



## **Constitution of College Panhellenic Council At Utah State University**

### **Article I. NAME**

The name of this organization shall be the Utah State University Panhellenic Council.

### **ARTICLE II. OBJECT**

The object of the Panhellenic Council shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as necessary to academic achievement.
3. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rule established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

### **ARTICLE III. MEMBERSHIP**

There shall be two classes of membership: Regular and Associate

1. The REGULAR membership of Utah State University Panhellenic Council shall be composed of all chapter members in

good standing of National Panhellenic Conference Fraternities at Utah State University.

2. The ASSOCIATE membership of Utah State University Panhellenic Council shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters, or other women's Greek-letter organizations.

## **ARTICLE IV. OFFICERS**

1. The officers of Utah State University Panhellenic Council shall be President, Vice-President Finance & Scholarship, Vice-President Recruitment, Vice-President Public Relations, Vice-President Events. They shall be referred to as the Executive Board.
2. The officers shall be representatives from fraternities holding regular and associate membership in Utah State University Panhellenic Council.
3. The officers shall serve for a term of one year, the term of office shall begin the last regular meeting of the Fall semester.
4. Any officer failing to perform her duties as outlined shall resign or be removed by 2/3 vote of the Panhellenic Council. If an officer resigns or is removed and there are fewer than four months left in the term of office, the Executive Board can appoint a successor. If there are more than four months left, a special election shall be called.

## **ARTICLE V. MEETINGS**

1. Regular: The Utah State University Panhellenic Council shall hold regular weekly meetings. Regular meetings shall occur Monday afternoons of the Fall & Spring semesters whenever classes are held. Exceptions to this shall be during the time of Formal Recruitment and during Dead week. The Panhellenic Executive Board will hold regular meetings, no less than once a month during the Fall & Spring semesters, as deemed necessary by the President and VP of Finance & Scholarship.
2. Special Meetings: A special meeting of Utah State University Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity at Utah State University.
3. Greek Council: Utah State University Panhellenic Council shall hold at least one meeting with the Interfraternity Council monthly. Regular meetings of the Panhellenic Council may be held in conjunction with the Greek Council meetings at the discretion of the Executive Committee.

4. The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of Utah State University Panhellenic Council.
5. All meetings of the USU CPC shall be govern by Roberts Rules of Order Newly Revised.

## **ARTICLE VI. THE PANHELLENIC COUNCIL**

The Utah State University Panhellenic Council shall be comprised of the Executive Board and the member organization representatives. It shall be the duty of the Panhellenic Council to administer all business related activity to ensure the overall welfare of Utah State University Panhellenic Council and to compile rules governing the Panhellenic Council, including membership recruitment, intake, and new member period, which do not violate the sovereignty, rights and privileges of member fraternities.

1. **MEMBER ORGANIZATION REPRESENTATION.** Shall be composed of the chapter President and one delegate from each regular and associate member fraternity.
2. **SELECTION OF DELEGATES.** Delegates to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year.
3. **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement as soon as possible and to notify the Panhellenic President of her name and contact information. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, an alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of Fraternity President.
4. **OFFICERS.** The officers of Utah State University Panhellenic Council shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of Utah State University Panhellenic Council.
6. **VOTING**
  1. The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the fraternity president shall cast the vote of her fraternity. If both president and delegate are absent, the vote may be cast by an alternate delegate of the fraternity.

2. Two-thirds of the voting members of Panhellenic Council shall be required to establish recruitment rules, to determine quota, establish Total Chapter Size, and to add a chapter
7. VOICE. The presidents of each fraternity holding regular and associate membership of Panhellenic Council shall have a voice but no vote.

## **ARTICLE VII. PANHELLENIC ADVISOR**

1. The Panhellenic Advisor shall be appointed by the college or university administration with the advisement of the Panhellenic Council.
2. The advisor shall serve in advisory capacity to the Utah State University Panhellenic Council.

## **ARTICLE VIII. STANDING COMMITTEES**

Standing Committees and special officers may be established as necessary to carry out the work of Utah State University Panhellenic Council. They shall be appointed by the Executive Board.

## **ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES**

1. All members of the Utah State University Panhellenic Council shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All Utah State University Panhellenic Council rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

## **ARTICLE X. FSL COUNCIL**

The Panhellenic Council recognizes and supports the FSL Council of Utah State University and will participate to the fullest extent required. This includes working closely with the Interfraternity Council, attending FSL Council meetings, and upholding the FSL Council Constitution, Bylaws, and Policies.

## **ARTICLE XI. VIOLATIONS**

Suspected violations of the Constitution, Bylaws, membership recruitment rules, and National Panhellenic Conference UNANIMOUS AGREEMENTS shall be cause for adjudication established by Utah State University Panhellenic Council. This process shall be in conformity with the procedures recommended by the National Panhellenic Conference (See College Panhellenic Council Disciplinary Procedure).

## **ARTICLE XII. AMENDMENTS**

This Constitution may be amended by a unanimous vote of the Utah State University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

## **BYLAWS**

### **ARTICLE I. FINANCE**

1. **FISCAL YEAR.** The fiscal year of Utah State University Panhellenic Council shall be from July 1 to June 30.
2. **CONTRACTS.** The signatures of the president, or her designee, and the Panhellenic Advisor shall be required to bind Utah State University Panhellenic Council.
3. **PAYMENTS.** All payments due to Utah State University Panhellenic Council shall be given to the Vice-President of Finance, who shall record them. Checks for payments shall be made payable to Utah State University.
4. **MEMBERSHIP DUES.**
  - A. The dues of each Panhellenic Council member fraternity shall be an assessment per member and new member. Associate chapters' new line will begin paying dues in the Fall semester. The amount shall be \$10.00 per member per semester.
  - B. **Payment Timeline.** Fall invoices for dues will be distributed to the chapters the week following formal recruitment. Spring invoices will be distributed the week following the last 1<sup>st</sup> degree of the semester. Dues shall be payable ten days after billing.
5. **MANDATORY EVENTS.**
  - A. Panhellenic Executive Officers may mandate an event with at least a three-week notice.
  - B. For mandated events, a list of members excused should be submitted 1-2 weeks in advance, according to event guidelines.
  - C. A \$10 fine will be imposed on chapters for each unexcused member who does not attend.
  - D. Panhellenic Executive Council is limited to 2 mandatory events per semester
  - E. Dues may be used to cover the costs of one Panhellenic Executive Member to attend a leadership conference, in the span of her term.

## **ARTICLE II. SELECTION OF OFFICERS**

In order to be eligible for an office in the Panhellenic Association, you must meet the following requirements:

1. You must be in good standing with Utah State University and your own chapter.
2. You must have been an active member through one formal recruitment to hold the office of President, V.P. Recruitment.
3. You must be enrolled as student at Utah State University for the Spring and Fall semesters of their term of office and have: a) a 2.5 GPA for Spring prior to election; or b) a cumulative of a 2.5 or higher.
4. You cannot hold the office of President within your own chapter during your term as a Panhellenic Officer.
5. You cannot hold the office of Recruitment within your own chapter during your term as a Panhellenic Officer

Utah State University Panhellenic Council Executive Board Expectations in order of command:

### **President**

National Expectations:

1. Preside at all meetings of the Panhellenic Council.
2. Preside at all meetings of the executive board.
3. Serve as an ex-officio member of all Panhellenic Association committees, except judicial board.
4. Serve as chair of the Judicial Board.
5. Inform all sororities of the Judicial Board Bylaws and the process of Panhellenic Judicial.
6. Communicate regularly with Panhellenic Advisor.
7. Be familiar with the NPC MOI and all governing documents of the Association.
8. Ensure that the NPC College Panhellenic annual report is completed.
9. Communicate regularly with NPC area advisor.
10. Maintain current copies of the following:
  - a. Utah State University Panhellenic Association bylaws and standing rules,
  - b. The Panhellenic Association budget
  - c. Contracts executed on behalf of the Panhellenic Association
  - d. Correspondence and materials received from the NPC area advisor
  - e. All NPC College Panhellenic reports, and other pertinent materials.

Local Expectations:

1. Serve as Co-Greek Council President.
2. Identify educational programming opportunities for the community with the help of the IFC President and Fraternity and Sorority Life advisor.
3. Consult with the Fraternity and Sorority Life advisor weekly.

4. Have overall responsibility for the operation of the Panhellenic Council.
5. Create and distribute an agenda for PHC meetings.
6. Cast the final vote in event of a tie.
7. Develop committees as seen fit for the needs of the community.
8. Attend regularly scheduled Student Advisory Council meetings.
9. Disaffiliate from her chapter for fall semester recruitment according to the recruitment rules.
10. Serve as chair of the Code of Ethics committee.
11. Coordinate the elections process in conjunction with the Panhellenic Advisor.
12. Update the Constitution, Bylaws, and the Judicial Board Bylaws of the Utah State University Panhellenic Council.
13. Be properly P-card trained.
14. Perform all other duties as assigned.

### **Vice President Finance and Scholarship**

#### National Expectations:

1. Supervise the finances of the Utah State University Panhellenic Association.
2. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Utah State University Panhellenic Association member sorority.
3. Receive all payments due to the Panhellenic Association, collect all dues and provide receipts.
4. Pay promptly the annual NPC dues and all bills of the Utah State University Panhellenic Association.
5. Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of the term of office.
6. Be familiar with the NPC MOI and all governing documents of this association.
7. Perform all other duties as assigned.

#### Local Expectations:

1. Be properly P-card trained.
2. Serve as presiding officer in the absence of the president.
3. Work with all other council members to maintain proper financial records and budgets.
4. Provide information to make each member chapters aware of available academic resources.
5. Publish important academic dates and deadlines.
6. Work individually with scholarship chairs of chapters to better develop programs in each individual chapter.
7. Plan and execute a scholarship week to recognize the academic efforts of the students on our campus.
8. Work with the IFC Scholarship Chairman to plan fraternity and sorority wide academic programming.

9. Oversee scholarship sorority scholarship funds.

### **Vice President Recruitment**

#### Local Expectations:

1. Plan and operate all Panhellenic recruitment functions.
2. Work with Fraternity Sorority Advisor to coordinate all system wide recruitment programs.
3. Make a schedule for recruitment consisting of beginning and ending activities, and individual chapter functions.
4. Keep an interest list of all Potential New Members.
5. Contact those on the interest list regularly during the summer and first few weeks of the semester.
6. Set dates and times for recruitment parties according to the primary recruitment period voted on by Panhellenic Council.
7. All recruitment shall be governed by the Panhellenic Council Recruitment Code and NPC Articles of Unanimous Agreement.
8. Coordinate publicity with the Vice President for Public Relations and the USUSA-PR office.
9. Work with PHC's Public Relations, and IFC's Recruitment and Public Relations on advertisements and publications for all fraternity and sorority pre-recruitment events
10. Annually review recruitment rules and submit any necessary changes to Panhellenic Council for approval.
11. Select and supervise Rho Gammas.
12. Hold meetings with Rho Gammas as necessary.
13. Be in continual communication with chapter recruitment chairs.
14. Disaffiliate from her chapter for fall semester recruitment according to the recruitment rules.
15. Keep an accurate record of all recruitment-related activities.
16. Serve as a member of the Executive Panhellenic Council and any boards, committees, or sub committees as identified by the President or Panhellenic Advisor.
17. Lead a sorority convocation with the president the week school starts to go over recruitment rules and expectations.
18. Be properly P-card trained.
19. Perform all other duties as assigned.

### **Vice President Public Relations and Administration**

#### National Expectations:

1. Keep an accurate roll of the members of Panhellenic Council.
2. Record minutes of all meetings of the Utah State University Panhellenic Council and the Executive Board.
3. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
4. Send meeting minutes to the NPC area advisor and Panhellenic Council within twenty-four hours of the meeting.



5. Be familiar with the NPC MOI and all governing documents of this association.
6. Serve as parliamentarian for Panhellenic Council.
7. Serve as a member of the Executive Panhellenic Council and any boards, committees, or sub committees as identified by the President or Panhellenic Advisor.
8. Perform all other duties as assigned.

**Local Expectations:**

1. Take minutes at each meeting and distribute them to each member of the council at the following meeting.
2. Organize and order shirts for Rho Gammas.
3. Update booklets for potential new members.
4. Work with IFC Public Relations Chairman to assist the Fraternity and Sorority Advisor with maintaining and updating the FSL website and calendar.
5. Aid Vice President Events with designing and distributing PR materials for any Panhellenic Council sponsored events.
6. Keep all social media accounts updated.
7. Coordinate with IFC Public Relations Chairman to create new PR materials.
8. Work with PHC's VP Recruitment, and IFC's Recruitment and Public Relations Chairmen on advertisements and publications for all fraternity and sorority pre-recruitment events.
9. Coordinate publicity with the Vice President for Recruitment and the USUSA-PR office.
10. Be properly P-card trained.

**Vice President Events**

**National Expectations:**

1. Assist in utilizing and promoting National Panhellenic Conference (NPC) initiative, i.e. Month of the Scholar, International Badge Day, Advisor Appreciation, National Women's Health, etc.

**Local Expectations:**

1. Focus on coordinating women-focused events sponsored by Panhellenic Council
2. Plan to coordinate a minimum of one event every eight weeks. Events may be educational, social, or service-oriented.
3. Coordinate one annual service project sponsored and/or performed by the Panhellenic community.
4. Develop and implement social and service programs for the FSL community that enhances relationships through service, wellness, leadership, and personal development.
5. Perform other duties as assigned.
6. Coordinate with IFC VP Events Chairman to plan any all fraternity and sorority socials.

## **ARTICLE III. THE EXECUTIVE BOARD**

The Executive Board shall:

1. Appoint Standing and Special Committees and their Chairperson and in making these appointments, recognize representation from all member fraternities.
2. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Secretary and record the action in the minutes of that meeting.

## **ARTICLE IV. PANHELLENIC CONDUCT BOARD**

### 1. Duties and Authority

- A. The disciplinary authority of the Utah State University Panhellenic Council shall be vested in the Panhellenic Conduct Board.
- B. The Conduct Board is responsible for handling violations of NPC UNANIMOUS AGREEMENTS, Utah State University Panhellenic Council Bylaws and Standing Rules, Membership Recruitment Guidelines and Greek Council rules and policies.
- C. Conduct Board guidelines and procedures are set forth in current NPC Manual of Information and in Utah State University Panhellenic Council Conduct Board Guidelines and Procedures document.

### 2. Conduct Members

- A. The Panhellenic Conduct Board is comprised of six members: one chairperson (Panhellenic Vice President Finance and Scholarship), one vice chairperson (Vice President Recruitment) two Panhellenic Council Delegates (representing all NPC chapters), and Panhellenic Council VP Public Relations & Administration. If there is a conflict of interest regarding the Panhellenic VP Finance & Scholarship and/or Vice President Recruitment, the Panhellenic Council President will appoint another chairperson. All voting members include Panhellenic Council Delegates and in the event of a tie, the Vice Chairperson will cast the final vote.
- B. The Panhellenic Advisor serves on the Conduct Board as an ex-officio member.

- C. Members of the Conduct Board will serve one year or until their successors are selected. The term of office runs January to January.
- D. Members may serve more than one term.
- E. A member of the Conduct Board shall be initiated and active members of chapters holding regular membership in the Panhellenic Council. They shall be matriculated students and shall be in good standing (academically, behaviorally, and financially) in accordance with Utah State University and her respective chapter.
- F. A chapter may only have one member on the Conduct Board at a time (this does not include the Chairperson or the Vice Chairperson).
- G. Chapter Presidents, chapter recruitment chairs, and other members of the Panhellenic Executive Board excluding VP Finance & Scholarship, Vice President Recruitment, VP Public Relations & Administration, and VP Events may not serve on the Conduct Board.
- H. The Panhellenic Executive Board may remove any collegiate or community member of the Conduct Board by a two-thirds vote for failure to fulfill the duties and responsibilities of the position or for failure to maintain confidentiality.
- I. Three members of the Conduct Board shall constitute quorum in the case of any hearing. Should quorum not be met due to conflicts of interest and the need for members of the Conduct Board to be excused/recused, the Panhellenic Executive Council will have the authority to appoint temporary members for the purpose of deciding that case.

### 3. Appeals

- A. Appeals of final Conduct Board decisions may be made to the NPC College Panhellenic Judicial Appeals Chairman in accordance with the procedure outlined in the NPC UNANIMOUS AGREEMENT.

## **ARTICLE V. ADMINISTRATION OF MEMBERSHIP RECRUITMENT**

- 1. A Formal Fall membership recruitment shall be held for regular Panhellenic chapters.
- 2. The National Panhellenic Conference Quota-Total system shall be Followed.
- 3. The preferential bidding system shall be used.

4. Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women students.
5. All recruitment (Formal, COB, and Intake) events shall be held at the chapter house or campus facilities.
6. Summer contacts shall only be made by the Panhellenic Executive Board and recruitment guides for the purpose of educating potential members about recruitment.
7. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
8. A list of pledged, initiated and affiliated members should be filed with the President of the Panhellenic Council and with the Panhellenic Advisor during the first week following 1<sup>st</sup> Degree each semester.
9. Any resignation, termination or other change in membership shall be reported to the President of the Panhellenic Council and the Panhellenic Advisor.
10. Each Fall, a mandatory recruitment and bylaw review meeting will take place. This meeting is not included in the two maximum recruitment events.

## **ARTICLE VI. PLEDGING AND INITIATION**

1. A woman must be a regularly matriculated student
2. A Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
3. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

## **ARTICLE VII. HAZING**

All forms of hazing, pledge day and/or pre-initiation activities, which are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or

affiliation with or as a condition for continued membership in a chapter, colony or associate member of an NPC member fraternity or association member. Such activities and situations include, but are not limited to creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or sleep patterns and any other activities which are not consistent with fraternal law ritual, or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

## **ARTICLE VIII. EXTENSION**

1. When all NPC chapters of Utah State University are close to or over Total, Panhellenic Council shall consider raising Total or adding another Chapter.
2. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority, which may petition an NPC fraternity for a chapter.
3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.

## **ARTICLE IX. VIOLATIONS**

1. Any dispute arising out of the violation of Panhellenic Council rules and regulations shall be addressed through mediation.
2. If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.
3. If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met. See (UNANIMOUS AGREEMENTS- The College Panhellenic Agreement).

## **ARTICLE X. RULES OF ORDER**

Utah State University Panhellenic Council and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

## ARTICLE XI. ASSOCIATE MEMBERSHIP

The associate membership of the Utah State College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council.

### 1. Eligibility

To qualify for Associate Membership in the Utah State University College Panhellenic Council must,

- a. Be a women's-only organization.
- b. Operate under a National or International parent organization.
- c. Adhere to internal governing polices which comply with NPC requirements.

### 2. Associate Membership Incorporation Process

In order to be considered for Associate Membership in the Utah State University College Panhellenic Council, a chapter shall, in this order,

- a. Submit a letter of intent to the College Panhellenic Council containing the following:
  - i. Chapter affiliation.
  - ii. Reasons for applying for Associate Membership.
  - iii. A proposed timeline of incorporation.
- b. Submit the following documents to the College Panhellenic Council:
  - i. A copy of parent organization and local chapter constitutions, bylaws, standards, etc.
  - ii. Standard risk management policies and practices.
    1. Including policies on alcohol, hazing, and social functions.
  - iii. All other relevant internal governance policies.
- c. Obtain a simple majority vote from the Panhellenic Council approving Associate Membership status.
- d. Sign the current USU FSL Relationship Agreement.

### 3. Privileges and Responsibilities

Associate Chapters of the Utah State University College Panhellenic Council shall:

- a. Abide by all NPC Unanimous Agreements and be subject to the Utah State University College Panhellenic Association bylaws and governing documents (*excluding recruitment rules unless they participate in the primary recruitment process*) and risk management policies.
- b. Have voice and one vote in all matters except those that are extension related. If not participating in the primary recruitment

process, they will not have a vote on recruitment rules and establishment or modification of Panhellenic total.

- c. Have a voice and one vote in all matters concerning the USU FSL Council.
- d. Pay full dues.
- e. Be allowed to participate in all Panhellenic and fraternity/sorority programming.
- f. Be allowed to have members hold College Panhellenic Council Executive Positions.
  - i. Except for Panhellenic President, Vice President of Recruitment, and Vice President of PR and Administration.
- g. Be subject to judiciary proceedings.
- h. May be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

## **ARTICLE XII. AMENDMENT**

These Bylaws may be amended by a unanimous vote of voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.