



Multicultural Greek Council Bylaws
Colorado State University
Fort Collins, Colorado



ARTICLE I. – MEMBERSHIP

Membership will be granted when all requirements have been fulfilled by entities continuing or seeking membership status

Section 1. Active Members

- A. Any individual as a member of sorority or fraternity chapter that is a member of the Multicultural Greek Council shall have automatic membership in the Multicultural Greek Council through the representation of their chapter.
- B. Member chapters must be in good standing with Colorado State University

Section 2. Associate Members

- A. New organization's status is defined as "Associate Members" status and consists of new organizations that have petitioned the Multicultural Greek Council for recognition.
- B. Organizations that lose council recognition will be required to complete the recognition process for associate membership status
- C. Process is outlined in Article II, Section 1

Section 3. Dues

- A. The Executive Vice President will collect dues from member organizations of \$20.00 for each active member in their organization
- B. Failure to pay will result in the loss of voting rights and MGC event participation. Rights will be returned once the amount is paid or (in extenuating circumstances) a payment plan has been established

ARTICLE II. – EXPANSION

Section 1. Council Recognition

- A. National Organization must submit an application of growth and recognition to the Office of Fraternity and Sorority Life.
- B. Organizations must meet with the President and/or Executive Vice President upon approval of their growth and recognition application, to outline MGC specific expansion guidelines, expectations, and policies.
- C. The Executive Vice President is responsible for dispersing an abbreviated version of the organization's growth and recognition application to MGC's membership. This abbreviated application distributed should include:
 - I. The organization's letter of intent
 - II. Outline of organizational history and values
 - III. Statement about how the organization plans to be academically successful
 - IV. Statement from the Office of Fraternity and Sorority Life confirming approval of the organization's growth and recognition application

- D. One fraternity and one sorority will be permitted to join MGC per academic year upon approval of an organization's growth and recognition application.
 - a) Should MGC recognize one sorority and one fraternity in an academic year, any additional organizations seeking recognition by MGC, should engage in the following petition process:
 - 1. Submit a growth and recognition application to the Office of Fraternity and Sorority Life.
 - 2. Upon approval of the growth and recognition application by the OFSL provide proposal and presentation to MGC that discusses why the organization should be recognized in addition to the other organizations established in that academic year.
 - 3. Following the presentation, organizations can be admitted to full council membership by a 3/4 affirmative vote of the MGC Delegation. Once an organization is voted into the council, they will have full voting and office holding privileges.
 - 4. If organization is not voted into the council, they will be added to the expansion waitlist for the next available expansion slot
 - b) Each organization will be recognized by MGC in the order which growth and recognition applications are approved by the Office of Fraternity and Sorority Life.
 - c) In order for any organization to maintain full voting and office holding privileges within MGC, each of the following expectations must be fulfilled:
 - 1. Paying MGC membership dues as found under Article 1, Section 3
 - 2. 75% attendance at MGC hosted events, with penalties of a \$25 fine if 75% attendance is not met, Article IX, Section A, Subsection A
 - 3. Adhere to all MGC specific policies, Fraternity & Sorority Joint Policies, and University policies as they pertain to fraternities and sororities, registered student organizations, and students.

ARTICLE III. – ELECTED OFFICERS

Section 1. Eligibility and Terms

- A. Be enrolled at Colorado State University as a full-time student
- B. Maintain a minimum cumulative GPA of a 2.75 to apply for Exec
- C. Maintain active and good standing, if applicable, with their respective affiliate organizations and the university.
- D. All elected officers are subject to removal from office if they fail to maintain any of the criteria listed above.
- E. An executive officer shall not hold comparable office or the position of presidency of their chapter during their MGC executive term.

Section 2. Executive Board

The executive board for MGC is responsible for following the bylaws and actively engaging to meet the needs of the council

Section 3. Executive Meetings

- A. Will begin the first week of school
- B. Advisor(s) must be present at every weekly meeting with the Executive Board and Delegates
- C. Two (2) absences will be excused per semester, submission by email to the president 48 hours in advance will be required to president
- D. If an officer has an unexcused absence they must send a letter of apology to the council, along with receiving a \$10.00 fine per unexcused absence
- E. Officers are responsible for submitting their section of the agenda 24 hours before meeting, failure to do so will result in a \$5.00 fine

Section 4. Removal procedures will follow due process, including a seven (7) day notice in writing, the right to speak on one's behalf, and the right to an appeal

- A. Officers shall serve from January to December of the following year, with a transition period from November to December for the training of incoming officers
- B. The executive board shall collectively be given one vote on all matters, excluding council president who only votes in instances of a tie
- C. If the officer does not abide to their responsibilities they may be subject to removal from the council

Section 5. Elections

- A. Every organization is required to have one (1) applicant from their affiliation run to be officers for the council if they have over 10 active dues-paying members, failure to do so will result in a \$30.00 fine
- B. There may not be more than two (2) members of the Executive Board that are a part of the same member organization.

Section 6. Elected Officers and Duties

- A. President
 - i. Preside at all MGC meetings
 - ii. Has the authority to call a special/emergency meeting when deemed necessary with a 48 hour notice
 - iii. Ensure constitution and bylaws are being followed
 - iv. Serve as MGC representative at pertinent functions
 - v. Serve as the main communication link between chapters, Fraternity and Sorority Life, Colorado State University, and any external forces
 - vi. Remain neutral and maintain the best interests of MGC
 - vii. Council president only votes in instances of a tie
 - viii. Oversee all expenditures managed by the Executive Vice President
 - ix. Meet weekly with MGC advisor(s)
 - x. Schedule recurring one-on-one meetings with the MGC Executive Board
 - xi. Offer support to officers when needed
 - xii. Plans retreats alongside the Vice President of Council Events

- a. The Summit (Fall semester)
 - b. Delegate Training (Fall and Spring)
 - c. Executive Board (Fall and Spring)
 - xiii. Facilitate the setting of goals and expectations for the Executive Board
 - xiv. Preside over application and election process
 - xv. Responsible for successful transitions between outgoing and incoming Executive Board officers
 - xvi. Initiate a friendly and collaborative relationship with the other councils
 - xvii. Other duties as assigned by the advisor(s)
- B. Executive Vice President
 - i. ADMINISTRATION
 - a. Runs meetings in absence of President in this case shall adhere to all responsibilities stated in Article III, Section 6A
 - b. Creates agenda and records minutes for MGC Delegate Meetings and MGC Executive Board Meetings
 - c. Distributes agendas 72 hours prior to MGC Delegate and MGC Executive Board Meetings
 - d. Distributes minutes within 24 hours of the conclusion of MGC Delegate Meetings and MGC Executive Board Meetings
 - e. Keeps record of attendance and voting at meetings and at council sponsored events
 - f. Responsible for overseeing expansion as presented in Article II
 - g. Meet with interest groups within two (2) weeks of submitting letter of interests, to review associate group guidelines, due dates, and any other requirements
 - h. Serve as MGC representative at administration/finance/fundraising-related events, meetings, workshops, and/or trainings
 - i. Other duties as assigned by the advisor(s) and/or president
 - ii. FINANCES
 - a. Maintains and updates a budget for MGC on a monthly basis
 - b. Provides the budget to each MGC Executive Board position on a monthly basis at first meeting of the month
 - c. Deposit all funds received into the Council's bank account
 - d. Maintain all records pertaining to MGC finance
 - e. Distributes invoices for MGC dues and fines
 - f. Collects MGC dues and fines
 - g. The council shall reimburse the expenses of an officer or member who is representing the council or conducting official council business provided that the officer or member has received approval from the President and Executive Vice President prior to that expenditure. Original receipts, funds request form, and an approved budget must be provided for an officer or member to be reimbursed

- iii. FUNDRAISING
 - a. Responsible for the planning and completion of fundraisers that will directly benefit the council
 - 1. Plans at least one (1) council-wide fundraising event per semester
- C. Vice President of Scholarship
 - i. Keep monthly communication with scholarship chairs of MGC organizations throughout the semester
 - ii. Meet with all organizations as outlined in Article IIX
 - iii. Collaborate with the IFC and PHA counterparts to implement the Scholarship Officer Workshop Series
 - iv. Work alongside the MGC advisor(s) to assess and guide the academic progress of all member organizations within MGC
 - v. Enforce the tier system as outlined in Article VII Section 1
 - vi. Present the MGC plaque to the chapter with the highest semester GPA
 - vii. Serve as an FSL ambassador
 - viii. Other duties as assigned by the advisor(s) and/or president
- D. Vice President of Judicial Affairs
 - i. Implement the Fraternity and Sorority Life Joint Policy on Risk Management
 - ii. Collaborate with their IFC and PHA counterparts to implement the Accountability Officer Workshop Series
 - iii. Abides by all duties and responsibilities in Article VII when the President and/or Executive Vice President direct further action
 - iv. Must be present at all judicial board hearings
 - v. Serve on the Joint Judicial Board (JJB)
 - a. Serve as the chairperson for MGC chapters for JJB Hearings
 - b. Attend weekly meetings with the JJB executive team
 - c. Attend weekly Joint Judicial Board meetings
 - vi. Serve on the All-University Hearing Board (AUHB) when cases involving an MGC organization are being heard
 - vii. Conduct judicial board trainings to each newly elected judicial board member at the beginning of the spring semester
 - viii. In the event the Vice President of Judicial Affairs cannot attend a hearing, the MGC President will reside in their place
 - ix. Serve as MGC representative at judicial affairs/accountability-related events, meetings, workshops, and/or trainings
 - x. Other duties as assigned by advisor(s) and/or president
- E. Vice President of Risk Management
 - i. Implement the [Fraternity and Sorority Life Joint Policy on Risk Management](#)
 - ii. Collaborate with the IFC and PHA counterparts to implement the Risk Officer Workshop Series
 - iii. Shall attend weekly risk management meetings

- iv. Shall serve on the Risk Task Force
 - v. Manage all Event Registration Forms submitted to MGC
 - vi. May update the Fraternity and Sorority Life Joint Policy on Risk Management with the support and approval of the Risk Task Force
 - vii. Serve as MGC representative at risk management-related events, meetings, workshops, and/or trainings
 - viii. Serve as MGC representative for National Hazing Prevention Week (NHPW)
 - ix. Serve as a resource for MGC organizations
 - x. Other duties as assigned by the advisor(s) and/or president
- F. Vice President of Council Development
- i. Facilitate participation in university sponsored events (CSUnity and Fall Clean Up)
 - ii. Connects chapters with resources for community service
 - iii. Collaborate with the IFC and PHA counterparts to implement the Community Service & Philanthropy Officer Workshop Series
 - iv. Collaborate with the IFC and PHA counterparts to implement the New Member Education Officer Workshop Series
 - v. Serve as an FSL ambassador
 - vi. Hold a retreat for the newest active MGC members each semester
 - vii. Other duties as assigned by the advisor(s) and/or president
- G. Vice President of Council Events
- i. Responsible for reserving rooms for MGC Executive Board events, meetings, and retreats
 - ii. Serve as MGC representative at council event-related events, meetings, workshops, and/or trainings
 - iii. Serve as a liaison between the Lory Student Center, Registrar's Office, Rec Center Facilities, and the FSL Programming Board
 - iv. Other duties as assigned by advisor(s) and president
 - v. If there is a violation in terms of time overlap, the organization in violation may face a Judicial Review filed by the Executive Vice President
 - a. Events that do not require participation or attendance by/of any MGC chapter will not be subject to this rule
 - vi. National and Chapter Founding Dates will be reserved for the respective chapter every semester on MGC Calendar. If a MGC chapter hosts an event on another organization's founding dates, the organization in violation will undergo Judicial Review filed by Executive Vice President
 - vii. There will be an MGC Kick-Off event at the beginning of each semester
 - a. At the MGC Kick-Off event the chapter with the highest semester GPA from the previous semester will be acknowledged, members with 3.0 G.P.A. from the previous semester will also be acknowledged, and graduates of the academic year will be acknowledged.

- b. This event will be planned and executed by the Vice president of Council Events.
 - 1. This event will be mandatory, 75% of chapters' active dues paying members will need to be in attendance. If the quota is not met there will be a \$25.00 fine assessed to the respective chapter.
 - viii. Vice President of Council Events is also responsible for planning and executing the MGC Summit which will take place at the beginning of the school year.
 - ix. MGC CALENDAR
 - a. Responsible for the maintenance and upkeep of MGC calendar
 - 1. The MGC Calendar will be made electronically available to chapter delegates, MGC Executive Board, and the MGC advisor(s)
 - 2. The process of submitting an Event Submission Form will be made clear to delegates by Vice President of Council Events at the beginning of each semester
 - 3. Chapter delegates are responsible for submitting an Event Submission Form to the Executive Vice President two (2) weeks prior to the event taking place. The event must be approved by Vice President of Council Events
 - a. Dates on MGC Calendar will be available on a first-come first-serve basis
 - b. Chapter events may not be announced during Delegate Meeting until they are approved by the Executive Vice President and added to MGC Calendar prior to Delegate Meeting
 - i. If an event is announced without prior approval, the organization will be fined \$5.00
 - 4. Each chapter delegate is responsible for immediately submitting any changes or cancellation of an event, as often as necessary, to the Executive Vice President
 - 5. Failure to submit an Event Submission Form, and receive approval by the Executive Vice President of a publicly scheduled event may result in a Judicial Review filed by the Executive Vice President
- x. Council Events
 - a. This event will be mandatory, 75% of the chapters' active dues paying members will need to be in attendance. If the quota is not met there will be a \$25.00 fine assessed to the respective chapter.

H. Vice President of Public Relations

- i. Collaborate with IFC and PHA counterparts to implement the External Relations Officer Workshop Series
- ii. Make sure MGC is positively represented within Fraternity and Sorority Life and on the Colorado State University campus
- iii. Manage and maintain MGC social media accounts
- iv. Create advertisements for MGC Events
- v. Create MGC external relations plan
- vi. Serve as MGC representative at public relations-related events, meetings, workshops, and/or trainings
- vii. Serve as an FSL Ambassador
- viii. Other duties as assigned by advisor(s) and president

ARTICLE IV. – MEETINGS

Section 1. Delegates

- A. Officers are required to attend all Delegate Meetings. No more than two (2) unexcused absences will be allowed per academic semester
- B. If an officer has an unexcused absence they must send a letter of apology to the council, along with receiving a \$10.00 fine per unexcused absence
- C. Officers are responsible for submitting their section of the agenda 24 hours before meeting, failure to do so will result in a \$5.00 fine

ARTICLE V. – FINANCIAL STRUCTURE

Section 1. Dues

- A. Dues will be assessed equally to all MGC Chapters during each semester according to the chapter's membership
- B. Dues may be altered based on the need of the council, but only with a $\frac{2}{3}$ vote by the General Assembly

Section 2. Invoice and Fine Schedule

- A. Dues and Fines must be paid within 14 days after invoices have been distributed by the executive board each semester
- B. Failure to pay dues and fines by this time will result in the loss of voting privileges and a weekly fine of \$5.00

Section 3. Budget

- A. The budget will be presented to the General Assembly at the beginning of each semester
- B. The financial transactions of the executive board will be monitored by the office of Fraternity and Sorority life and MGC's Advisor(s)

Section 4. Use of Unspent Funds

- A. All funds left unspent from the budget shall remain within the MGC banking account to serve as funds for future expenditures

ARTICLE VI. – COMMITTEES

- A. Committees may be established as needed by the council officers with a $\frac{2}{3}$ vote of the executive board

ARTICLE VII: JUDICIAL BOARD

Section 1. Purpose

- A. The Judicial Board is responsible for matters involving council regulations and organization disputes. The Judicial Board addresses, but is not limited to: MGC constitution violations, Multicultural Greek organization events, disputes between organizations/individuals, and/or new member presentations
- B. An organization can be penalized for an action or non-action if such act would violate University policy, Council policy or violate the policy of its respective organization

Section 2: Joint Judicial Board Composition and Members

- A. Applications for the Joint Judicial Board will be due at the same time that MGC Officer Applications are due.
- B. Judicial Board members that have been determined to have a conflict of interest shall be temporarily relieved of their duties.
 - i. Members applying for the Joint Judicial Board must be active in their respective chapter for a semester as well as have a 2.5 cumulative and semester GPA
 - ii. There shall be a minimum of three MGC judicial board members sitting on the Joint Judicial Board in addition to the Vice President of Judicial Affairs

Section 3: Selection

- A. Each chapter will be required to nominate one member to apply to serve on the Joint Judicial board.
- B. Judicial Board members will be selected by the IFC, MGC, PHA Council Vice Presidents of Judicial Affairs.

Section 4: MGC Judicial Board

- A. The MGC Judicial Board shall be composed of the following members:
 - i. The Chair of the Judicial Board shall be the Vice President Judicial Affairs, who shall serve as a non-voting member
 - ii. Three (3) members selected by the MGC chapters.
- B. Elections must take place before the following calendar year.
 - i. There shall be training sessions for the elected Judicial Board once per calendar year. Training sessions shall be attended by the MGC advisor(s), Vice President of Judicial Affairs, and President
- C. Judicial Board members that have been determined to have a conflict of interest shall be temporarily relieved of their duties. An Executive Board member will sit in their place.

Section 5: Selection

- C. Each chapter will be required to nominate one member to serve on the MGC Judicial board.

- D. Judicial Board members will be selected by the MGC chapters.

Section 6: Policy Recognition

- A. MGC chapters shall have a copy of all judicial procedures made available at the beginning of each semester
- B. The judicial process applies equally to all MGC chapters and any MGC chapter that may be co-sponsoring events. All events will be held accountable and share responsibility unless an investigation determines otherwise
- C. Any student, faculty, administration, community resident, or fraternity/sorority chapter may initiate a complaint

Section 7: Pre-Hearing Procedures

- A. Received written complaint must be presented to the council in a reasonable time frame, which is decided upon the discretion of the Judicial Board
- B. The Judicial Board will determine the date, time, and location of the hearing; notification to the respective chapter must be given within seven (7) business days of the written complaint
- C. The organization(s) will also be given a detailed explanation of their alleged violations. The organization(s) shall receive this information within seven (7) business days to present its case before the Judicial Board
- D. The organization(s) will have 48 hours to respond if they agree or dispute the charges. If the charges are not disputed, the Judicial Board will sanction the organization
- E. If the organization(s) responds and wants dispute the charges, the Judicial Board will proceed with a hearing

Section 8: Hearing Procedures

- A. The hearing will be open only to representatives of the defending organization(s) and any of their witnesses. In addition, the MGC advisor(s) and the Vice President of Judicial Affairs must be present at the hearing
- B. Hearings are to remain confidential. A confidentiality agreement must be signed by all parties involved, including all judicial board members, representatives of the presenting and defending organization(s), and any of their witnesses
- C. The Judicial Board shall summarize and inform the organization of the allegation(s)
- D. If the accused organization disputes the allegation(s), the Vice President of Judicial Affairs will preside over the hearing and allow the organization to provide an explanation to the board

Section 9: Post-Hearing Procedures

- A. The Judicial Board will convene in private and determine a final decision for the accused organization. The organization will be notified of the decision within 48 hours
- B. The Judicial Board must send the accused party a written notification of the following within 48 hours after the final decision has been rendered:
 - i. Any decisions that have been determined and the reasoning behind these sanctions, if any

- ii. Any/all deadlines for sanctions to be completed by the given time as decided by the Judicial Board
 - iii. A description of the appeal process
 - iv. The name and contact information of the Vice President of Judicial Affairs that will ensure the satisfactory completion of any/all sanctions
- C. The Judicial Board decides the outcome of each charge based on the 'preponderance of evidence' standard
- i. Whether it is more likely than not that the organization violated a council, cross council or Fraternity and Sorority Life regulations
- D. The Judicial Board determines appropriate sanctions by the seriousness of the violation. The Judicial Board reserves all rights to examine all violations on a case-by-case basis
- E. The organization must abide by all levied sanctions
- F. The Vice President of Judicial Affairs shall be assigned the task of ensuring that any/all sanctions imposed are satisfactorily completed
- i. Satisfactory completion shall always include, but is not limited to evidence of educating chapter members and executives of the policies/procedures that were violated

Section 10: Appeal Process

- A. Organization(s) seeking an appeal of their hearing outcome must write an appeal request
- B. Request must be emailed to the Vice President of Judicial Affairs within 7 business days of receiving the hearing outcome letter
- C. The request should address the following questions:
- i. Was the hearing conducted fairly? Did the organization have a chance to present relevant information?
 - ii. Was the decision reached based on substantial, sufficient information?
 - iii. Were the sanctions appropriate for the violation?
 - iv. Was the organization placed on probation, suspended, or expelled?
 - v. Is new information available that may impact the decision?
- D. After reviewing the request, the Vice President of Judicial Affairs will do one of the following:
- i. Deny the appeal
 - ii. Return the case to the Judicial Board for further consideration. The organization(s) must abide by the original conditions while the case is under review
 - iii. Grant a hearing with the Judicial Board to consider new information not available at the time of the original hearing
 - a. After the hearing, the Judicial Board must agree on a final decision and the Vice President of Judicial Affairs must notify the organization(s) of the final decision within 48 hours

- b. There is not an appeals process for the Judicial Board's final decision

ARTICLE VIII. – ACADEMICS

Section 1: To remain in active status with the council, unaffected by the tier system, a member organization shall maintain at least a 2.5 semester GPA among active membership. Depending on the GPA of a chapter, they will sequentially ascend or descend the tier system as follows:

- A. Tier One: "Warning Status"
 - i. The chapter must meet with the Vice President of Scholarship
- B. Tier Two: "Academic Probation Status"
 - i. The chapter must meet with the Vice President of Scholarship
 - ii. The chapter may not host socials with other fraternities or sororities
- C. Tier Three: "Inactive Status"
 - i. The chapter must meet with the Vice President of Scholarship
 - ii. The chapter may not host socials with other fraternities or sororities
 - iii. An organization that falls into inactive status will be considered a dues paying, non-voting organization until they can revert to academic probation status
 - iv. The chapter may only hold events required by their National Executive Board
 - v. The chapter must meet with their advisor(s) once per month to discuss their academic plan

Section 2: There will always be an elected academic chair within member organizations

Section 3: A mid-semester check-up will be conducted with each chapter who filled out a chapter-specific academic plan to assess the progress and success

Section 4: All chapter academic chairs must submit their chapter's academic action plan (if applicable) to the Vice President of Scholarship when they submit it to the Office of Fraternity and Sorority Life for Elevation

ARTICLE IX: EVENTS & CALENDARING

Section 1: An MGC organization may not schedule an event on the same day as a previously scheduled event created by the MGC Executive Board.

- A. An MGC-hosted event is defined as any event that is hosted by the MGC Executive Board. (Ex: MGC Stompz, Rooted in Culture, MGC Summit, etc.)
 - a. MGC-hosted events require 75% of chapters' total active membership to attend. Failure to do so will resolve in a \$25.00 fine
- B. There will be a maximum of two (2) chapter events that can occur on the same day so long as the two (2) events are not overlapping, neither associated with fundraising or philanthropy
 - a. If there will be two (2) events taking place on the same day, the time of the events must not overlap

- i. If there is a violation in terms of time overlap, the organization in violation may face a Judicial Review filed by the Vice President of Council Events
- b. Events that do not require participation or attendance by/of any MGC chapter will not be subject to this rule

Section 2: National and Chapter Founding Dates will be reserved for the respective chapter every semester on MGC Calendar. If a MGC chapter hosts an event on another organization's founding dates, the organization in violation will undergo Judicial Review filed by Vice President of Council Events

Section 3: There will be an MGC Kick-Off event at the beginning of each semester

- A. At the MGC Kick-Off event the chapter with the highest semester GPA from the previous semester will be acknowledged, members with 3.0 G.P.A. from the previous semester will also be acknowledged, and graduates of the academic year will be acknowledged

ARTICLE X: ACCOUNTABILITY

Section 1: An attendance tally of member organizations to MGC events will be accounted by the MGC Executive Vice President

Section 2: All member organizations must have a minimum of 75% active body member in attendance at all events hosted by MGC

- A. MGC events do not include events held by member organizations

Section 3: Penalties and Fines

- A. Definition of Absence – If member organization does not have the required 75% active body members present at an MGC event
- B. If a member organization is absent from an MGC function they will be charged the equivalent of an unexcused absence to a council meeting, \$25 (twenty-five dollars) due at the consecutive MGC Delegate Meeting
- C. An organization is allowed three fined absences in a calendar year. In the event of the third absence, said organization will have to appear before the MGC Judicial Board for review and possible dismissal. If the organization is allowed to remain, they are subjected to loss of voting rights for one semester and dues being doubled for the subsequent semester
- D. If an organization is dismissed from MGC, they must re-apply as an Associate Member for consideration to rejoin the council
- E. A member organization will be fined \$5 (five dollars) for failing to provide the council with a mandatory task (i.e. PowerPoint, paperwork, presentation, etc.). A mandatory task must be assigned by the MGC President or Executive Vice President at a council meeting. The President or Executive Vice President must also specify the date and time the task is due, and how the task must be received (i.e. in person, email, Google Drive, etc.). This fine must be paid at the last meeting of the month in which the offense occurred

- F. If a member organization fails to pay a fine by the date that it is due, there will be an additional \$5.00 late fine for each consecutive week that it is unpaid