

Panhellenic Bylaws

ARTICLE I. FINANCE

1. Each fraternity, which is a member of the Panhellenic Council, shall pay semester dues of ten dollars (\$10.00) per member, payable two weeks after Panhellenic's Director of Finance receives the chapter rosters.
2. To be eligible for pledging a fraternity, each new member shall pay a Panhellenic new member fee of an amount to be determined yearly by the Panhellenic Executive Council. The affiliation fee is paid after pledging a fraternity. The delegate for each chapter is responsible for collecting the fees.
3. The Director of Finance's books must be audited by the Panhellenic Advisor before they are turned over to the new Director of Finance, and shall be given to the new Director of Finance no later than two weeks before her term is to begin.
4. At the beginning of their term of office, the Executive Council and the advisor shall set up a budget for the coming year which must then be approved by the entire Panhellenic Council.
5. The signature of the President and the Director of Finance shall be required on any contract to bind the UPS Panhellenic Council.
6. All checks issued on behalf of the UPS Panhellenic Council shall be made by the Director of Finance who shall record them. Checks for payments shall be made payable to the UPS Panhellenic Council.

ARTICLE II. SELECTION OF OFFICERS

1. The President of the Council shall be other than the President of her chapter.
2. The Assistant Director of Recruitment shall be elected in November. The Assistant Director of Recruitment will hold an executive position of the Panhellenic Council.
3. At the end of her term as Assistant Director of Recruitment, that officer shall automatically assume the office of Director of Recruitment for the following year.
4. Recruitment Counselors will be a separate entity, making up a team of seven women. Five of the women will be elected through individual chapter elections; each chapter will individually elect one representative. The sixth and seventh Recruitment Counselors will be elected by the Panhellenic Executive Council in March. This position may be filled by any chapter affiliation. The Recruitment Counseling Team members will hold the position for the fall semester through spring recruitment. This position requires that the member be disaffiliated from her sorority for the entire duration of the fall semester and through Spring Recruitment
5. All Officers must have and must maintain a grade point average of 2.25.
6. If, in the judgment of the officers of Panhellenic and the consent of two thirds of the Panhellenic Council with the advice of the Greek Advisor, any Panhellenic Officer is not fulfilling her responsibilities or is absent from campus, her respective sorority shall be asked to replace such an officer. If that sorority is unable to replace her with qualified leadership, the sorority shall forfeit its place.
7. The selection of officers must comply with all guidelines set Article V of the Constitution proper.

ARTICLE III. JUDICIARY COMMITTEE

See Joint Judicial Board Constitution and NPC Guidebook.

ARTICLE IV. OFFICER DUTIES

- Section 1. Recognizing each administration's changing needs and preferences, specific projects such as Greek Awards and the like may be delegated to different officers as that administration so desires.
- Section 2. Each officer should inform the rest of the Executive Council about their plans and if an officer has alternate ideas/suggestions, the Executive Council should discuss and decide which option would be best.
- Section 3. Executive Council should have the interest of the entire community in mind when making comments while discussing Panhellenic issues.
- Section 4. All officers shall be responsible for maintaining a working notebook, which shall be turned over to the new officer no later than winter break.
- Section 5. The duties of the Executive Council shall be to discuss matters of policy and to report the findings of the board to the Panhellenic *General Council*.
1. President: shall be responsible for the external communication with the University, Dean of Students, President of the University, Student Development, IFC and the National Panhellenic Conference. She acts as the official spokesperson for the sorority community and is the official representative for Panhellenic. She is directly responsible for presiding over General Council meetings; policy development; training workshop for Chapter Presidents; reporting to the NPC Area Advisor as needed; and is responsible for the annual report. She will work directly and meet regularly with the Greek Advisor, Vice President, and IFC President. She will work directly with the Director of Finance and Alumni Relations, Director and Assistant Director of Recruitment to oversee all aspects of their officer duties and shall handle all issues related to the greater community.
 2. Vice President: shall be a representative of the internal relations of sorority community programming and judiciary matters. The Vice President shall be directly responsible for elections of the Executive Council, shall enforce policy compliance and judicial hearings, shall plan and organize New Member Education, including being the chair of the New Member Education Conference, shall be responsible for Delegate mentoring, shall preside over executive council meetings, shall organize officer transition, shall plan educational workshops including a risk management training workshop for presidents and social chairs, sanctions and university resources workshop for standards chairs, training workshop for New Member Educators.
 3. Director of Finance/Scholarship and Alumni Relations: shall act as Chair of the Panhellenic Finance committee and be responsible for a training workshop for Treasurers with Student Accounts; will manage the Panhellenic General and Recruitment Accounts; shall prepare the general and officers' budget at the beginning of each fiscal year; shall be responsible for collecting new member dues, ~~house~~ *chapter* dues, and ~~house~~ *chapter* fines; shall be responsible for all reimbursements, invoice payments and Panhellenic WRGLC and NPC Dues. She will act as Chair of the Alumni Relations Committee and shall be responsible for a training workshop for Alumni Relations Chairs with Alumni Programs; She will administer scholarship opportunities for all active members.
 4. Director of Programming: shall act as the Chair of the Social/Activities Chairs committee and be responsible for social chair training workshop; co-chair with IFC Programming Chair to

coordinate Social Calendar Event Planning occurring at the beginning of the semester; shall act as Chair of the Greek Weekend Committee beginning in the Spring for a Fall Greek Weekend; shall act as Chair of the Philanthropy Chair Committee and be responsible for philanthropy chair training workshop; be responsible for PHC sponsored Philanthropy planning; Fall carnival; be chair of the Homecoming Committee to coordinate with Student Activities Greek Participation in Homecoming activities and shall be responsible for all Panhellenic sponsored guest speakers.

5. Director of Public Relations: shall act as the chair of the Greek Public Relations Committee, which consists of the publicity chairs of each chapter. The Director of Public Relations shall organize the Greek Awards, shall publicize Greek events to the University and community through press releases, shall develop and update and all-sorority email list; shall work with the website manager, shall develop the Greek Community brochure, shall organize a publicity workshop with the University Relations for publicity chairs, and shall create publicity for Greek Community events.
6. Director of Membership Recruitment: shall be in charge of Formal Membership Recruitment organization; shall be responsible for all forms necessary for membership recruitment; including assisting the Director of Public Relations with all recruitment publications, shall be in charge of Membership Recruitment Counseling Team and training of Recruitment Counseling Team and Executive officers on Recruitment matters, shall keep forms recording depledging, deactivation, Continuous Open Recruitment pledging forms and initiation. She shall act as Chair of the Recruitment Chairs Committee and be responsible for training workshop with Recruitment Chairs; shall meet with chapter Recruitment Advisors; be responsible for Recruitment Rules and Regulations, schedule and program management for Fall and Spring Recruitment.
7. Assistant Director of Membership Recruitment: shall be in charge of Recruitment Counselor Sweatshirts; shall assist Director of Membership Recruitment during Recruitment and assume any responsibilities delegated to her by the Director of Membership Recruitment; shall organize new student move-in project (Student Welcoming Assistance Team) in August; shall be responsible for Panhellenic's presence and materials at the Activities Fair, and will plan casual interactions.

ARTICLE V. DUTIES OF THE PANHELLENIC DELEGATES

1. The Panhellenic Delegate shall be present at each meeting of the Panhellenic Council. In case of absence, the delegate should ask a chapter officer or well-informed member to attend.
2. The Delegate is responsible for the instruction of all new members and initiates of her chapter as to the activities and responsibilities of this Panhellenic. She shall inform any other representative of her fraternity whose presence is required at specific meetings. She shall report the proceedings of the Panhellenic to her chapter and do such other work as her position demands.
3. The Delegate shall submit any required lists of chapter personnel or other information requested by the Panhellenic Council.
4. Delegates shall serve on a committee, led by an Executive officer. The committees will rotate chapters each semester, and delegates will choose the committee on which they will serve, according to their interests and strengths.

ARTICLE VI. MEMBERSHIP

Membership and pledging on the UPS campus shall be governed as provided in the UPS Panhellenic Recruitment Rules.

ARTICLE VII. INITIATION

A new/associate member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

ARTICLE VIII. TRANSFERS

1. A transfer shall be defined as any woman student enrolled at UPS who has previously been enrolled at another college or university.
2. When a new/associate member transfers to another campus, she is eligible to pledge the fraternity of her choice at the earliest opportunity.
3. A transfer who is an active fraternity member at another school and whose fraternity is represented at UPS shall be counted in her group's total if she affiliates, but shall not be counted in the quota.
4. If a chapter wishes to affiliate a transfer member, it may do so even if that will put the chapter over total.

ARTICLE IX. MEMBERSHIP RECORDS

1. A complete roster of members and new/associate members is due the Greek Advisor at the beginning of each semester and is to be kept accurate.
2. A complete roster of members and new/associate members including birthdates and years is to be made available to the Panhellenic president and/or IFC president to be kept for the guest list at functions.
3. If a national fraternity grants inactive status to any member on the UPS campus, that chapter shall file a copy of that permission with the Panhellenic Council and Advisor.
4. Inactive members may not participate in membership recruitment and shall not be counted in chapter totals.

ARTICLE X. HAZING

Since it is contrary to the national policy of each fraternity represented on the UPS campus to take part in pre-initiation stunts or any form of hazing, the UPS Panhellenic Council has agreed to adopt this same policy. Any activity not in keeping with this policy will be punishable by that body and/or by the UPS Panhellenic Council, as it sees fit to act.

Hazing is defined as any action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. This includes creation of excess of fatigue, physical and psychological shocks, wearing apparel which is conspicuous and not appropriate, engaging in public stunts and jokes, morally degrading or humiliating games and activities. Late night sessions that interfere with scholastic activities and pledge/slave auctions will not be permitted.

Issues regarding hazing will be directed toward the Vice President.

Refer to the NPC guidelines for further definitions of hazing.

ARTICLE XI. RISK MANAGEMENT

Issues regarding Risk Management will be directed toward the Vice President.

ARTICLE XII. VACANCIES

1. In case a vacancy occurs in the office of Panhellenic President within the school year, the Vice President shall fill the vacancy for the remainder of the term. A new Vice President will be elected from the former President's Chapter.
2. Vacancies left by members of the council other than the President shall be filled by their respective chapters.

ARTICLE XIV. AMENDMENTS

1. The Bylaws may be amended by a two-thirds vote of the Panhellenic Council.
2. Amendments must be proposed to the council in writing at least one week before voting.
3. Bylaws shall be reviewed every year.

ARTICLE XV. REPLEDGING AND DEPLEDGING

1. Any sorority wishing to repledge a woman, whose pledge to that sorority has expired at the end of one calendar year, shall confer with the Panhellenic Executive Council. The scholastic requirements for repledging are the same as for original pledging.
2. A student who has had her pledge broken by a fraternity, or who has broken her pledge to a fraternity, may not be asked to join another fraternity for one calendar year for the time of pledging on the same campus. However, the same fraternity chapter may repledge her at any time within that calendar year.
3. If a new member severs or is asked to sever her connections with a fraternity, names, dates, and reasons for the severance of a new member must be submitted in writing to the Panhellenic Executive Council in order to remove the person from the personnel count.

ARTICLE XVI. EXPANSION

1. New chapters shall be allowed to colonize on the UPS campus when it is the recommendation of the Panhellenic Council and the Greek Advisor, according to the following criteria:
 - A. Consideration shall be given to Sororities, which have filed letters expressing interest in the campus.
 - B. Chapters formerly established at UPS shall be given first consideration.
 - C. Welfare of chapters now established, and the effects of a new chapter on them shall be considered.
 - D. Numbers of potential members not able to be included in existing chapters shall be considered.
 - E. Availability of local alumnae support for a new chapter shall be considered.
2. The procedure for recolonization is to submit a request to the University Panhellenic for recommendation to the Dean of Students, who with the Vice-President of Student Affairs will make the final decision. The above criteria plus financial considerations and previous agreements will be used to arrive at a decision.

ARTICLE XVII. NEW MEMBER EDUCATION

Panhellenic Council believes that new member education is crucial to the success of our Greek Community. New Member Education provides a standard of ethics that will be expected of our new members as they enter in to the Greek Community. Our goal is to help the transition for these new members to be as smooth and as easy as possible. See Appendix I for a suggested format.