will appoint two members of the GAC at the request of the GAC Executive Committee. It is anticipated that this request will be made immediately subsequent to the election of a new Executive Committee and will be made every two years.

SECTION 2. AT-LARGE MEMBERS After appointment of the chapter representatives, if there are not representatives of the individual decades as described in Article III, Section 1 above, the Executive Committee will appoint additional members to achieve the representation by decade. These appointments will be made prior to the next meeting of the GAC.

ARTICLE V

Officers, Executive Committee and Duties

SECTION 1. OFFICERS. The officers of the GAC shall be: Past President, President, Vice President for Fraternities and Vice President for Sororities.

SECTION 2 EXECUTIVE COMMITTEE The Executive Committee shall consist of the officers defined in Article V, Section 1 plus Liaison Officers for the currently recognized chapters plus one Liaison Officer for former chapters at Lehigh which are currently inactive. The number of Liaison Officers for the currently recognized chapters shall be consistent with assignment of Greek Leadership Coordinators (GLC's) in the Office of Fraternity and Sorority Affairs and their assignments shall be parallel to the assignments of the GLC's. Ex Officio members of the executive committee may be appointed by the President and Vice Presidents to provide unique input or capability for GAC.

SECTION 3 REQUIREMENTS. The officers and executive committee members must be alumni of a currently recognized chapter in the Greek System at Lehigh University. The Vice President for Fraternities must be a fraternity alumnus and the Vice President for Sororities must be a Sorority Alumna. If the chapter of an officer loses recognition during the term of office the officer may choose to complete the term or to resign. Ex Officio members need not be alumni of Lehigh University, but must be involved with the alumni organizations of Lehigh Greek chapters.

SECTION 4. NOMINATION OF OFFICERS The President and Vice Presidents of the GAC will be nominated by a committee consisting of the current GAC President, the Past GAC President, the President of LUAA and the Lehigh University Alumni Executive Director.

Liaison Officers may be nominated by any GAC member or may volunteer.

SECTION 5. ELECTION OF OFFICERS. The election of new Presidents and Vice Presidents of the GAC shall take place at the final GAC meeting of each odd numbered year. A simple majority vote shall elect members to Office. Balloting shall take place by voice vote unless this is not conclusive in which case, an anonymous written ballot will be used. The Judges of Election shall consist of the sitting President, Past-President, and a member of the L.U.A.A. staff.

SECTION 6 SELECTION OF LIAISON OFFICERS The President and Vice Presidents of the GAC shall select the Liaison Officers of the Executive Committee from among Lehigh Greek Alumni based on applications or nominations from Lehigh Greek Alumni. They will also select Ex Officio members, if any.

SECTION 7. TERMS OF OFFICE. The term of office shall be 2 (two) academic years, or until a successor has been elected. Only the immediate Past President of the GAC may hold the Executive Committee position of Past President. Therefore, if for some reason the President comes to the end of his/her term and is unable to serve on the Executive Board as Past President, the Past President position shall remain vacant during that year. Under no circumstances may an election be held for the office of Past-President. All Officers, with the exception of the President can run for re-election. The President cannot serve more than one 2 (two) year term, while the remaining Officers cannot exceed 2 (two) consecutive terms in the same position.

The term of office for the President and Vice Presidents shall begin at the conclusion of the GAC Spring Meeting. The term of office for Liaison Officers shall begin after the GAC Spring Meeting, but before the LUAA Reunion Meeting.

SECTION 6 VACANCIES Any vacancies will be filled by action of the Executive Committee for the remainder of the term of the person vacating the position.

SECTION 6. DUTIES OF OFFICERS.

I). POWERS AND DUTIES OF PAST PRESIDENT. Shall serve as advisor to Executive Committee and as a Non-voting member of the Executive Committee.

II). POWERS AND DUTIES OF PRESIDENT. It shall be the duty of the President to preside at all meetings of the Council and the Executive Committee. The President shall serve as an Ex-Officio member of all GAC Committees. The President, in consultation with the Executive Director of the Alumni Association and the Executive Committee, shall establish goals for his term of office

and oversee the strategic planning of the Greek Alumni Council. The President shall perform all acts customary to the position of President and such other duties as may be assigned by these By-Laws, or from time-to-time, by Resolution of the Executive Committee. The President will represent the GAC as an ex-officio member of the LUAA Board of Directors.

III). POWERS AND DUTIES OF THE VICE PRESIDENT.FOR FRATERNITIES It shall be the duty of the Vice President for Fraternities to shadow the President throughout the elected term of office, as well as to attend LUAA Board of Director meetings as an ex-officio member of the LUAA Board of Directors. He will be the GAC liaison to the Interfraternity Council and will attend at least one meeting of the IFC each semester and maintain at least monthly liaison with the IFC President. At the invitation of the IFC, the VP for Fraternities is encouraged to have GAC representation at IFC meetings.

IV). POWERS AND DUTIES OF THE VICE PRESIDENT FOR SORORITIES. It shall be the duty of the Vice President for Sororities to shadow the President throughout the elected term of office, as well as to attend LUAA Board of Director meetings as an ex-officio member of the LUAA Board of Directors. She will be the GAC liaison to the Pan Hellenic Council and will attend at least one meeting of the Pan Hellenic Council each semester and maintain at least monthly liaison with the PanHel President. At the invitation of the Pan Hellenic Council, the VP for Sororities is encouraged to have GAC representation at PanHel meetings

V). POWERS AND DUTIES OF LIAISON OFFICERS. It shall be the duty of the Liaison Officers to maintain contact with the Office of Fraternity and Sorority Affairs (including but not limited to the “GLC” assigned to his/her chapters) and with the alumni leadership of the Chapters assigned to him/her. This contact shall be at least twice per semester. Problems and opportunities associated with any individual chapter shall be brought to the attention of the GAC Executive Committee. The Liaison Officers are responsible for attendance by the GAC representatives of their assigned chapters at GAC meetings.

VI). SECRETARY FUNCTION At the beginning of any meeting of the GAC or its Executive Committee, a Secretary will be appointed to prepare the minutes of that meeting. These minutes will be archived in the LUAA Office.

ARTICLE VI

Executive Committee

SECTION 1. EXECUTIVE COMMITTEE COMPOSITION. The President, Vice Presidents, Liaison Officers and the immediate Past President shall constitute the Executive Committee.

SECTION 2. DUTIES & POWERS. The Executive Committee shall have general supervision of the affairs of the GAC between regular GAC meetings. It shall set the hour and place of meetings, make recommendations to the GAC, and perform such other duties as are specified in these By-Laws. The Executive Committee shall be subject to the orders of the GAC and none of its acts shall conflict with action taken by the GAC.

SECTION 3. MEETINGS. Executive Committee meetings shall be called by order of the President or at the request of 2 (two) or more members.. It shall be the responsibility of the President to give proper and timely notice of all upcoming Meetings. It is anticipated that the Executive Committee shall meet at least once a month.

ARTICLE VII

Committees and Representatives

SECTION 1. COMMITTEES. The Executive Committee will determine committees consistent with GAC goals and objectives, the objectives for the terms of the current Executive Committee, and the status and needs of the Lehigh Greek System. The need for these committees or additional committees will be reviewed from time to time by the Executive Committee.

SECTION 2 REPRESENTATIVES The GAC will provide representatives to committees established by Lehigh University to deal with various aspects of Greek Life at Lehigh. The Executive Committee will also suggest such committees to appropriate university officials. The GAC will also appoint three members of the Fraternity Management Association (FMA) Board in accordance with the by-laws of that organization.

SECTION 2. COMMITTEE AND REPRESENTATIVE ASSIGNMENTS. The Executive Committee shall appoint Committee Chairs and committee members from the membership of the GAC or from other Greek Alumni of Lehigh University. The Executive Committee will also appoint representatives to Lehigh University committees from the membership of the GAC or from other Greek Alumni of Lehigh University. The term of office for these committee chairs and members and representatives will be for two years. The terms of office for representatives to the FMA Board will be three years and will be staggered to provide continuity and GAC appointed representatives to the FMA Board will serve for a maximum of three consecutive terms beginning with the adoption of these by-laws.

SECTION 4. COMMITTEE CHAIR RESPONSIBILITIES. The Committee Chair must respond to the Committee Mission as defined by the Executive Committee and report on

committee progress to the Executive Committee. Additionally, the Committee Chair must engage in regular communications with the Committee members to discuss Committee business.

SECTION 5 REPRESENTATIVE RESPONSIBILITIES GAC representatives to Lehigh University Committees or to the FMA Board shall inform the GAC board with regard to the Committee activities and secure input from the GAC Executive Committee where appropriate. At the request of the Executive Committee they shall provide written or oral reports to the full GAC membership.

ARTICLE VIII

Meetings

SECTION 1. MEETINGS. Two meetings of this Council shall be held annually at a designated location. The Executive Committee shall prescribe the order of business for each meeting. Undergraduate chapters will be invited to send two representatives (active members) to each meeting.

SECTION 2. SPECIAL MEETINGS. Special meetings shall be held whenever the GAC Executive Committee deems such a meeting necessary or upon receipt of a written request by 20 members. The President shall determine the place and time of such meetings.

SECTION 3. NOTICE OF MEETINGS. At least thirty days prior to each meeting the Executive Committee shall notify each GAC member of the time and place of said meeting. At least fifteen (15) days prior to any special meeting the President or an assigned officer shall notify each GAC member of the time, place and objective of the meeting. No business may be transacted at a special meeting other than that set forth in the aforesaid notice.

SECTION 4. QUORUM. Quorum for the GAC Executive Committee consists of a majority of the Committee members represented in person or by Proxy. Quorum for the GAC consists of a majority of the members represented personally or by Proxy.

ARTICLE IX

Parliamentary Authority

SECTION 1. PARLIAMENTARY AUTHORITY. The rules contained in *Robert's Rules of Order* shall govern the GAC in all cases to which they are applicable and in which they are not inconsistent with these By-Laws, the By-Laws of LUAA or any special rules of order the GAC may adopt. The President may appoint a member of the Executive Committee to interpret Parliamentary Questions.

ARTICLE X

Adoption and Amendment of By Laws

SECTION 1 ADOPTION These by-laws will be submitted to the LUAA Executive Committee for review and upon revision, if any, will be submitted at least 15 days in advance of the next GAC meeting to the attendees at the meeting. A positive vote of at least two thirds of those in attendance will be required to adopt the by-laws. After adoption, these by-laws will supersede any previous GAC by-laws.

SECTION 2. AMENDMENT PROCEDURES. These By-Laws may be amended at any regular meeting of the GAC by a 2/3 majority vote, provided the amendment has been submitted in writing to the Executive Committee at least 30 days in advance of the meeting. The Executive Committee will submit the recommendation and comments/opinion on the amendment to the membership at least 15 days in advance of the meeting.

SECTION 3. ALUMNI DIRECTOR AUTHORITY. The Executive Director of the Alumni Association in consultation with the Executive Board can amend or temporarily suspend the By-Laws of the GAC. Any permanent changes must be approved by a 2/3-majority vote of the GAC within 1 (one) year.