

## Policies of the Greek Programming Board of The Ohio State University Columbus, Ohio

### ARTICLE I - *Name, Purpose, and Non-Discrimination Policy:*

**Section 1 - Name:** The name of this organization shall be Greek Programming Board.

**Section 2 - Purpose and Limitations:** The Greek Programming Board is an organization that serves all four governing councils in Sorority and Fraternity Life: Interfraternity Council (IFC), Multicultural Greek Council (MGC) National Panhellenic Council (NPHC), and the Panhellenic Association (PHA). **The purpose of the Greek Programming Board is to provide opportunities for cross-council collaboration through the development of community-based programming and leadership development.** It is the mission of the Greek Programming Board that these programs will offer our community intentional opportunities to better understand each council and their respective chapters' values, principles, and common practices. Through the planning of various events, our community will come together to better understand the importance of service, promoting positive wellness, diversity, scholarship, and friendship through a community-based model. It shall be the purpose of this board to:

- a) Be a programming organization operating in collaboration with the four governing councils.
- b) Provide leadership programming through conferences, retreats, and workshops for members of the Ohio State University Sorority & Fraternity Community.
- c) Promote diversity and inclusion within The Ohio State University Sorority and Fraternity Community through programs.
- d) Educate and communicate that sororities & fraternities are values-based organizations.
- e) Promote scholarship, academic success, wellness, and effective time management by providing intentional programming.
- f) Cooperate with the four councils and the university administration in concern for and maintenance of high social and moral standards and activities

Limitations of this board are:

- a) The Greek Programming Board shall in no way be a judiciary body to the independent fraternities and sororities.
- b) The Greek Programming Board shall in no way create legislation or conduct business (pass motions) that knowingly causes any member of a Fraternity or Sorority organization and/or the governing councils to violate their own governing documents, university, state, or federal law.
- c) Council Relationship Statement: Greek Programming Board will collaborate with the four councils to provide programming that benefits all members of the sorority and fraternity community. During each semester, the Greek Programming Board will hold roundtable sessions to generate new ideas and

receive feedback from the Greek Community. All councils and members will be invited to attend. Additionally, the councils and the Greek Programming Board will maintain communications about when large-scale programming is being planned. Members of each council's governing body and chapter leaders are welcome to attend Greek Programming Board's executive meetings upon invitation, in hopes of providing insight into how to better serve each council, on The Ohio State University's campus. An update on Greek Programming Board business will be sent to council presidents on an as-needed basis. The relationship between the four councils and the Greek Programming Board is specifically important in ensuring that all groups work collaboratively on community-wide programming while fulfilling the mission and purpose of all entities.

#### **ARTICLE II - *Qualifications and Categories of Membership***

II.a. Any active, inactive, or new member of an SFL organization that is in good standing with their organization, council and the university is eligible for membership in Greek Programming Board.

II.a.1. If a member of Greek Programming Board deactivates their membership (Individual initiated) in their SFL Organization, they shall remain on the Board until the end of that semester.

II.a.2 If a chapter closes on campus and the closure is not related to university conduct violations undergraduate members of that chapter are still eligible to apply for and hold officer positions on Greek Programming Board.

II.b. Any transfer student who is already affiliated with a social fraternity/sorority who's chapter is not a registered student organization on campus is eligible to apply to be on Greek Programming Board.

II.c. Categories of membership shall include but are not limited to the positions as outlined in Article III and committees.

II.d. Once there is confirmation that a member will no longer continue their service for Greek Programming Board the President and the corresponding Senior Director may appoint someone to fill the position.

#### **Article III - *Greek Programming Board Positions and Responsibilities***

- *All members of Greek Programming Board are members of the Executive Board*

III.a. President

- The President shall attend chapter and council president's meetings when necessary, organize meetings with council representatives to maintain open communication, maintain the constitution and bylaws, and serve on the Membership Board as well as the Greek Programming Board Funding Application appeals committee. The President shall oversee all programming and marketing,

attends chapter and council president meetings as scheduled, organizes meetings with council representatives to maintain open lines of communication, maintains the constitution and bylaws, all Senior Directors and Directors as well as all Greek Programming Board-sponsored events. This position shall serve as a liaison to all SFL Organizations and serve as a point of contact for the Office of Sorority and Fraternity Life. The President shall meet weekly with the the Greek Programming Advisor, Sorority and Fraternity Life Assistant Director of Chapter Services.

- *Weekly Time Commitment: 5-10 Hours*

### III.b. Senior Director of Marketing

- shall oversee the creation of content for Social Media, compile information on upcoming Greek Programming Board events, and engage with the SFL community through social media, email, and university marketing. This position shall positively promote the SFL community and Greek Programming Board events throughout the university. The Senior Director of Marketing shall maintain Greek Programming Board social media accounts and event calendars and shall organize and distribute literature pertaining to all Greek Programming Board events. This position shall maintain a relationship with Student Life Marketing to create university-branded marketing for signature events, and this position will work with the Director(s) of Marketing to create brand packages for annual Greek Weeks. This position may also plan and carry out programming including, but not limited to, marketing and social media.

- *Weekly Time Commitment: 2-7 Hours*

### III.c. Director(s) of Marketing

- The Director(s) of Marketing shall support the Senior Director of Marketing with content creation for social media, the creation of event calendars, and the design and creation of other necessary materials. The specific tasks carried out by the Director(s) of Marketing shall be determined amongst the Marketing team and can be changed at any time. This position may also plan and carry out programming including, but not limited to, marketing.

- *Weekly Time Commitment: 2-7 Hours*

### III.d. Senior Director of Sponsorship and Operations

- The Senior Director of Sponsorship and Operations shall be responsible for organizing Programming Funding applications and maintaining relationships between all Senior Directors and Directors in order to assist with the effective execution of programming. This position shall be listed as the organization's Treasurer on necessary materials. The Senior Director of Sponsorship and Operations shall work closely with the President to maintain organizational structure and documentation. This position may also plan and carry out programming of personal interest. In the event that the President is unable to

carry out their duties the Senior Director of Sponsorships and Operations will serve as the interim president.

- *Weekly Time Commitment: 3-8 Hours*

#### III.e. Senior Director of Social Engagement

- The Senior Director of Social Engagement oversees the Social Engagement Committee and is responsible for overseeing the planning and execution of community-building events including, but not limited to, Greek Week and Variety Show. The Senior Director of Social Engagement is invited to participate in the planning of educational events when appropriate and/or necessary. They must maintain relationships between each Director of Social Engagement to assist with the effective execution of programming. Within their committee, this position is expected to execute a minimum of three programs per semester.
- *Weekly Time Commitment: 3-8 Hours*

#### III.f. Director(s) of Social Engagement

- The Director(s) of Social Engagement are responsible for planning and executing community-building events including, but not limited to, Greek Week and Variety Show. They are invited to participate in the planning and execution of educational events when appropriate and/or necessary. They must maintain relationships with their co-directors and the Senior Director of Social Engagement to effectively carry-out programming. Within their committee, this position is expected to execute a minimum of three programs per semester.
- *Weekly Time Commitment: 2-7 Hours*

#### III.g. Senior Director of Leadership Development

- The Director of Leadership Education is responsible for planning and executing educational events with a primary focus on leadership development, membership development, risk management, harm reduction, education and trainings under the Sorority and Fraternity Life Standard of Excellence areas. They may be asked to serve as a leader for Buckeye Greek Leadership Institute (BGLI) and find other leaders for the program. This position is invited to participate in the planning and execution of community-building events when appropriate and/or necessary. They must maintain relationships with all Directors on the Leadership Development. Within their committee, this position is expected to execute a minimum of three programs per semester.
- *Weekly Time Commitment: 2-7 Hours*

#### III.h. Director(s) of Leadership Development

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(BGLI) and find other leaders for the program. This position is invited to participate in the planning and execution of community-building events when appropriate and/or necessary. They must maintain relationships with all Directors on the Leadership Development Committee including the Senior Director of Leadership Development. Within their committee, this position is expected to execute a minimum of three programs per semester.

- *Weekly Time Commitment: 2-7 Hours*

### III.i. Succession of Positions

- If, under any circumstances, the President is unable to fulfill their role in the organization, including chapter disaffiliation or leaving the university, the Senior Director of Sponsorship and Operations will fulfill the role of President. Upon the fulfillment of the role, the new President and Senior Directors will allow current Directors to interview for the Senior Director of Sponsorship and Operations role. If none of the Directors wish to interview for the Senior Director of Sponsorships and Operations or if the fulfillment of the Senior Director position leaves an open position on the Board, an application may be opened and sent to all members of the Sorority and Fraternity Life community for the open position.

### **Article IV - Greek Programming Board Signature Events**

Greek Programming Board will plan the following events, including but not limited to:

- National Hazing Prevention Week – a weeklong initiative providing organizations an opportunity to better understand the effects of hazing within a student experience. The timeline will correspond to the dates selected by the national organization, at National Hazing Prevention.org
- Greek Week – a week long initiative in the spring providing organizations to celebrate traditions built within the Sorority and Fraternity Life community here at The Ohio State University
- Standards of Excellence Initiative – an on-going initiative to provide large-scale guest speakers or interactive programs to allow organizations an opportunity to better understand the connection between culture, multiculturalism and social justice as it relates to our identity as members of sororities and fraternities as well as the importance of safety, health and wellness
- Service/Philanthropy Initiative – a large-scale program or initiative that allows organizations to understand the importance and difference between philanthropy and community service
- Buckeye Greek Leadership Institute– a emerging leaders institute held every semester that will provide new opportunities for growth and leadership development in the community. This program is hosted by Sorority and Fraternity life and GPB officers act as peer facilitators. Any Greek Programming Board officer can serve as a peer facilitator but priority will be given to the leadership development team.

### **ARTICLE V: Application Process**

The new president, senior directors and directors will be nominated a application process and reviewed by the designated membership committee. The membership committee will consist of the president, and any senior directors who are not applying to return the following year. The president and one or more of the designagted senior directors will coordinate an online

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[https://docs.google.com/document/d/1B\\_wlgu\\_7p5d9Z06JpLVXlnJ5-4U1fsEm0DCOZoxcVUk/edit](https://docs.google.com/document/d/1B_wlgu_7p5d9Z06JpLVXlnJ5-4U1fsEm0DCOZoxcVUk/edit)

application process using an interview procedure and protocol with appropriate timeline of membership such as:

- a. Application, Interview, Selection and Placement, Trainings, Full Membership
- b. Applications for an executive board position will be placed on a slate by the current executive board and then voted on by the current executive board.
  - i. If the slate does not pass, the Membership Committee will redo the slate and the vote will be taken again.
  - ii. If the slate does not pass a second time, the board will vote on each position individually until each position is filled.

#### **ARTICLE VI: Policies**

##### **Alcohol consumption**

All chapter members are responsible for being familiar with the policies and procedures that govern the use and sale of alcoholic beverages at The Ohio State University, as well as individual chapter and council policies which have been established in accordance with the laws regarding alcohol established by the State of Ohio. Alcohol abuse is not to be promoted, encouraged, or tolerated. There should be no alcohol present during any Greek Programming Board Events. Participants should not be intoxicated or under the influence of any illegal substances while attending any Greek Programming Board event. Any grievance filed regarding a chapter found responsible for members attending under the influence will be sent to the Joint Council Judicial Board.

##### **Meeting Times and Dates**

The Greek Programming Board will meet weekly or on an as needed basis by discretion of the president. The president is able to call additional meetings or cancel meetings for the board if the need exists.

##### **Events**

Events are determined through the evaluation of past events. The Chapter Presidents are responsible for making sure the member organizations share ideas and feedback about the events for the Greek Programming Board to plan through their attendance in roundtable sessions.

##### **Conduct for Community Members and Greek Programming Board Members**

During an event all sorority and fraternity members attending and participating in that event are expected to conduct themselves in a manner of sportsmanship that will reflect positively upon the sorority and fraternity community, The Ohio State University, and the local community. All officials are expected to be treated with respect during an event by all Sorority and Fraternity members participating and attending that event. Any grievance filed regarding a chapter found responsible for members attending promoting un-sportsman like conduct will be sent to the Joint Council Judicial Board. All lewd or offensive acts will not be tolerated at any Greek Programming Board event. Any organization with a grievance filed against them for performing lewd or offensive acts will be sent to the Join Council Judiciary Board.

##### **Point Structure**

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Points will be given to teams during Greek Week. Points will be awarded based on attendance, participation, and placing in a judged event. The teams with the most points will be announced as the overall winner of the respective week.

### **Membership Expectations**

Outlined in Appendix A.

### **Team Selections**

Teams for Greek Week will be selected using a random pairing process. Team selections will be made during the semester prior to the upcoming Greek Week. The Greek Programming Board reserves the right to fairly change pairings if there is more than a 40 team member size difference between the largest and smallest team, if a team is made up of more than two-thirds of one gender, or if an organization has been paired with another organization within the past 12 months. The purpose of the random pairings process is to promote a more inclusive Greek community. Each team will be three of the four councils represented. The Greek Programming Board reserves the right to add new groups who were not originally placed during the selection process to teams at its discretion.

### **ARTICLE VII: Dues and Funding Opportunities**

The Greek Programming Board dues will be encompassed in each active chapter's Sorority and Fraternity Life Contribution Fee. In order to participate in Greek Programming Board events and/or receive programming funding, a chapter must have its Contribution Fee paid in-full to Sorority and Fraternity Life. Fee Waivers are subject to the process, discretion, and approval of Sorority and Fraternity Life.

Each semester, Greek Programming Board will provide an application-based opportunity for programming funding for active Sorority and Fraternity Life chapters in good standing with the university. The Programming Funding Committee will oversee the selection of applicants who will receive funding based on current budget constraints. (see Appendix B)

### **ARTICLE VIII: Discriminatory Clause**

The Ohio State University Greek Programming Board does not and shall does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, gender, sexual orientation, pregnancy, protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. We are committed to working toward an inclusive and welcoming environment for all members of The Ohio State University community.

### **ARTICLE IX: Amendments and Changes**

All changes and or suggestions for the Greek Programming Board will be taken into full consideration by executive board members. Affirmative majority vote first in the board and then affirmative majority vote with the Chapter Presidents will be needed to pass any amendments to the Greek Programming Board bylaws unless all chapters in one council are present and they all vote to not pass the amendment. The amendment can then be taken into consideration before being presented again. Information on amending dues and fines can be found in Article VII.

#### **Appendix A: Greek Programming Board Executive Membership Expectations:**

- 1) Attend all meetings
  - a) Committee meetings
  - b) 1:1 meetings
    - i) Minutes are to be kept at all meetings
    - ii) Attendance as well as items discussed or actions taken during the meeting should be included in the minutes
- 2) Greek Programming Board Sponsored Events:
  - a) Greek Programming Board sponsored events are mandatory. Attendance and staffing at the event is mandatory. Please notify your President if you cannot help staff an event for this reason as soon as possible.
  - b) Attendance at other events pertaining to executive responsibilities is required (reference committee assignments for this).
  - c) Other event examples include:
    - i) Standards of Excellence (SOE) Speaker
    - ii) Greek Awards
    - iii) Homecoming
    - iv) Greek Week
- 3) Responding to emails within 48 hours of receiving. If a response is not given the members team will be copied to the message. Lack of further response will result in a conversation with the President and Senior Director.

#### **Attendance Policies: Reasons for an Excused Absence:**

1. Family Emergency (Death, Birth, Severe Illness, Crisis)
2. Illness or hospitalization
3. Prior Engagement: work, out of town; chapter programming taking place at the same time etc. You must provide this information to your President at a minimum of 7 days before the event via email otherwise this will also be unexcused.
4. Please talk to the President for extenuating circumstances. Additional accommodations can be made in the case of an absence.

#### **Absence Policies**

- Any excuse not outlined above constitutes an Unexcused Absence • One unexcused absence: informal warning.
- Two unexcused absences: conversation and review with the President and a Senior Director
- Three unexcused absences: membership review conducted by the President and advisor. In this meeting it will be determined if the member should step down from this role or be put on a performance plan.
- Absences are to be recorded in meeting minutes and marked as excused or unexcused.

In signing this, I agree to the expectations of the executive membership for the Greek Programming Board and have been made aware of what these expectations are:

#### **Appendix B: Greek Programming Board Programming Funding Application**

Only registered student organizations whose presidents, treasurers and advisors have completed their respective training sessions, who are in good financial standing with the Ohio Union (i.e. active organizations), and who are in good standing with Sorority and Fraternity Life

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may receive Greek Programming Board (GPB) Programming Funding. Chapters may apply to receive programming funds each semester from a lump sum of \$2,000. Programming funds are to be used to host a program or event that is open to the Greek Community to attend, OR for an approved third-party program that falls into the categories of leadership, scholarship, service, or education. These funds will be distributed via internal order or check reimbursement only, after the submission of an eRequest by the Greek Programming Board. Please note that any off-campus events will be refunded pending administrative approval of Sorority and Fraternity Life (SFL) and the Programming Funding Advisory Committee (PFAC).

The application review process will be as follows: - All chapter names will be removed from applications by the GPB President, and then passed along to the PFAC - The PFAC will be comprised of: - The four GPB Programming Committee Council Representatives (one for each council, respectively); if a delegate is unavailable or the position is unfilled, the Treasurer of the respective council is invited to attend in the delegate's place - The GPB Vice President of Finance - Three SFL Staff Members - Nonpartisan Ohio State Staff Representative - PFAC will review all applications to ensure they meet the requirements of funding - If there is an abundance of applicants, the committee will have the discretion to decide where the funding shall be allocated - PFAC will alert the GPB President of the chosen applicants - The GPB President will alert all applicants if they have received funding or not within a week of the PFAC's decision

The following table highlights fundable and non-fundable expenses for programming funding. Any funding of events involving political or religious figures will be up to the discretion of PFAC. Chapters are permitted to combine funding from multiple sources (i.e., CSA, USG), assuming that there is no overlap in the funded items. Chapters are also permitted to use the programming funding on a program that generates donations, at the discretion of the other funding guidelines and PFAC. Any items prohibited by state law and/or university policy will not be purchased or funded.

Budget Category	Fundable	Non-Fundable
Speaker Costs		
External travel costs, speaking fee, gift less than \$100 in monetary value, OSU personnel/faculty speaking on a topic unrelated to OSU position or research OSU personnel/faculty/students for services rendered if they are included within the services for which they are employed by the University		
Political and religious speakers require supplemental documentation and reasoning as to why the event is educational and open to the whole community		
Entertainment DJ, artist, rental of licensed copy of film or other entertainment media		
Rental costs for non-licensed copies of films		
OSU Physical Facilities		
Costs of setup and cleanup at OSU owned facilities, non-refundable rain site deposits		
Costs of non-OSU owned facilities (refundable upon approval of SFL; approval is not guaranteed)		
Personnel Costs associated with providing uniformed or plain-clothes officers, EMS/Fire prevention officers, catering/event staff, or referees/officials as programming demands		
Equipment Rental		
Rental of equipment not available for free from the university		
Purchase of costumes, equipment, or electronics		
Consumable Supplies		
Costs associated with consumable supplies not available for free from the university including but not limited to flowers, decorations, printing tickets for a program		
Purchase of tickets for a program		
Food and Beverage Costs associated with providing food at a program		
Must be in accordance with the Coca-Cola contract; alcohol is excluded		
Publicity Costs associated with publicizing a program, including but not limited to flyers, posters, advertising in local media		
Take-Aways		
Costs associated with supplies for an item produced at a program, or received during or at the conclusion of a program		
Plaques, prizes, door prizes		
Service Travel		

Transportation and lodging expenses associated with an approved third-party program that falls into the categories of leadership, scholarship, or education