



# University of Washington

## Multicultural Greek Council Constitution

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### **ARTICLE I. NAME**

The name of this organization shall be the Multicultural Greek Council at the University of Washington.

### **ARTICLE II. PURPOSE**

To promote and encourage unity among the Greek letter associations at the University of Washington by providing a structured environment in which individual groups can learn from one another and work toward a common goal. Promote and encourage interactions between all Greek letter associations by means of a shared interest group in which all associations can benefit from one another's shared experiences. To serve as a forum for the consideration of mutual interest to the member organizations, to share mutual concerns such as information, problem solving and decision-making within common interest areas.

### **ARTICLE III. MEMBERSHIP**

#### **Section 1. Regular Membership**

To be eligible for membership in the Multicultural Greek Council, Intercollegiate Greek letter fraternities and sororities must be in good standing and registered as student organizations with the University of Washington's Student Activities Office.

#### **Section 2. Associate Membership**

Associate membership will be available for the Interfraternity Council, Panhellenic Association and the National Panhellenic Council without a vote.

#### **Section 3. Advisors**

Current Advisors from the aforementioned councils and the Student Activities Office may serve as ex-officio members without vote.

### **ARTICLE IV. OFFICERS**

#### **Section 1. Officers**

The officers of the Multicultural Greek Council must be University of Washington, Seattle students currently enrolled and in good standing with their respective

organization. Offices held shall be President, Vice President, Director of Judicial and Secretarial Affairs, Director of Finance and Budgeting, Director of Events and Programming, Director of Public Relations, and Director of Social Media and Communications.

### **Section 2. Executive Board**

The executive board shall consist of the MGC officers. The committee shall formulate the programs and the agenda for the general and other necessary meetings.

### **Section 3. Term of Office**

The term of office shall be fixed and will begin in June for a one-year term.

### **Section 4. Process for Elections**

The election process is outlined in the Bylaws and will be determined by the membership of the Multicultural Greek Council by the second week of spring quarter each year.

### **Section 5. Elections**

Elections will be held during the third meeting of Spring Quarter each year.

### **Section 6. Vacancies**

- A. If the MGC Presidency becomes vacant, the MGC Vice President shall automatically succeed the office of the President. If the Vice President is unable to succeed the office, other executive board members, according to the order of succession, will be considered for the vacancy. If no other executive board members are able to succeed or willing, the executive board shall call for and consider nominations and shall appoint to office a student who is eligible for the position who shall complete the term of office.
- B. In the event of a vacancy in an executive board position, not including the President, the executive board shall call for and consider nominations and shall appoint to the office a student who is eligible for the position who shall complete the term of office.

## **ARTICLE V. OFFICER DUTIES AND RESPONSIBILITIES**

### **Section 1. President**

- A. Maintain relations with all undergraduate collegiate Greek councils at the University of Washington.
- B. Be the primary spokesperson for the Multicultural Greek Council.
- C. Preside over all Multicultural Greek Council meetings.
- D. Attend all corresponding Greek meetings on behalf of the Multicultural Greek Council and serve as the primary representative for such council.

- E. Oversee operations of the Multicultural Greek Council (i.e. Executive Board, meetings, etc).
- F. Be responsible for coordinating Officer Elections and e-mailing all relevant materials.
- G. Be responsible for End of Year Banquet agenda and Multicultural Greek Council awards.
- H. Organize the annual Summer leadership conference/retreat with the Vice President for Multicultural Greek Council chapter leaders (Presidents and Vice Presidents).
- I. Organize the annual Summer Executive Board retreat with the Vice President.
- J. Approve all Council checks before signature from Director of Finance and Budgeting.
- K. Be responsible for reviewing and revising (as needed) the Multicultural Greek Council Constitution, Bylaws, and Membership Agreement every summer before the school year begins in conjunction with Director of Judicial and Secretarial Affairs.

## **Section 2. Vice President**

- A. Substitute for the President in his/her absence.
  - a. In the case that the President can no longer fulfill his/her duties, the Vice President shall assume the role of President alongside his/her duties as Vice President.
    - i. The Vice President can delegate Vice President responsibilities accordingly.
- B. Assist the President as deemed necessary.
- C. Oversee operations and substitute in the absence of other officers.
- D. Serve as Council's Expansion Chair.
  - a. Guide prospective Multicultural Greek Council organizations towards membership.
  - b. Coordinate and execute all meetings related to expansion.
- E. Serve as head of the Academic and Professional Development Committee.
- F. Maintain the registration status of the Multicultural Greek Council as a registered student organization through the Student Activities Office (SAO) and Samuel E. Kelly Ethnic Cultural Center (ECC).
- G. Organize the annual leadership retreat with the President for Multicultural Greek Council chapter leaders (Presidents and Vice Presidents).
- H. Organize the annual Summer Executive Board retreat with the President.

## **Section 3. Director of Judicial and Secretarial Affairs**

- A. Serve as interpreter and enforcer of Council Bylaws at all times.
  - a. Serve as point of reference in all matters regarding the Multicultural Greek Council Bylaws.
- B. Be responsible for maintaining and updating the Multicultural Greek Council Bylaws in conjunction with President.
- C. Be responsible for taking and distributing minutes for all meetings of the Multicultural Greek Council.
- D. Be charged with the responsibility of maintaining order at all Multicultural Greek Council meetings and events.
- E. Maintain all archives of the Multicultural Greek Council.
- F. Maintain the contact list for the Multicultural Greek Council.
- G. Maintain a Multicultural Greek Council calendar.

#### **Section 4. Director of Finance and Budgeting**

- A. Create and maintain a budget for the Multicultural Greek Council.
- B. Collect dues from Multicultural Greek Council organizations.
- C. Maintain all financial accounts and all fiscal matters concerning the Multicultural Greek Council.
- D. Prepare and distribute all bills and statements for the Multicultural Greek Council.
- E. Give financial reports to Council member meetings.
- F. Sign all Council checks after approval from President.
- G. Serve as head of the Fundraising Committee.
  - a. Develop and implement fundraisers as deemed necessary.

#### **Section 5. Director of Events and Programming**

- A. Facilitate any social events for the Multicultural Greek Council.
  - a. Actively coordinate and execute social events every quarter (Fall to Spring).
- B. Organize annual Anti-Hazing Workshop to be held during Fall Quarter.
- C. Develop and implement the annual Fall Quarter Dawg Daze program for UW Students as desired.
  - a. During June (the transitional period), the former and current Director of Events and Programming should meet to discuss Dawg Daze program.
- D. Organize annual End of Year Banquet to be held during Spring Quarter.
- E. Serve as head of the Social Committee.

#### **Section 6. Director of Public Relations**

- A. Coordinate outreach throughout the off campus community of the University of Washington on behalf of the Multicultural Greek Council.

- B. Develop and implement a campus-wide marketing and advertisement program for the Multicultural Greek Council.
  - a. Work with Director of Social Media and Communications to create and/or update Multicultural Greek Council brochure.
- C. Serve as head of the Community Affairs committee.
  - a. Adopt a MGC philanthropy and maintain contact with chosen philanthropic organization, if desired.
- D. Maintain all correspondence between the Multicultural Greek Council and all other entities.
- E. Act as the liaison between other organizations and the Multicultural Greek Council.
- F. Work with the President of the Multicultural Greek Council to maintain and build relationships with the greater Greek community.
- G. Attend every ASUW Senate meeting and report any issues, discussions, and ideas that pertain to the Multicultural Greek Council at the next MGC general meeting. Based on the general consensus or opinion from the MGC general meeting, the Director of Public Relations will vote on that legislation at the next ASUW Senate meeting. In the case that he/she is unable to attend, the Director of Public Relations will be responsible for finding another representative from the Multicultural Greek Council to fulfill this duty.

#### **Section 7. Director of Social Media and Communications**

- A. Effectively communicate with organizations within the Multicultural Greek Council and any other interested organizations to stay up-to-date with all current events that may benefit from being displayed on the Multicultural Greek Council's social media sites.
  - a. Create a newsletter, twice a quarter, to be sent out to Multicultural Greek Council members.
- B. Manage all social media sites by keeping them up-to-date so that they accurately reflect the goals and activities of the Multicultural Greek Council and its entities.
  - a. Create and maintain a document containing all social media account information (i.e. username, password, etc.).
- C. Use all social media sites to actively promote the activities and goals of Multicultural Greek Council organizations to the greater community.

### **ARTICLE VI. COMMITTEES**

Committees are outlined in the Multicultural Greek Council Bylaws.

**Section 1. Future Committees**

All future committees will be determined adhoc by the membership of the Multicultural Greek Council by majority vote.

**ARTICLE VII. DUES**

**Section 1.** Dues for the Multicultural Greek Council will be determined by the Executive Board and approved by the membership of the Council.

**Section 2.** Dues need to be collected at the first meeting of the quarter.

**ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

**Section 1.** All amendments made to this constitution will be approved by the Council by a majority of the membership.

**ARTICLE IX. BY-LAWS**

**Section 1.** All Bylaws for the Multicultural Greek Council will be approved by the membership of the Council by majority vote.