

**PANHELLENIC LEADERSHIP COUNCIL, A JUNIOR PANHELLENIC PROGRAM,
JUNIOR PANHELLENIC CONSTITUTION AND BYLAWS
OF THE UNIVERSITY OF WASHINGTON PANHELLENIC ASSOCIATION
(Updated November 2024)**

PREAMBLE

In order to promote and perpetuate the best interest of the University of Washington and the sororities therein, to encourage the most complete intellectual, emotional, and social development of the members of the sororities, and to foster cooperation among said sororities, University authorities and the community, we do ordain and establish this constitution of the University of Washington Panhellenic Leadership Council.

The University of Washington Panhellenic Leadership Council does not discriminate on the basis of age, color, race, national or ethnic origin, religion, disability, or sexual and gender identity.

MISSION STATEMENT

We, the Panhellenic Leadership Council of the University of Washington, seek to enrich our college and sorority experience by providing an environment that fosters growth, leadership, higher education, inspiration, cooperation, and community.

PURPOSE

The Panhellenic Leadership Council is an independently student run organization. The Panhellenic Leadership Council is known as Junior Panhellenic under the National Panhellenic Conference Bylaws. The object of the Panhellenic Leadership Council shall be to develop and maintain sorority life and interfraternity relations at a high level of accomplishment, while developing leadership skills in the new members of Panhellenic, and in doing so:

1. Consider the goals and ideals of all participant chapters as continually applicable to campus and personal life.
2. Cooperate with member sororities and the University of Washington Administration in concern and in maintenance of high social and moral standards.
3. Act in accordance with all the rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member sororities.

CODE OF ETHICS

We, the undergraduate members of Panhellenic sororities at the University of Washington, in order to create a respectful Greek community, agree that it is in accord with the dignity and good manners of sorority members:

1. To avoid disparaging remarks about any sorority or college student;
2. To create friendly relations between sorority and non sorority students;

3. To avoid negative publicity on Panhellenic matters.

SYMBOLS

The symbol of the University of Washington Panhellenic Leadership Council is borrowed from the University of Washington Panhellenic Association. This symbol is the National Panhellenic Conference crest.

The colors of the University of Washington Panhellenic Leadership Council are lavender and white.

ARTICLE 1. NAME

The name of this organization shall be University of Washington Panhellenic Leadership Council.

ARTICLE II. OBJECT

The purpose of the Panhellenic Leadership Council shall be to develop leadership ability and community awareness in Panhellenic members during their first year of membership, as well as foster sorority life and interfraternity/sorority relations at a high level of accomplishment and in doing so to:

1. Consider the goals and ideals of the National Panhellenic Conference (hereafter referred to as NPC) sororities in good standing with the Panhellenic Association as continually applicable to campus and personal life.
2. Cooperate with NPC chapters in good standing within the Panhellenic Association and the University of Washington Administration in the maintenance of high social and moral standards.
3. Act in accordance with NPC UNANIMOUS AGREEMENTS.
4. Act in accordance with such rules established by the Panhellenic Association so as not to violate the sovereignty, rights, and privileges of NPC chapters in good standing with the Panhellenic Association.
5. Foster close, dynamic inter-relations between sororities and all members of Fraternity/Sorority life.

ARTICLE III. MEMBERSHIP

There shall be one class of membership.

1. Regular membership of the Panhellenic Leadership Council shall be composed of chapter members who are in their first year of membership and are in good standing with NPC at the University of Washington.

ARTICLE IV. EXECUTIVE BOARD OFFICERS

1. The executive officers of the Panhellenic Leadership Council shall be President, Vice President, Vice President of Finance, Vice President of Administration, Vice President of Public Relations, and a Senator.
2. The officers shall be delegates from sororities holding regular membership in the University of Washington Panhellenic Association. The officers shall serve for a term of one year, starting in winter quarter.
3. An officer must remain on active status in their chapter throughout their term of office.
4. Panhellenic Leadership Council Exec Officers must attend all regularly scheduled Panhellenic Leadership Council and Panhellenic Leadership Council Executive Board meetings.
5. Each Executive Board Member shall maintain documentation of their position to be passed down to the next Executive Board.
6. Each Board member will attend a one-on-one training session with the Panhellenic Vice President of Membership Development and a one-on-one meeting with previous executive board members.
7. Requirements to hold office:
 - A. There is no minimum cumulative GPA requirement for PLC board member candidates. The candidate must be in academic, financial and behavioral good standing with their respective chapter. There will be a quarterly check-in to ensure the officer remains in good standing.
 - B. All candidates must be in their first year of sorority membership.
 - C. A candidate may run for a maximum of four positions that they are qualified for, and should fill out the application appropriately depending on how many positions that they intend to run for.
 - D. At the designated election meeting, nominees will give a 1-2 minute speech, and all Panhellenic Leadership Council Delegates will vote by secret ballot.
8. Vacancies: In the case of an Executive Board resignation or dismissal, the following process will be followed:
 - A. The remaining members of the Executive Board may nominate a replacement and the representatives of the Panhellenic Leadership Council shall vote to approve the replacement or to vote to have the current Executive Board members assume the roles of the vacant position for the remainder of the term.
 - B. If, for any reason, the President relinquishes their office, the Vice President shall succeed them.

ARTICLE V. OFFICER DUTIES

All Officers Shall:

1. Attend all regular and special Panhellenic Leadership Council meetings.
2. Hold office hours by appointment in the Office of Fraternity and Sorority Life or via Zoom.
3. Hold an Executive Board meeting every week that is open to the public.
4. Attend the first General Council after Panhellenic Leadership Council Exec officer installment., and continue to attend one meeting monthly for their entire term. With the exception of the President, who must attend all General Council meetings. The President must attend all General Council meetings throughout the duration of their term.

The President Shall:

1. Have overall responsibility for the operation of the Panhellenic Leadership Council.
2. Call and preside at all regular and special meetings of the Panhellenic Leadership Council.
3. Call and preside at all meetings of the Panhellenic Leadership Council Executive Board.
4. Have the authority to sign all Panhellenic Leadership Council checks and shall sign all contracts involving the Panhellenic Leadership Council.
5. Be the spokesperson and representative from the Panhellenic Leadership Council to campus, non-campus organizations and the University. The President has the power to appoint a representative from the Executive Board to serve on any necessary committee.
6. Required to attend all General Council meetings and report important information back to the Panhellenic Leadership Council.
7. Provide weekly reports as needed on events in the Panhellenic community including but not limited to social issues to advocate for diversity and inclusion, as well as on campus activities to advocate for community engagement.
8. Perform all other duties as required by this office.

The Vice-President Shall:

1. Perform the duties of the President in their absence, inability to serve, or at their call.
2. Work alongside the President in maintaining operations and logistics of The Panhellenic Leadership Council.
3. Coordinate relationship between Panhellenic Leadership Council Committee Heads and Panhellenic Leadership Council Executive Board.
4. Coordinate any officer selection process necessary to fill an officer vacancy.
5. Revise and maintain the Panhellenic Leadership Constitution and Bylaws.
6. Coordinate internal philanthropy and sisterhood events or activities.
 - a. There shall be a minimum of two philanthropy or sisterhood events per quarter.
 - b. Create any necessary committees to oversee events.
7. Coordinate all guest speakers and panelists for Panhellenic Leadership Council Delegate meetings.
8. Provide and/or organize spaces for members of the Panhellenic Leadership Council to get together outside of weekly meetings to build a sense of community and sisterhood.
9. Maintain the Panhellenic Leadership Council meeting schedule and calendar.
10. Perform all other duties as required by this office.

The Vice President of Finance Shall:

1. Be responsible for the general supervision of the finances of the Panhellenic Leadership Council.
2. Be responsible for the preparation of the quarterly budget proposals to Panhellenic and following its approval by the Panhellenic Leadership Council Executive Board, provide a copy for each Executive Board Member and each Panhellenic Leadership Council Delegate.

3. Receive all payments due to the Panhellenic Leadership Council and maintain all receipts for the current term.
4. Be responsible for the prompt payment of all bills of the Panhellenic Leadership Council.
5. Have the authority to sign Panhellenic Leadership Council checks with the Panhellenic Leadership Council President and Advisor.
6. Maintain up-to-date financial records; give a financial report monthly at Executive Board Meetings, and a quarterly report to all Panhellenic Leadership Council at the close of their term of office, when applicable.
7. Take charge of fundraising aspects of all Panhellenic Leadership Council events.
8. Perform all other duties as required by this office.

The Vice President of Administration Shall:

1. Keep an up-to-date roll of the members of the Panhellenic Leadership Council and take attendance at all meetings, notify others when executive members and delegates should be replaced.
2. Maintain a complete, updated Panhellenic Leadership Council Google Drive which will include the current Panhellenic Leadership Council Constitution and Bylaws, budget, meeting agendas and notes, attendance, contracts and all other pertinent materials.
3. Keep full minutes of all meetings of the University of Washington Panhellenic Leadership Council meetings.
4. Create meeting agendas before each general and executive meeting.
5. Confirm with each host chapter to ensure adequate space for Panhellenic Leadership Council meetings, applicable when meeting in persons.
6. Keep copies of all contracts made by the Panhellenic Leadership Council Exec members.
7. Perform all other duties as required by this office.

The Vice President Public Relations Shall:

1. Work with the Office of Greek Life to promote the image of Greek life in the media and community and ensure they are informed of all Panhellenic Leadership Council activities.
2. Keep the media informed of Panhellenic Leadership Council activities.
3. Produce flyers, brochures, t-shirts, and needs for all Panhellenic Leadership Council Executive Board officers and delegates, and publish all advertising and press releases for the Panhellenic Leadership Council. For all events hosted by Panhellenic Leadership Council, lead the public relations initiative consisting of--but not limited to--flyers, graphics, and announcements.
4. Provide updates on social media accounts about events happening in the greater UW Community with emphasis on diversity and inclusion issues.
5. Perform all other duties as required by this office.

The Senator Shall:

1. Attend all ASUW Senate meetings and report back to the Panhellenic Leadership Council with any pertinent information.
2. Share ASUW volunteer opportunities and ASUW entity events with Panhellenic Leadership Council delegates to promote campus involvement.
3. Stay in good standing with the ASUW Senate, including maintaining voting status and the appropriate number of constituents.
4. Promote Panhellenic Leadership Council events in the ASUW Senate.
5. Work with the Vice President Public Relations to utilize campus resources for meetings, events, and general outreach.

ARTICLE VI. THE PANHELLENIC LEADERSHIP COUNCIL

1. The administrative body of the Panhellenic Leadership Council shall be comprised of the Executive Board and the Panhellenic Leadership Council Advisor.
2. It shall be the duty of the Executive Board to administer all business related to the overall welfare of the Panhellenic Leadership Council and to compile rules governing the Panhellenic Leadership Council which may not violate the sovereignty, rights, and privileges of NPC chapters in good standing with the Panhellenic Association.
3. MEMBERSHIP: The University of Washington Panhellenic Leadership Council shall be composed of two representatives from each chapter. No chapter shall have the power to withdraw from this council.
 - A. SELECTION OF DELEGATES: Delegates of the Panhellenic Leadership Council shall be selected by the previous Panhellenic Leadership Council Executive Board and Advisor to serve for a term of one year starting at the end of Fall quarter. An application form will be sent out early fall quarter, and representatives will be notified by the end of November.
 - B. DELEGATE VACANCIES: When a delegate vacancy occurs it shall be the responsibility of the sorority concerned to select a replacement for the next official meeting and to notify the Panhellenic Leadership Council Vice President of Administration of their name, email address, and telephone number. When a meeting of the Panhellenic Leadership Council occurs, while a vacancy exists, the remaining delegate of the sorority concerned shall fulfill the duties of the delegate in all cases.
4. VOTING
 - A. The voting body of the University of Washington Panhellenic Leadership Council shall be its Panhellenic Leadership Council Delegates. Each chapter will be given one vote, shared between the delegates of that chapter.
 - B. The voting members of the Panhellenic Leadership Council shall be the representatives of each sorority holding regular membership. If a representative is absent, its alternate shall cast the vote of their sorority.
 - C. The voting delegate shall be the delegate not holding an Executive Office of the Panhellenic Leadership Council.

- i. In the event that both delegates of a chapter are on the executive board, the one lesser involved in the vote or business taking place will be allowed to vote on behalf of their chapter.
- D. Executive board office elections will be held within the first month of the Winter Quarter after Panhellenic Leadership Council Delegates are selected.
 - i. If both delegates of a chapter are running for an executive board position, their vote on each position will be “abstaining”, making their vote go towards the negative.
- E. $\frac{2}{3}$ of the member sorority representatives shall constitute a quorum for the transaction of business.
- F. A simple majority vote shall be required to carry all motions.
- G. Any business that will affect the day-to-day operation of an NPC chapter in good standing with the Panhellenic Association must be taken back to the chapters for a vote. The Panhellenic Leadership Council Representatives may approve all other business.
- H. $\frac{2}{3}$ of the Panhellenic Leadership Council must be present to conduct business.
- 5. VOICE: Two representatives from each chapter shall have voice and vote during the business portion of Panhellenic Leadership Council meetings. All alternate representatives shall have voice and the ability to vote during the new business portions of Panhellenic Leadership Council meetings. Announcements may be made by anyone in attendance.

ARTICLE VII. MEETINGS

1. The Panhellenic Leadership Council Executive Board shall hold regular meetings weekly.
2. By the fourth Panhellenic Leadership Council Meeting, delegates shall choose at least four topics to form committees around and select committee heads to represent their committee in all Panhellenic Leadership Council Business
 - a. Panhellenic Leadership Council Committee heads will report directly to the Panhellenic Leadership Council Vice President
 - b. Past committee focus have been: Greek Community, Sisterhood, Diversity, Equity, and Inclusion, Wellness
3. A special meeting may be called by the President or Panhellenic Leadership Council Advisor when necessary and shall be called by them upon the written request of any member representative to the Panhellenic Leadership Council. Members are required to attend special meetings.
4. Representatives from each regular or associate member sorority shall be responsible for notifying their chapter members of all regular and special meetings of the Panhellenic Leadership Council.
5. Host chapters are required to prepare a Chapter Spotlight. This gives them the opportunity to share facts and memories about their individual chapter to support inter-sorority relations.
6. Whenever an executive board member or representative is absent from three meetings per quarter without an alternate present in their place or communication to the VP Administration of their absence, they will lose their membership in the Panhellenic

Leadership Council and their chapter will be responsible for choosing a replacement delegate.

- A. An active member of the Panhellenic Leadership Council is subject to a meeting with VP Administration and Panhellenic Leadership Council Advisor in the event that they are absent with an excuse or utilize alternates for more than three meetings per quarter, meetings regarding membership are up to the discretion of the Panhellenic Leadership Council Executive Team.

ARTICLE VIII. PANHELLENIC LEADERSHIP COUNCIL ADVISOR

1. The Panhellenic Leadership Council Advisor shall be the Panhellenic Vice President of Membership Development. They shall report necessary business to the Panhellenic Executive Board and Advisors.
2. They shall serve in an advisory capacity to the Panhellenic Leadership Council and its Executive Board.
3. They will serve for their term as the Panhellenic Vice President of Membership Development.

ARTICLE IX. REMOVAL OF OFFICERS

1. Any member of the Panhellenic Leadership Council shall be able to initiate removal of an officer of the Panhellenic Leadership Council on the grounds of dereliction of duties or mismanagement of funds.
2. The removal of an officer shall proceed as follows:
 - A. Said Panhellenic Leadership Council member shall contact the Panhellenic Leadership Council President, or in the case of the President being removed, shall contact the Panhellenic Leadership Council Vice President, and shall submit a statement including intent to substantiate grounds for the removal of the officer in question.
 - B. The notified officer shall contact the officer in question and inform them that the removal proceedings are pending.
 - C. At the following Panhellenic Leadership Council meeting, any member of the Executive Board shall read the statement and the officer in question may answer questions. A vote on removal will occur at the next scheduled meeting.
 - D. If a 2/3 majority vote is reached, the officer shall be considered removed and shall be replaced according to the procedure for filling a vacancy.

ARTICLE X. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the Panhellenic Leadership Council shall act in accordance with fundamental Panhellenic policies established by the NPC in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, and College Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council).
2. All Panhellenic Leadership Council rules and policies shall be in harmony with those currently established by NPC.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Washington Panhellenic Leadership Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Washington Panhellenic Leadership Council may adopt.

ARTICLE XIV. AMENDMENTS

1. The Constitution and Bylaws may be amended by a 2/3-majority vote from each Panhellenic Leadership Council delegate in good standing with the Panhellenic Association. Delegates must be given notice of the proposed amendment at the preceding Panhellenic Leadership Council meeting. Each chapter will be given one vote to be shared between their respective delegates.