



SYRACUSE UNIVERSITY

THE JUNIOR PANHELLENIC COUNCIL CONSTITUTION 2006

ARTICLE I: NAMES AND DEFINITIONS

- 1 The name of the organization shall be the Junior Panhellenic Council of Syracuse University, hereafter referred to as JPC.
- 2 When in this constitution, the following terms shall mean:
 - 2.1 "University" means Syracuse University and collectively, those responsible for its control and operation.
 - 2.2 "Member Sorority" means a sorority whose chapter has been approved by the Panhellenic Council and recognized by the University.
 - 2.3 "National Social Sorority" means a sorority that has received a charter from a national or international recognized fraternal organization affiliated with the National Panhellenic Conference, and which continuously fulfills the requirements of the charter to maintain affiliation with the national or international recognized organization.

ARTICLE II: PURPOSE

The purpose of the JPC is:

- 1 Provide a voice for newly initiated members of the Syracuse University Panhellenic Council.
- 2 To increase the JPC members' awareness of the Panhellenic Council's operations.
- 3 To create specific opportunities for the JPC to interact via community service.
- 4 To discuss ways and provide the Panhellenic Council with innovative methods to improve the formal membership recruitment and new member processes in a structured format.
- 5 Assist the Panhellenic Council as requested, including completing at least one shift at the Spring Membership Recruitment Registration table and assisting with Spring Membership Recruitment Informational Sessions.
- 6 To learn the leadership skills necessary to become a positive and proactive member of all aspects of the Greek Community.

ARTICLE III: SCOPE OF POWER

- 1 By virtue of authority vested in it by this constitution, the JPC shall have power to:
 - 1.1 Represent newly initiated sorority women's interests in all matters involving the general welfare of Syracuse University;
 - 1.2 Regulate all matters with respect to Panhellenic Council interests and relations between the JPC and the Panhellenic Council;
 - 1.3 Act for the Panhellenic Council sorority system in matters which involve newly initiated sorority women's interests and other agencies of the University or its constituency.
 - 1.4 All members of the Syracuse University JPC shall act in accordance with the fundamental Panhellenic Council policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS.

ARTICLE IV: MEMBERSHIP

- 1 Any social sorority maintaining a chapter at Syracuse University and recognized by the National Panhellenic Conference and proper University authorities shall be eligible for membership in the JPC.
- 2 Any member sorority who loses either national or university recognition, automatically loses JPC recognition.

ARTICLE V: COMPOSITION

- 1 The officers of the JPC shall be as follows: President, Vice President of Committees and Treasurer/Secretary. The Council will elect leadership from within the representatives that were selected by the Panhellenic Council Executive Board.
- 2 Newly initiated sorority women will be represented in the JPC by twenty-four women selected following an application and interview process during the spring semester. Twenty-four women will comprise the JPC.

ARTICLE VI: VOTING

- 1 Two-thirds (2/3) of the membership shall constitute a quorum for the transaction of business.
- 2 Each member of the JPC, excluding the President, shall be entitled to one (1) vote.
- 3 In case of a tie the JPC President will cast the deciding vote.
- 4 A simple majority of members eligible to vote shall be necessary to pass a main motion unless otherwise specified in the Constitution.
- 5 All other voting procedures shall follow Robert's Rules of Order's parliamentary procedures.

ARTICLE VII: ATTENDANCE POLICY

- 1 All members of the JPC shall attend the Council's weekly meeting.
- 2 All members of the JPC shall attend at least one Panhellenic Council meeting as scheduled.

- 3 All members of the JPC shall attend additional committee meetings as scheduled by their respective chair.
- 4 Members of the JPC must attend the scheduled community service event AND the scheduled philanthropy event (as scheduled by the JPC).
- 5 Members of the JPC will attend and assist the Panhellenic Council in scheduled Panhellenic Council events.
- 6 Failure to attend any of the above meetings, during the term of office, without proper notification shall result in a written reprimand from the JPC President.
- 7 Failure to attend two (2) meetings, during the term of office, without proper notification shall result in termination from the council.

ARTICLE VIII: MEETINGS

- 1 The JPC shall meet on a weekly basis. The schedule of meeting times and places shall be established by the Panhellenic Council's Junior Panhellenic Director at start of every semester.
- 2 At least one regular meeting of the JPC shall take place each academic week of the school year at such time and place as may be designated by the Panhellenic Council's Junior Panhellenic Director.
- 3 Special meetings of the JPC will be called by the JPC President:
 - 3.1 If an emergency exists.
 - 3.2 At the written request of one-third (1/3), a sizable constituency, of the member sororities.

ARTICLE IX: ADVISOR

- 1 There shall be one official adviser to the JPC, which will be a representative of the Office of Student Life and appointed by the Associate Dean.
- 2 The Panhellenic Council Advisor will be assisted by the Panhellenic Council's Junior Panhellenic Director.

ARTICLE X: EXECUTIVE BOARD

- 1 The Executive Board of the JPC shall consist of four (4) officers elected from the council.
- 2 The President of the JPC shall be the chair of the board.
- 3 This Board shall have the power to appoint committees or task forces to administer decisions.
- 4 The Panhellenic Council Executive Board meetings will be called by the JPC President whenever necessary.
 - 4.1 At least one regular meeting of the JPC shall be conducted each academic week of the school year prior to the regular Panhellenic Council meeting.

ARTICLE XII: FINANCIAL RESPONSIBILITIES AND DUES

- 1 JPC will receive a budget of \$500 for the Fall Semester.

ARTICLE XIII: JPC COUNCIL SELECTION PROCESS

- 1 The JPC membership will be selected following an application and interview process conducted by the Panhellenic Council Executive Board. The Panhellenic Council New Member Education Director will coordinate the process.
- 2 Applications for membership will be made available following Spring Break and before April 1. Members will be selected prior to the last day in April.
- 3 All candidates for the JPC Board shall be an active member of a recognized National Social Sorority.
- 4 There are twenty-four positions available on the JPC. Each chapter is encouraged to have members apply.
- 5 In slating the new JPC, the characteristics and experience that the candidates bring to the Board will be heavily weighed along with chapter representation on the entire board.
- 6 No more than three (3) members of one sorority may be selected for the JPC.
- 7 Any member who holds an Executive Board office in her respective sorority may not hold an Executive Board office of the Panhellenic Council at the same time. If an Executive Board officer at any time decides to hold an office within her respective chapter, she must resign from her Executive office and that office must be re-elected as provided for in the Constitution.
- 8 The Panhellenic Council Advisor and Panhellenic Council's Junior Panhellenic Director are responsible for training the JPC.

ARTICLE XIV: DUTIES OF OFFICERS, THE ADVISOR AND REPRESENTATIVES

- 1 The duties of the **JPC Adviser** shall be to act in an advisory and consultative capacity to the Executive Board and the Panhellenic Council as a whole. The advisor also interprets the JPC Constitution to provide for consistency.
- 2 The duties of the **Panhellenic Council's Junior Panhellenic Director** shall be to (in addition to those responsibilities to the Panhellenic Council):
 - 2.1 Work with and coordinate the interview and selection process for a JPC, attempting to include representation from each sorority's new member classes, and work collectively on established events/initiatives.
 - 2.2 Work, in consultation with the JPC Advisor, on the advisement of the JPC programs and initiatives.
 - 2.3 Attend all meetings of the JPC.
 - 2.4 Hold weekly workshops to educate JPC members.
- 3 The duties of the **President of the JPC** shall be to:
 - 3.1 Have overall responsibility for the operation of the JPC and Executive Board.
 - 3.2 Preside at all regular meetings of the JPC and call and preside at its special meetings.
 - 3.3 Call and preside at all meetings of the JPC Executive Board.
 - 3.4 Review and approve all JPC checks and contracts involving the Council.

- 3.5 Serve as member on at least one JPC Committee.
 - 3.6 Attend the weekly Panhellenic Council meetings and serve as the voice of the JPC.
 - 3.7 Report to the JPC Advisor by scheduling weekly meetings to establish meeting agendas, determine the work of the Panhellenic Council, and review information and material appropriate to the position.
 - 3.8 Maintain and complete an up-to-date JPC President's file which will include a copy of the current JPC Constitution, Bylaws and Standing Rules, and the current JPC budget.
 - 3.9 Appoint Special Committees as needed.
 - 3.10 Perform all other duties usually pertaining to this office.
 - 3.11. Represent the JPC community, as invited by University Administration and recognized student organizations.
 - 3.12 Attend all regular meetings of the JPC.
- 4 The duties of the **Vice President for Committees** shall be to:
- 4.1 Perform all the duties of the JPC President in her absence, inability to serve, or at her call.
 - 4.2 Serve as Chair of the JPC Committees, responsible for placing members, training, overseeing all hearings and communications associated with the committee establishment process.
 - 4.3 Meet regularly with committee chairs to provide support and ensure that projects are developing and assigned initiatives are being created.
 - 4.4 Maintain a complete and up-to-date Vice President's file which will include a copy of the current JPC Constitution, JPC Review Board Bylaws, and all correspondence and adjudication materials pertaining to these committees.
 - 4.5 Serve as member on at least one JPC Committee.
 - 4.6 Act as a liaison between the JPC and other campus committees as necessary.
- 5 The duties of the **Secretary** shall be to:
- 5.1 To keep minutes of all meetings of the JPC and the Executive Board and to publish those minutes, via email, to the JPC Advisor and Panhellenic Council Executive Board, within 24 hours after the scheduled meeting.
 - 5.2 Keep an up-to-date roll of the members of JPC and call it at all Council meetings.
 - 5.3 Keep current statistics concerning the number of initiated members, pledges, associates and deactivates of each Panhellenic Council member sorority.
 - 5.4 Develop a calendar of events for the semester sponsored by the members of the JPC.

- 5.5 Maintain a complete and up-to-date file that will include the minutes of the meetings of the JPC and the Executive Board from date of its organization; copies of all contracts made by the JPC, and current correspondence.
 - 5.6 Be responsible for the official correspondence of the JPC unless provided for otherwise.
 - 5.7 To keep an accurate attendance record of all meetings.
 - 5.8 To give notice of all unscheduled meetings.
- 6 The duties of the **Treasurer** shall be to:
- 6.1 Be responsible for the general supervision of the finances of the JPC, including maintaining a positive financial account on and off-campus
 - 6.2 Be responsible for the preparation of the annual budget and following its approval by the JPC, for providing a copy to each Panhellenic member sorority.
 - 6.3 Coordinate any JPC requests for funding to the Syracuse University Student Association or other general funding sources.
 - 6.4 Determine and communicate to individual JPC officers their budgets.
 - 6.5 Receive all payments due to the JPC, collect and deposit all dues, and give receipts.
 - 6.6 Be responsible for the prompt payment of all bills of the JPC.
 - 6.7 Maintain up-to-date financial records; give a financial report at each regular meeting of the JPC and an annual report at the close of her term of office.
 - 6.8 Serve as member on at least one JPC Committee.
 - 6.9 Represent the JPC on other campus committees as necessary.

ARTICLE XV: COMMITTEES

- 1 The JPC shall consist of the following:
 - 1.1 The JPC shall have four committees: the Community Service and Philanthropy Committee, the Scholarship Committee, the PR/Intra-Sorority Relations Committee, and the New Member Committee.
 - 1.1.1 Community Service and Philanthropy Committee
 - 1.1.1.1 Responsible for creating and implementing at least one community service project for the JPC to participate in during the fall semester.
 - 1.1.1.2 Responsible for creating and implementing at least one philanthropy project for the JPC to participate in during the fall semester.
 - 1.1.1.3 Create opportunities to market community service involvement to newly initiated members of the Panhellenic Council community.
 - 1.1.1.4 Create initiatives to market philanthropy expectations to newly initiated members of the Panhellenic Council community.

- 1.1.1.5 Work with the Panhellenic Council Community Service Director and Philanthropy Director as necessary.
- 1.1.2 PR/Intra-Sorority Relations Committee
 - 1.1.2.1 Assist with the Panhellenic Council's current initiatives for marketing and public relations.
 - 1.1.2.2 Create initiatives that build relationships between newly initiated members through developing a Syracuse University Greek community that encompasses all NPC chapters.
 - 1.1.2.3 Work with the Panhellenic Council Vice President for Public Relations and Campus Programming Director as necessary.
- 1.1.3 New Member Committee
 - 1.1.3.1 Create initiatives for "ideal" new member process recommendations to chapter leadership.
 - 1.1.3.2 Examine ways to introduce the Panhellenic Council as part of the new member process and create ways to effective ways to educate new members during the new member period.
 - 1.1.3.3 Work with the Panhellenic Council New Member Education Director and the Vice Presidents for Membership Recruitment as necessary.
- 1.1.4 Scholarship Committee
 - 1.1.4.1 Create initiatives to help foster and develop relationships between the NPC and the Syracuse University Faculty.
 - 1.1.4.2 Develop ways to strengthen chapter member's commitments to their academics and create a renewed sense of dedication to education throughout all chapters.
 - 1.1.4.3 Work with the Panhellenic Council Scholarship Chair as necessary.
- 1.2 All members of the JPC shall serve on at least one committee.
- 1.3 Each committee should elect their own Chairperson and Secretary. The JPC President, Vice President of Committees and Secretary will serve on a committee but cannot serve in these roles.
- 2 Such standing committees and special officers as may be necessary to carry out the work of the JPC shall be appointed by its Advisor to serve during the tenure in office of the Board which appoints them.

ARTICLE XVIII: ORDER OF BUSINESS

- 1 Roll Call
- 2 Officer Reports
- 3 Old Business
- 4 New Business
- 5 Announcements

.6 Adjournment

ARTICLE IXX: CONSTITUTIONAL REVISIONS
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- 1 Any portion of this constitution may be eliminated, revised, or supplemented at a regular or special meeting upon a simple majority vote of the member sororities, provided that the proposed change has been presented in writing at the previous meeting.