



# University of Washington

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## Multicultural Greek Council Bylaws

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Multicultural Greek Council will be noted as “MGC” in the bylaws.  
Executive Board of Directors will be noted as “EBOD” in the bylaws.  
The term “majority” in this document will refer to  $\frac{2}{3}$  votes.  
The term “absolute majority” in this document will refer to 51% of votes.

### **ARTICLE I. MEMBERSHIP**

#### **Section 1. Organization Membership Classes**

- A. Regular Membership  
Organization must be in good standing to be considered for regular membership. Organizations shall pay dues as determined by the Multicultural Greek Council. Each organization shall have voice and one vote on all matters.
- B. Associate Membership  
Organizations under the Interfraternity Council, Panhellenic Association and the National Panhellenic Council may receive Associate Membership. Organizations shall pay dues as determined by the Multicultural Greek Council.
- C. Inactive Membership  
An organization is considered inactive once it has followed the inactive status protocol imposed by EBOD and will not have to pay dues.
  - a. Inactive Organizations will have to apply to go inactive.
  - b. Inactive Organizations will have to go through the same process as if they were trying to affiliate with the council for the first time.
  - c. All New Members of the Inactive Organizations must attend the planned Neo Nights in order to maintain Inactive Membership unless absences have been previously communicated with the Director of Judicial and Secretarial Affairs.
- D. Probationary Status.  
An organization that remains affiliated with the Multicultural Greek Council under a probationary status.
- E. Expelled Membership.

An organization that is no longer affiliated with the Multicultural Greek Council.

## **Section 2. Responsibilities of Membership and “Good Standing”**

### **A. Duty of Compliance**

All members of MGC affiliated organizations, without regard to membership class, shall comply with the MGC Constitution, Bylaws, and Membership Agreement. Members shall also comply with any additional guidelines that MGC may adopt.

### **B. Good Standing**

An organization is considered in “good standing” if they meet the following criteria set forth by the following entities:

- The Multicultural Greek Council
  - a. MGC Constitution
  - b. MGC Bylaws
  - c. Organization Membership Agreement (i.e. pay dues, participation)
- The University of Washington
  - a. Active RSO membership
- Their respective National Board, if applicable

## **Section 3. Expansion and Prospective Organizations**

- A. The Vice President shall serve as head of Expansion and lead any expansion efforts.
- B. After the prospective organization has contacted MGC, an informational packet and application will be given to the organization.
- C. The completed application will be given back to the Vice President and will be reviewed and processed. If approved, a representative from the prospective organization must have an interview with the EBOD concerning their organization’s purpose, history, what they can contribute, and reasons why they are interested in joining MGC.
- D. A presentation given by the prospective organization will be made at the next general board MGC meeting.
- E. A majority vote of MGC organizations’ representatives must occur to accept the prospective organization.
- F. The prospective organization would operate as a MGC organization, under a preliminary status for a period of one full academic quarter.
- G. Organizations under the preliminary status must abide by the following:

- a. They are required to abide by the Organization Membership Agreement (i.e. attend meetings, events, etc.), with the exception of dues.
  - b. They are not required to pay dues or any fees during their preliminary period.
- H. If accepted into MGC at the beginning or in the middle of the quarter, the organization has the option to begin their preliminary period early. However, the preliminary period will not officially start until the following academic quarter.
  - a. EX: An organization is accepted into MGC at the beginning of fall quarter. They may start their preliminary period in the fall, but they will not be granted regular membership until Spring quarter (after a full academic quarter has passed).
- I. At the last general meeting during the preliminary period, the prospective organization will be asked to leave the meeting and MGC organizations will review the prospective organization's status at the meeting. After reviewing the prospective organization, each MGC organization with voting privileges will vote. If the prospective organization was in good standing (i.e. participation, professionalism, see Article I, Section 2) and the vote achieved a majority vote, they will be granted regular membership.

#### **Section 4. Organizations under Probationary Status/Inactive Status/Expelled Membership**

- A. Probationary Status.
  - a. EBOD shall initiate the process to suspend a MGC Organization.
    - i. A majority vote by EBOD will officially begin the process to place an organization under probationary status. .
  - b. An organization will be placed under probation the quarter following the occurrence of any of the following without prior notice to EBOD:
    - i. Unexcused absences at more than one half of the events or meetings in one academic quarter
    - ii. Failure to pay fines within the time frame defined by the Director of Finance and Budgeting
    - iii. Failure to communicate with EBOD in a timely manner regarding any of the circumstances listed above

- iv. Failure to abide by the criteria for good standing (see Article I Section 2)
    - c. After an organization is placed under probationary status for one full quarter, EBOD must re-evaluate their status to determine if they shall be placed under good standing or proceed to expulsion.
  - B. Inactive Organizations
    - a. The Organization or President shall initiate the process to petition for Inactive Status.
      - i. A majority vote by the EBOD shall officially begin the process of transitioning to Inactive Status.
    - b. Inactive Status should only be considered when:
      - i. The Organization initiates the process to go inactive by notifying MGC EBOD and filling out an Inactive Status application.
      - ii. The Organization is facing internal challenges that affect their ability to contribute to MGC and cannot fulfill their responsibilities, temporarily.
    - c. Inactive Status can only be taken for 2 full academic quarters per year.
    - d. EBOD can determine an appropriate solution on a case-by-case basis regarding rights and privileges, including the following:
      - i. General Meeting attendance
      - ii. MGC or Greek Events attendance
      - iii. Tabling
      - iv. Chapter Leaders Meetings
  - C. Organizations that are under probationary status or inactive do not have voting privileges.
  - D. Expelled Membership.
    - a. Expelled membership may be considered after any one of the following occurs:
      - i. An organization has been under probationary status for more than one academic quarter up to the discretion of EBOD
      - ii. The absolute majority of an organization has violated the University of Washington Student Code of Conduct.
    - b. Organizations that are expelled and rechartered when all members have graduated may reapply for affiliation.

## **ARTICLE II. MEETINGS & EVENTS**

### **Section 1. MGC General Meetings**

- A. Meetings shall be led by the President.
  - a. If the President cannot attend then the Vice President will attend.
- B. Director of Judicial and Secretarial Affairs shall maintain and update meeting minutes.
- C. General meetings are open to all MGC members.
  - a. Any non-MGC member wishing to attend general meetings must receive approval from the EBOD.
- D. General meetings shall be attended by the EBOD, OFSL Advisor(s), and one representative from each MGC organization.
  - a. The Representative can be any member of the individual organizations.
  - b. If a representative cannot attend, they must send another member of their organization in their place.
- E. Meetings shall be held every other week. If deemed necessary, meetings will be held at other times. Meetings should last no more than one and a half hours.
- F. A  $\frac{2}{3}$  ratio of present MGC representatives will be considered Quorum.

### **Section 2. EBOD Meetings**

- A. Only Officers and Advisors are to attend EBOD Meetings; special guests are allowed upon approval of EBOD.
- B. A weekly meeting time shall be determined by EBOD before the start of each quarter. Meeting dates or times can be changed if necessary.
- C. The Director of Judicial and Secretarial Affairs shall maintain and update meeting minutes.

### **Section 3. Consequences Related To Missed Meetings and/or Events**

- A. Members must attend the entire event in order to be considered present, unless they have notified the Director of Judicial and Secretarial Affairs ([MGCjsa@uw.edu](mailto:MGCjsa@uw.edu)) with a valid excuse at least twenty-four hours beforehand. Membership attendance will be taken five minutes after the scheduled start time of each event. MGC Organizations who do not meet the attendance requirement will be fined. If the person is unable to notify

the Director of Judicial and Secretarial Affairs, then they can contact any of the other EBOD Members.

- B. Fines will be implemented on the basis of unexcused absences at MGC events.
  - a. Fines are established at five dollars per member under the required amount of attendance
    - i. Fines will be capped at fifty dollars per organization per event.
  - b. Changes to fines can be proposed by MGC members at any time or situation, if applicable.
    - i. Fines are established by EBOD members based on a majority vote.
    - ii. Refer to Article VI

#### **Section 4. Office Hours**

- A. EBOD may hold optional Office Hours in the OFSL Office as frequent as needed to meet the needs of the council.

### **ARTICLE III. COMMITTEES**

#### **Section 1. Creation of Committees**

- A. EBOD members have the discretion and ability to propose a committee, which will be approved by the President.
  - a. Members in the committee will elect a committee chair and report back during EBOD meetings
  - b. In the case that a committee is formed via an application process, EBOD will review all members who form part of this committee.

### **ARTICLE IV. VOTING**

#### **Section 1. MGC Meeting Voting Procedures**

- A. Meeting must meet Quorum (see Article II, Section 1, Part F) before voting can take place.
- B. A vote will be put into order by the President and will be recorded by the Director of Judicial and Secretarial Affairs.
- C. Only those organizations that have paid their dues and are in good standing will be allowed to vote.

- D. Each active organization that is a part of and in good standing with MGC will be allowed one vote.
- E. The EBOD may not vote.
- F. The majority of the votes will be based on  $\frac{2}{3}$  of the members present in the meeting.
  - a. Example: If Quorum is met by the bare minimum ( $\frac{2}{3}$  of MGC organizations are present), then  $\frac{2}{3}$  of organizations present will be considered a majority vote.
- G. Decisions shall be determined by majority votes. If  $\frac{2}{3}$  has not been reached for any choice, then discussion and more deliberation shall be done before another re-vote. Repeat until a majority vote is met for a decision.
- H. A secret ballot may be requested at any time.
  - a. The Director of Judicial and Secretarial Affairs will hand out ballots to all representatives that are present at the meeting.
  - b. The ballots will be collected and tallied by the EBOD.

## **Section 2. EBOD Meeting Voting Procedures**

- A. Meetings must meet Quorum, using the total number of EBOD Officers as a basis for a  $\frac{2}{3}$  ratio.
  - a. Given that there are 7 EBOD Officers, there must be at least 5 officers present at an EBOD meeting.
- B. A vote will be put into order by the President and recorded by the Director of Judicial and Secretarial Affairs.
- C. The majority of the votes will be based on  $\frac{2}{3}$  of the officers present in the meeting.
- D. Each EBOD officer is entitled to one vote. The President cannot vote unless there is a tie.
- E. A secret ballot may be requested at any time.
  - a. The Director of Judicial and Secretarial Affairs will hand out ballots to all officers that are present at the meeting.
  - b. The ballots will be collected and tallied by the President and the Director of Judicial and Secretarial Affairs.

## **ARTICLE V. OFFICER ELECTIONS**

### **Section 1. Eligibility**

- A. During the quarter that elections take place, in order to be eligible for an EBOD position:
  - a. The member must be in good standing with their organization, MGC, and the University of Washington.
    - i. The member must be a student at the University of Washington, Seattle campus per Student Activities Office's rules and regulations on officer eligibility.
  - b. Only members included in their organization's roster (active roster submitted to calculate MGC dues)
  - c. A member must not be studying abroad for more than a month in order to be eligible for any position.
- B. If members of the EBOD are to violate the above mentioned rules for eligibility, they must automatically forfeit their position.

### **Section 2. Pre-Election Process**

- A. The Election process will be held during the last quarter of the academic year — Spring quarter.
- B. The Election process is led by the President.
- C. Election Nomination forms, along with a copy of the MGC Constitution and Bylaws detailing each position's duties and responsibilities, will be emailed to each MGC member, no later than three weeks prior to the date of Elections.
- D. Election Nominations must be accepted no later than two weeks prior to the date of Elections.
- E. Following Election Nomination acceptances, an email regarding the Election and its process shall be sent out (i.e. event time/date, speech time, etc.) no later than one week prior to the Elections Ceremony.
- F. Pre-election processes can be adjusted under extenuating circumstances.

### **Section 3. Elections Ceremony**

- A. The Elections Ceremony will be held during the last quarter of the year.
- B. At the start of the ceremony, the President shall explain the rules and voting procedures.



- C. Before speeches are delivered for a given position, the President will read the position's duties and responsibilities as stated in the Multicultural Greek Council Constitution and Bylaws.
- D. If there are no candidates for a position, there will be open nominations at the ceremony.
- E. Each candidate will receive 4 minutes to deliver their speech.
  - a. All other candidates for the same position must step outside of the room during other speeches.
- F. After a candidate has delivered their speech, they will be subject to 5 minutes of questions by MGC members. The previous holder of the specific EBOD position will begin the questioning process.
  - a. An extension on time for questioning and discussion may be provided up to the discretion of EBOD, if necessary.
- G. After every candidate running for a position has delivered their speech, candidates shall remain outside of the room and a 5 minute discussion will take place, followed by voting.
  - a. Each organization of good standing will receive one vote.
  - b. A candidate running unopposed must receive the absolute majority of votes. If they do not reach an absolute majority they will not be elected at the moment.
    - i. The position will then be considered open, refer to Article VI, section 9 for procedures that follow
  - c. A majority vote will elect a candidate for their respective position.
  - d. If no candidate holds the majority, the candidate with the lowest amount of votes will be removed and votes will be recast until an absolute majority is reached. In the event of a tie, discussion will reopen and votes will be recast.
  - e. If no candidate holds the absolute majority and there are only two candidates running for the position (50/50 tie), a panel will take place in which candidates are asked questions and both must respond. Votes will be recast until an absolute majority is reached.
- H. After voting has taken place, the candidates will be welcomed back into the room and the result will be announced.

#### **Section 4. Transition**

- A. After elections, there will be a transitional period (May - June) where past and future officers can collaborate in efforts relating to their respective positions.

- a. The past officers must meet with the respective new officers to go over their responsibilities and duties.
- B. After the transitional period, the term of office shall be fixed and will officially begin in June, after the school year has ended, for a one-year term.

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

Order of Succession is determined by section order.

### **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. EBOD, meetings, etc).
- F. Be responsible for coordinating Officer Elections and emailing all relevant materials.
- G. Be responsible for the 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 EBOD retreat with the Vice President.
- J. Approve all Council checks before receiving a signature from the 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 or throughout the school year (if needed), in conjunction with the 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 may delegate his/her responsibilities accordingly.
- B. Assist the President as deemed necessary.
- C. 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 EBOD 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 the other EBOD officers.
- C. Be responsible for taking and distributing minutes for all meetings and town halls 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 master roster and email listservs of all Multicultural Greek Council members.
- G. Maintain a Multicultural Greek Council calendar.

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

- A. Create and maintain a yearly 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 the President.
- G. Conduct outreach and manage execution for fundraising and sponsorship events.

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

- A. Plan and facilitate 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 MGC outreach prior to Fall Quarter recruitment.
- D. Organize the annual End of Year Banquet to be held during Spring Quarter.
- E. Collect and analyze feedback regarding MGC events.

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

- A. Serve as the liaison for the Multicultural Greek Council with internal and external organizations.
  - a. Attend community meetings at the University of Washington and refer to transition documents on duties and responsibilities.
- B. Coordinate outreach opportunities with off campus communities on behalf of the Multicultural Greek Council.
- C. Develop and implement a campus-wide marketing and advertising programs for the Multicultural Greek Council.
  - a. Work with the Director of Social Media and Communications to create and/or update Multicultural Greek Council brochures.
- D. Work with the President of the Multicultural Greek Council to maintain and build relationships with the greater Greek community.

### **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.

- B. Manage all social media and the official website 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.
- D. Refer to transition binder for any specific questions.

### **Section 8. Eligibility**

- A. Only members of MGC organizations and University of Washington, Seattle campus may be eligible to maintain an EBOD position.
- B. Officers must be in good standing with their organization, MGC, and the University of Washington.
- C. Officers shall not study abroad for more than a month in the following school year or they will be subjected to termination.

### **Section 9. Open EBOD Position**

- A. An open EBOD position is defined as:
  - a. A position vacated by an EBOD Officer that cannot fulfill the responsibilities of their position.
  - b. A position that will be vacant for four or more consecutive weeks in case of study abroad, vacation, or other related matters.
  - c. An unopposed candidate who is not elected during the election ceremony.
- B. In the case of an open position on EBOD (other than President), current EBOD Officers can proceed with the following procedures:
  - a. Informal Election
    - i. In the case of non-time sensitivity, election results shall be determined by a majority vote of MGC Organizations.
    - ii. In the case of time sensitivity or inability to hold informal elections with all MGC organizations, appointment via written application shall be approved with a majority vote by EBOD Officers.
  - b. Written Application
    - i. Applications will be reviewed by EBOD and a candidate will be chosen via an EBOD absolute majority vote.

- C. A current EBOD Officer may choose to take on the open position if they can confidently fulfill the needs of both positions, however this is not recommended.

### **Section 10. Failure to meet Officer Standards**

- A. If any Multicultural Greek Council member finds that an EBOD Officer is not abiding by and meeting the Officer Standards as noted in the Bylaws, the process shall be as follows:
- a. The EBOD Officer in question will be notified of this complaint.
  - b. The Multicultural Greek Council EBOD, minus the officer in question, will meet to discuss and review the officer.
  - c. The Multicultural Greek Council EBOD present shall vote to determine if a formal warning and review should be issued.
  - d. If an absolute majority vote is met, the President will issue a formal warning and the Director of Judicial and Secretarial Affairs will lead the review of the officer in question. The Director of Judicial and Secretarial Affairs will document this in the meeting minutes.
    - i. In the case that the President is the officer in question, the Vice President shall issue the formal warning and the Director of Judicial and Secretarial Affairs will lead the review.
    - ii. In the case that the Director of Judicial and Secretarial Affairs is the officer in question, the President shall issue the formal warning AND lead the review.
- B. If any Multicultural Greek Council member finds that the EBOD officer is *still* failing to meet standards, the process will be as follows:
- a. If a formal warning and review has *not* already been issued, the President will formally issue one to the officer in question. The Director of Judicial and Secretarial Affairs will document this and lead the review of the officer in question.
  - b. If a formal warning and review has already been issued, the process will be as follows:
    - i. The EBOD, minus the officer in question, will meet again to discuss a penalty or possible dismissal of said officer.
    - ii. The Multicultural Greek Council EBOD present (excluding the President) will vote on an appropriate and reasonable penalty or dismissal of the officer in question.
    - iii. If an absolute majority vote is met for a penalty or dismissal, the President will formally notify the officer.

- iv. If there is an absolute majority vote for dismissal, the President will then notify the Multicultural Greek Council of the termination of the officer in question.
  - 1. If the officer in question is the President, the Order of Succession applies.
  - 2. If any other officer is dismissed, elections may be held if approved by the EBOD, in which the Elections Process will be followed.
  - 3. Otherwise, the responsibilities will be assumed by the President.
- c. Execute Section 9, Part B as necessary.

## **ARTICLE VII. AMENDMENT OF BYLAWS**

- A. These bylaws may be amended at any regular or special meeting of the Multicultural Greek Council by a majority vote, provided that the proposed amendment has been announced and submitted in writing at the previous general meeting allowing an opportunity for input from Multicultural Greek Council organizations. The amendment shall be enacted once the Director of Judicial and Secretarial Affairs has notified all Multicultural Greek Council organizations of said amendment.
- B. All MGC Members have the right and ability to propose amendments to bylaws to meet the needs of our council.
  - a. The process of proposal is determined by EBOD as needed.