



BYLAWS OF THE ASIAN GREEK COUNCIL OF THE UNIVERSITY OF CALIFORNIA, LOS ANGELES

ARTICLE I: FINANCE

1. **FISCAL YEAR:** The fiscal year of the Asian Greek Council shall be the same as the cabinet term, from the 7th week of the Spring quarter until the 7th week of the following Spring quarter.
2. **CONTRACTS:** The signature of the President shall be required to bind the Asian Greek Council at the University of California, Los Angeles.
3. **PAYMENTS:** All payments due to the Asian Greek Council shall be administered by the Treasurer and made payable to the Asian Greek Council of the University of California, Los Angeles.
4. **MEMBERSHIP DUES:**
 - a. Amount: The dues of each Asian Greek Council member chapter shall be \$100 per organization per quarter.
 - b. Time of Payment: The dues of each Asian Greek Council member chapter shall be payable in one lump sum or by another payment plan to be worked out by the chapter President and the Asian Greek Council Treasurer. The payment is due by Friday of the 3rd week of each new quarter.
 - c. Late Payment: Any member chapter that has not paid their quarterly dues by the Monday of the 4th week of the respective quarter, will be issued a fine of \$10.00.

ARTICLE II: ELECTIONS

1. The chapter delegates shall elect the new Asian Greek Council cabinet officers at the end of each Spring quarter, during 6th week.
2. Elections shall consist of a speech to be given during the scheduled voting meeting as well as a brief question and answer section directly after the given speech. The Council will determine the exact time and place for the said voting meeting. A candidate member may run unopposed but must win 2/3 of the votes. Each chapter is given three votes per position round. If an unopposed candidate does not win 2/3 of the votes, the President shall allow for other previously undeclared candidates present at the scheduled meeting to run or schedule a secondary voting meeting if no other candidates are present at the first meeting.
3. Election attendance is mandatory and if not met will result in a \$30 fine for that chapter. Each current Asian Greek Council executive board member does not count towards their respective chapter's attendance.

4. In order to run, each candidate member must meet the following eligibility requirements:
 - a. He or she will not take any of the following offices within his or her respective organization for the upcoming academic year:
 - i. President
 - ii. Pledge Parent
 - b. He or she maintains standing above a 2.5 cumulative grade point average.
 - c. He or she must be enrolled as a full or part-time student and is in good standing with the University and their chapter
5. Whoever is running for President or Internal Vice President must have held a position on the Asian Greek Council during that fiscal year.
6. Any current member of a member chapter who meets the eligibility requirements for campus organization leadership set forth by the University of California, Los Angeles as well as the aforementioned requirements may run for a cabinet position except that of President or Internal Vice President.
7. The Internal Vice President shall assume the duties of the President if the President should vacate office temporarily or permanently.
8. If a position other than President is vacated by resignation, recall, or by other means, the regular election process will proceed in order to fill the remaining term of the vacated office.
9. Any executive board member of the Asian Greek Council cabinet may be reviewed by the cabinet and considered for forfeiture of office if:
 - a. He or she violates any of the policies of the Asian Greek Council.
 - b. He or she no longer meets the eligibility requirements established in Article II Section 3 of the Bylaws.
10. Any member of the Asian Greek Council reserves the right to bring to the President's attention any executive board member who proves negligent of their duty or no longer meets the aforementioned eligibility requirements. In turn, the President shall call a special meeting in which the officer in question shall hear the charges against them and have the opportunity to make a rebuttal. If the officer in question is the President, then the members of the Asian Greek Council shall report directly to the Internal Vice President who will then be responsible for calling the special meeting.
11. The removal of an officer shall be decided by the voting procedures established in Article VI Section 4 of the Constitution.

ARTICLE III: DUTIES OF THE EXECUTIVE BOARD

All executive board members shall uphold the responsibilities of their respective positions listed below as well as perform any other duties pertaining to office.

1. **The President shall:**
 - a. Be responsible for all aspects of the Asian Greek Council and maintain fair representation of all member chapters.
 - b. Call for and preside at all regular and special meetings of the Asian Greek Council at UCLA.
 - c. Serve as the official representative of the Asian Greek Council to the campus and the larger Los Angeles community.
 - d. Meet with the Greek Council Advisor on a regular basis.
 - e. Maintain regular contact and communication with Asian Greek Council officers, delegates and all council and chapter presidents.

- f. Maintain a complete up-to-date President's file, which will include a copy of the current UCLA Asian Greek Council Constitution, Bylaws, Standing Rules, the current budget, current correspondence and other pertinent materials.
 - g. Serve on the signatory representing the Asian Greek Council of the University of California, Los Angeles.
 - h. Serve on the Recruitment Review Board.
 - i. Lead the annual review of the Constitution and Bylaws of the Asian Greek Council alongside the Vice-Presidents
2. **The Internal Vice President shall:**
- a. Assume the duties of the president in his/her absence.
 - b. Responsible for planning and organizing all social events that include all three chapters.
 - c. Serve on the signatory representing the Asian Greek Council of the University of California, Los Angeles.
 - d. Serve on the Recruitment Review Board.
 - e. Lead the annual review of the Constitution and Bylaws of the Asian Greek Council alongside the President.
 - f. Call for and preside at special meetings in the event that the officer called into review is the President.
 - g. Report any updates or issues directly to the President.
3. **The External Vice President shall:**
- a. Develop and implement a public relations effort for the Asian Greek community.
 - b. Develop and maintain relationships with external clubs and organizations.
 - c. Oversee events that include non-AGC members
 - d. Design and facilitate programs that improve relations with faculty, staff, community, alumni, parents, etc.
 - e. Spearhead the planning of all professional development events hosted by the Asian Greek Council.
 - f. Serve on the Recruitment Review Board.
 - g. Lead the annual review of the Constitution and Bylaws of the Asian Greek Council alongside the President.
 - h. Call for and preside at special meetings in the event that the officer called into review is the President.
 - i. Report any updates or issues directly to the President.
4. **The Secretary shall:**
- a. Take minutes at each Asian Greek Council meeting and upload them promptly to the council's Google Drive, chapter presidents and the Asian Greek Council advisor.
 - b. Keep a strict record of attendance at meetings.
 - c. Reserve any venue that is requested of them by a member of the Asian Greek Council.
 - d. Serve on the signatory representing the Asian Greek Council of the University of California, Los Angeles.
 - e. Report any updates or issues directly to the President.
5. **The Treasurer shall:**
- a. Responsible for updating the Asian Greek Council bank account into their name immediately after election.
 - b. Collect dues each quarter and make payment plans when necessary.
 - c. Notify the President of and pay any necessary reimbursements for cabinet members who spend money on behalf of the Asian Greek Council.
 - d. Maintain a treasury book, which relates the amount of money in the account and what it has been spent on. The treasury book shall be made readily available to all executive board members.
 - e. Responsible for creating a budget for the upcoming year during the transition meeting.

- f. Report any updates or issues directly to the President.
 6. **The Publicity Chairperson shall:**
 - a. Maintain and regularly update the Asian Greek Council's website and other social media platforms.
 - b. Take pictures at all Asian Greek Council events.
 - c. Assist the Vice President in developing and implementing public relations efforts for the Asian Greek community.
 - d. Report any updates or issues directly to the Vice-President.
 7. **The Service Chairperson shall:**
 - a. Coordinate service events hosted by the Asian Greek Council for the year involving all three chapters.
 - b. Organize events hosted by the Asian Greek Council aimed at celebrating and promoting academic achievement.
 - c. Responsible for sharing available service opportunities for the Asian Greek Council.
 - d. Report any updates or issues directly to the Vice-President.
 8. **The Fundraising Chairperson shall:**
 - a. Organize fundraisers events hosted by the Asian Greek Council for the year involving all three chapters
 - b. Apply for grants and funding for the Asian Greek Council whenever possible/necessary.
- Report any updates or issues directly to the Vice-President.

ARTICLE IV: RECRUITMENT

1. **General recruitment:**
 - a. The three chapters shall conduct recruitment during zero week of the school.
 - b. Each chapter shall determine the parties who shall be held responsible for the well-being of potential new members.
 - c. Any behavior that is not condoned by the Code of Conduct of the University of California, Los Angeles shall not be tolerated and perpetrators shall be subject to the actions stated in Article VIII of the Asian Greek Council Constitution.
2. **Chi Alpha Delta and Theta Kappa Phi**
 - a. Refer to the AGC Recruitment Agreement for rules and regulations.
 - b. Any violations of recruitment agreements will be subject to the process stated in Article VIII of the Asian Greek Council Constitution.
3. **Omega Sigma Tau**
 - a. Refer to the AGC Recruitment Agreement for rules and regulations.
 - b. Any violations of recruitment agreements will be subject to the process stated in Article VIII of the Asian Greek Council Constitution.

ARTICLE V: ATTENDANCE

All member chapters must meet the assigned attendance requirement for an Asian Greek Council event. The President shall determine and notify the Asian Greek Council of the specific attendance requirement for every event beforehand. The charge must be paid to Asian Greek Council Treasurer. Refer to Article I.

1. If a chapter is not able to complete the attendance requirement there will be a default of \$20 charge to that chapter.
2. Election attendance is mandatory and if not met will result in a \$30 fine for that chapter.
3. For a charge to apply, attendance requirements must be given at least one week in advance.

ARTICLE VI: UNIVERSITY RULES

All Asian Greek Council chapters must adhere to the University Student Conduct Code and Policies.

ARTICLE VII: HAZING

All acts of hazing by a University registered fraternity/sorority and/or any of its members or alumni are prohibited. It is a violation of California State Law, Board of Trustees policy and UCLA policy for students to engage in any activities that may be described as hazing. The UCLA Asian Greek Council will adhere to the definition of hazing as stated in the UCLA Student Handbook.

ARTICLE VIII: REVIEW

These bylaws must be reviewed annually before elections are held. Amendments may be made if deemed necessary by the council. Refer to Article IX.

ARTICLE IX: AMENDMENTS

These bylaws may be amended by voting procedures as outlined in Article VI Section 4 of the Constitution, provided notice of the proposed amendment has been given in writing in advance at a regularly scheduled meeting.