

# xPanhellenic Council Bylaws

*Adopted: October 04, 2023*

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**University of Minnesota Panhellenic Bylaws**



**The Panhellenic Creed**

We, as undergraduate members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, as Fraternity Women, stand for service through the development of character inspired by close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

**Article I: Name**

The name of this organization shall be the Panhellenic Council at the University of Minnesota, hereinafter referred to as the Panhellenic Council.

**Article II: Purpose**

The purpose of the Panhellenic Council shall be to develop and maintain sorority life and inter-sorority relations at a high level of accomplishment, and in doing so:

- A. Foster the development of a united fraternity-sorority Greek Community.
- B. Foster positive relationships between the Greek Community, the University Community, and the outside community.
- C. Promote superior scholarship as basic to intellectual achievement.

D. Provide opportunities for women in the Panhellenic Community to develop leadership, interpersonal, and group skills.

E. Act in accordance with all National Panhellenic Conference (NPC) Unanimous Agreements and policies, and all rules established by the Panhellenic Council that do not violate the sovereignty, rights, and privileges of member chapters.

F. The organization shall comply with all University policies and procedures, as well as local, state, and federal laws and regulations.

## Article III: Membership

### **Section 1. Membership classes**

There shall be three classes of membership: Regular, Provisional, and Associate

A. Regular Membership

The Regular membership of the Panhellenic Council at the University of Minnesota shall be composed of all chapter members in good standing with National Panhellenic Conference fraternities at the University of Minnesota.

B. Provisional Membership

The Provisional membership of the University of Minnesota Panhellenic Council shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at the University of Minnesota.

C. Associate Membership

The Associate membership of the Panhellenic Council at the University of Minnesota shall be composed of all chapter members in good standing of local sororities or interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the Panhellenic Council at the University of Minnesota.

### **Section 2. Associate Membership Requirements**

- A. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total. An associate member 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.

- B. Any eligible organization that wishes to obtain an Associate membership within the Panhellenic Council is required to fulfill the application including a letter describing the organization's intent to join the Panhellenic Council, as well as the documents listed below:
- a. Organization
    - i. Evidence of status as a registered student organization at the University of Minnesota
    - ii. Letter of endorsement from their inter/national headquarters (if applicable)
    - iii. Name and contact information of the chapter/Faculty Advisor
  - b. Current membership list
  - c. Current constitution and bylaws
  - d. Insurance policy (if applicable)
  - e. Policies and Programs
    - i. Inter/national risk management policy
    - ii. Scholarship program
    - iii. Outline of member education program
    - iv. Outline of plans for community service and philanthropic events
    - v. Outline of the recruitment/retention plan
- C. An organization seeking Associate membership within the Panhellenic Council is required to submit the above information to the Panhellenic Executive Board prior to its presentation to the Legislative Body for voting.
- D. Following review by the Executive Board, the above information for membership must be approved by a two-thirds vote of the Panhellenic Council Legislative Body.

### **Section 3: Privileges and responsibilities of membership**

- A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these bylaws, code of ethics and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.
- B. Regular, Associate and Provisional members of the Panhellenic Council at the University of Minnesota shall be registered student organizations through Student Unions & Activities at the University of Minnesota.

C. A woman who has pledged a National Panhellenic Conference chapter on one campus and has not been initiated may pledge to any other chapter at the University of Minnesota if such pledging does not violate NPC Ruling.

D. Each chapter is responsible for submitting membership lists each semester. Membership lists shall consist of those women who are active or recently pledged members in their respective chapters. Membership lists must be turned into the Panhellenic Advisor one week following the first Legislative meeting of each semester. Penalty for late submission results in a \$75 fine each late day.

## Article IV: Officers and Duties

### Section I: Officers

The officers of the Panhellenic Council at the University of Minnesota shall be:

#### A. The executive team

- President
- Executive Vice President
- Vice President of Marketing and Public Relations
- Vice President of Finance
- Vice President of Recruitment
- Vice President of Programming
- Vice President of Academics and Scholarship
- Vice President of Member Development
- Vice President of Diversity, Inclusion, and Accessibility

#### B. Standing Recruitment Positions

- Rho Alpha Coordinator
- Recruitment Assistant(s)

### Section II: Terms of Officers

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin following the Officer Installation Ceremony in December.

### Section III: Removal from Office

- A. Any Panhellenic Executive Board officer shall be removed from office for any of the following reasons:

- i. Failure to fulfill their responsibilities as outlined in the Panhellenic Constitution and Bylaws.
- ii. Leave or are terminated from their membership at their respective chapter.
- iii. Two unexcused absences from required meetings.
- iv. Misuse of funds as otherwise allocated in the fiscal budget.
- v. Violations of NPC Unanimous Agreements or the University of Minnesota student conduct code

C. The removal procedure is as follows:

- i. Any Panhellenic Executive Board officer may be removed for cause by a vote of two-thirds of the Panhellenic Delegates.

D. Any Panhellenic Executive Board officer who chooses to remove herself from the office:

- i. Shall submit a letter explaining the reason(s) for resignation to the Panhellenic President.
- ii. The officer must be present to read her letter of resignation to the Panhellenic legislative body at the Panhellenic legislative meeting following the submission of her letter of resignation to the President.

#### **Section VI: Officer Vacancies**

- A. If a vacancy occurs in any office except Panhellenic President, it can be filled temporarily (up to four weeks) by a person designated by the Executive Board with the approval of the Panhellenic President.
- B. The position should then be permanently filled through election procedures as outlined in Article IV, Section X of these Bylaws.
- C. If a vacancy occurs in the office of Panhellenic President, the Panhellenic Executive Vice President shall assume their duties until a new President can be elected through the aforementioned election procedures.

#### **Section VII: Duties of all Officers**

- A. All members of the Panhellenic Executive Council and Board of Directors must maintain and exercise confidentiality.
- B. Panhellenic Executive Board members shall submit reports of all activities pertaining to their representative officers to the Panhellenic President each week.
- C. The Panhellenic Executive Board shall set the agenda for all Panhellenic Legislative meetings.

- D. The Panhellenic Executive Board shall recommend to Panhellenic the amount of annual dues for Regular and Associate member Panhellenic groups.
- E. The Panhellenic Executive Board may impose member attendance requirements for Panhellenic sponsored events or co-sponsored events with other Greek councils, giving two weeks' notice prior to the event.
- F. The Panhellenic Executive Board members shall meet with their Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic counterparts as needed.
- G. Members of the Panhellenic Executive Board as well as the Director of Administration will automatically become Rho Alphas and/or members of the Recruitment Team.
- H. All officers must file an end of the year report to the Panhellenic President at the end of their term.
- I. Uphold all NPC policies and University of Minnesota policies.
- J. Attend all Executive and Legislative Panhellenic meetings.
- K. Provide chapters, Panhellenic Advisors, and all Greek Council Executive Board members with a prompt response.
- L. Hold necessary roundtables, giving two weeks' notice prior to the event.
- M. Work closely with corresponding officers and delegates to accomplish all tasks that pertain to your position.
- N. Serve as a liaison between the Panhellenic community and local neighborhood associations.
- O. All officers must be currently registered, student services fee paying students at the University of Minnesota - Twin Cities. Exceptions to the requirement are permitted for graduate students upon receipt of a letter from the Director of Graduate Studies of the student's department certifying that the student is actively pursuing a degree. Officers must be in good standing with the University; and free of any sanctions defined within the Board of Regents Policy-Student Conduct Code administered by the Office for Community Standards.

### **Section VIII: Respective Officers Duties and Powers**

- A. The President shall:
  - 1. Maintain overall responsibility for the operation of the Panhellenic Council.
  - 2. Preside over all positions on the Executive Board.
  - 3. Call and preside over all meetings of the Panhellenic Council, Executive

Board, and the sorority Chapter Presidents.

4. Serve as a liaison to the National Panhellenic Conference.
5. Report as necessary to the National Panhellenic Conference Area Advisor.
6. Maintain a complete and up-to-date President's file which will include a copy of the current Panhellenic Constitution, Bylaws, and Standing Rules; the current Panhellenic Budget; the current NPC Manual of information from the current NPC Area Advisor; and any other pertinent materials.
7. Meet weekly with the Panhellenic Advisor.
8. Hold at least two roundtables a semester with Panhellenic chapter presidents.
9. Represent the Panhellenic Council to the University Administration.
10. Hold one-on-ones with members of the Panhellenic Executive Council throughout the term.
11. Collect year-end reports from all officers in conjunction with the Executive Vice President.
12. Develop and direct the new delegate training session with the Executive Vice President.
13. Oversee officer transition at the end of term. .

B. The Executive Vice President shall:

1. Assume all duties of the President if they are unable to fulfill their obligations.
2. Provide guidance and instructions on appropriate parliamentary procedure to the Panhellenic Council.
3. Hold one roundtable per semester with officers who oversee risk management of each chapter.
4. Serve as the liaison between the health advocates and panhellenic council.
5. Educate chapters on all Panhellenic policies.
6. Update and maintain the Panhellenic Constitution, Bylaws, and Judicial Bylaws.
7. Develop and implement the delegate training session alongside the President.
8. Maintain responsibility for informing chapters on the Risk Management and Alcohol Policies.
9. Responsible for informing all chapters about event registration policies and approving Panhellenic Chapter social events based on these policies.
10. Oversee all Panhellenic voting, elections, and candidate eligibility requirements.
11. Work with local neighborhood associations and the Director of Community Relations on safety and community related initiatives, given regular community meetings are held.
12. Train the newly elected Executive Vice President.
13. Perform all other duties pertaining to their office.



- C. The Vice President of Marketing and Public Relations shall:
- 1.
  2. Maintain all public relations items including, but not limited to, press releases, marketing campaigns, the BeGreek website, and social media accounts.
  3. Create all written content pertaining to the Panhellenic Recruitment process as well as oversee and direct all designed content created by other officers of the panhellenic council
  4. Create and distribute community-wide newsletter.
  5. Hold one roundtable per semester with chapter marketing directors or their equivalent .
  6. Perform all other duties pertaining to their office.
- D. The Vice President of Finance shall:
1. Perform the accounting and bookkeeping of the Panhellenic Council.
  2. Prepare the final budget for Panhellenic and distribute the final copy within two weeks of approval.
  3. Receive all payments and dues owed to Panhellenic.
  4. Pay Panhellenic bills.
  5. Maintain all solicitor request forms.
  6. Hold one roundtable per semester with vice presidents of finance or their equivalent .
  7. Prepare and file taxes.
  8. Communicate efficiently with the Fraternity Purchasing Association.
  9. Distribute, collect and deposit fines as necessary.
  10. Perform all other duties pertaining to their office.
- E. The Vice President of Recruitment shall:
1. Organize and coordinate Primary and informal recruitment.
  2. Represent the Panhellenic Community at University of Minnesota admissions and summer orientation outreach events.
  3. Facilitate regular meetings with the chapter recruitment chairwomen.
  4. Provide regular, up-to-date lists of potential new members to the recruitment chairwomen during the continuous open bidding period.
  5. Oversee the selection process of Rho Alphas for Fall Recruitment Work with the Recruitment Team and all chapter recruitment chairwomen to develop recruitment rules.
  6. Oversee the logistics for all events including table rental, food, and beverages, location reservations, and all other details that arise. Events will

include, but are not limited to, All Sorority Workshop, Recruitment Orientations, MRABA Signing, and Bid Day.

7. Run all recruitment meetings between Panhellenic Recruitment Team and chapter's recruitment teams to provide updates regarding the recruitment process.
  8. Train all Panhellenic chapters on recruitment rules, strategies, techniques, and implicit bias programming.
  9. Perform all other duties pertaining to their office.
- F. The Vice President of Programming shall:
1. Develop and direct Community-wide Philanthropies each semester.
  2. Oversee the planning of community wide programmatic classes. .
  3. Plan and coordinate at least one community wide event each semester , while working with campus student groups, organizations, and community stakeholders.
  4. Oversee the Machy Days and Homecoming planning committees of each respective chapter.
  5. Perform all other duties pertaining to their office.
- G. Vice President of Academics and Scholarship shall:
1. Report to the President.
  2. Plan and coordinate at least one academic and scholarship event and opportunities each semester.
  3. Oversee the scholarships made available through the Panhellenic Council including the application, selection, and distribution processes of said scholarships.
  4. Work and coordinate with academic-based student groups.
  5. Plan and coordinate the "Month of the Scholar" every February.
  6. Responsible for holding one roundtable per semester with academic chairs or their equivalent.
  7. Serve as the direct liaison between the Panhellenic Council and Rho Lambda.
  8. Perform all other duties pertaining to their office.
- H. The Vice President of Member Development shall:
1. Plan and coordinate membership development programs.
  2. Hold one roundtable per semester for new member educators.
  3. Work to increase community involvement by highlighting different organizations and opportunities on campus and in the greater community.
  4. Work with individual chapters to reward involvement.
  5. Develop and direct the New Member Seminar each fall and spring.

6. Develop and direct the All Greek Seminar each fall.
  7. Organize and execute Panhel Pals.
  8. Plan and ensure the implementation of the Sister Sororities program.
  9. Perform all other duties pertaining to their office.
- I. The Vice President of Diversity, Inclusion, and Accessibility shall:
1. Hold one diversity, inclusion, and accessibility roundtable per semester with VP DEI or equivalent.
  2. Oversee the Panhellenic Diversity, Inclusion, and Accessibility Committee.
  3. Interview, review, and select the members of the Panhellenic Diversity, Inclusion, and Accessibility Committee.
  4. Lead a Diversity, Inclusion, and Accessibility Committee once per semester to focus on initiatives as currently seen fit.
  5. Lead a Diversity, Inclusion, and Accessibility Task Force once per term to track progress within the Panhellenic community.
  6. Focus on fostering relationships with other student groups on campus.
  7. Work alongside the VP Member Development and VP Programming to facilitate programming events related to diversity, inclusion, and accessibility.
  8. Perform all other duties pertaining to their office.

#### **Section XIV: Standing Director Positions**

A. The Rho Alpha Coordinator shall:

1. Report to and assist the Vice President of Recruitment.
2. Coordinate and organize the training of Rho Alphas.
3. Coordinate every aspect of the Rho Alpha duties.
4. Facilitate regular meetings and retreats of the Rho Alphas.
5. Assist with the interview and selection process of Rho Alphas for Primary Recruitment.
6. Perform all other duties pertaining to this office

B. Recruitment Assistants shall:

1. Report to the Vice President of Recruitment.
2. Assist in organizing all recruitment events including, but not limited to, all sorority workshop, Primary Recruitment orientation, bid day, and maintenance of the recruitment database.
3. Assist with the interview and selection process of Rho Alphas for Primary Recruitment.
4. Perform all other duties pertaining to this office.

#### **Appointed Positions**

1. An application and interview process shall determine Recruitment Assistant(s), Rho Alpha Coordinator, and Director of Informal Recruitment positions. The interview team shall consist of the Panhellenic President and Vice President of Recruitment.
2. An application and interview process shall determine the Director of Philanthropy and Director of Greek Activities positions. The interview team shall consist of the Vice President of Programming and up to two of their designees.
3. An application and interview process shall determine the Director of Junior Panhellenic position. The interview team shall consist of the Vice President of Member Development and up to two of their designees.
4. An application and interview process shall determine the Director of Administration and Director of Sustainability positions. The interview team shall consist of the Executive Vice President and up to two of their designees.
5. An application and interview process shall determine the Creative Director and Director of Outreach. The interview team shall consist of the Vice President of Public Relations and up to two of their designees.

### **Section VIII. Eligibility**

- A. All nominees shall be active members in good standing of Regular, Associate or Provisional member chapters of the Panhellenic Council.
- B. All nominees shall be in good academic standing according to the regulations of their respective chapter and be considered full-time students in accordance with the University of Minnesota policies.
- C. All nominees shall attend Executive Council Info Q&A Session or meet with the outgoing officer of the position you want to apply for.
- D. All nominees for Executive positions must be studying on the University of Minnesota's campus for fall and spring semester during their term.
- E. All eligibility requirements must be maintained throughout an officer's term.

### **Section IX: Officer Requirements**

#### **A. President**

1. All nominees must be of at least junior status and have been members of their chapters for at least two academic years.
2. All nominees must have served on Panhellenic Council as officers or delegates, or as Chapter Presidents.

3. All nominees must be members of an NPC organization.

**B. Executive Vice President**

1. All nominees must be of at least sophomore academic status and have been members of their chapters for at least one academic year.

3. All nominees must possess strong organizational, interpersonal, and conflict-resolution skills.

**E. Vice President of Recruitment**

1. All nominees must be of at least junior academic status and have been members of their chapters for at least two academic years.

2. All nominees shall have completed at least one of the three following criteria:

i. The nominee shall have served as the recruitment chairwoman for their chapter.

ii. The nominee shall have participated as an active member in at least one Panhellenic Primary Recruitment process on behalf of their chapter and have served as a Panhellenic Rho Alpha, or have served as a member of the Panhellenic Recruitment team.

iii. The nominee shall have participated as an active member in at least one Panhellenic Primary Recruitment process; have had comprehensive experience in event/program planning; and have served on the recruitment team of their own chapter.

**C. Vice President of Marketing and Public Relations**

1. All nominees must have experience with producing publications.

2. Preferably the nominee will have experience with social media management.

3. All nominees must have experience with design and content management programs.

**D. Vice President of Finance**

1. All nominees must have backgrounds in financial management. This may include, having major fields of study in financial areas, having served as treasurer, or having been employed in financial fields.

**F. Vice President of Programming**

2. All nominees must have extensive experience in areas of program planning and execution of programs at the chapter level.

3. All nominees must have actively participated in at least one community wide event.

4. Preferred experience serving as chapter programming overall or assistant to the overall for individual chapter and pairing.

**G. Vice President of Academics and Scholarship**

1. All applicants should have a strong interest in academics and demonstrate academic success.
2. Applicants are encouraged to have experience planning and implementing academically focused programs.

**H. Vice President of Member Development**

1. All applicants should have strong organizational skills and a passion for guiding younger members in chapters.
2. All applicants must have attended at least one JPHC legislative meeting and one JPHC Executive Board meeting.

**I. Vice President of Diversity, Inclusion, and Accessibility**

1. All applicants must be passionate about diversity, inclusion, and accessibility.
2. All applicants should have background knowledge in diversity, inclusion, and accessibility.
2. All nominees should possess strong organizational, problem-solving, and interpersonal skills.

**J. Rho Alpha Coordinator**

1. The nominee shall have participated as an active member in at least one Panhellenic Primary Recruitment process on behalf of her chapter.
2. All applicants shall have either: been a Rho Alpha, or previously been a member of the Panhellenic Recruitment Team.
3. This is an appointed position by the Panhellenic Advisor, Panhellenic President, and Vice President of Recruitment.

**K. Recruitment Assistant(s)**

1. The nominee shall have participated as an active member in at least one Panhellenic Primary Recruitment process on behalf of her chapter.
2. This is an appointed position by the Panhellenic Advisor, Panhellenic President, and Vice President of Recruitment.
3. This applicant is encouraged to hold the position of Vice President of Recruitment the following year. They will still need to be voted into the Executive Board with the election process, outlined above.

**Section X. Election Procedures****A. Application and Nomination**

1. Applications for Panhellenic Executive Board positions shall go out to chapters no later than November 1.
2. Applications must be completed and returned to the Executive Vice President within two weeks of distribution.
4. Individuals are allowed to run for more than one position if they are interested. They must submit thorough applications for all positions they are applying for, and they can be determined eligible for more than one position by the Eligibility Committee.
5. Each member of the outgoing Panhellenic Executive Board must submit a question for the interview section. Panhellenic delegates will be offered the opportunity to submit a question, if desired.
6. Upon review of paper applications, the Eligibility Committee must determine by majority vote the pool of eligible applicants for each officer position to be presented at the following Panhellenic Council Delegate Meeting. This eligibility pool shall further be shared with chapter members through their respective Panhellenic delegate.

**B. Eligibility Committee**

2. The Eligibility Committee shall be composed of the outgoing Panhellenic Executive Council, as well as the Panhellenic Advisor as an ex-officio non-voting member.
3. The committee will review all applications prior to releasing the eligibility pool.
4. If a designated member of the Eligibility Committee has applied for a Panhellenic Executive office in the upcoming election, they may not participate in the eligibility discussions relative to officer positions they are running for. A current Executive Board member running for a second term may have their position fulfilled by a director level position chosen by the remainder of the Panhellenic Executive Council.
5. Members of the Eligibility Committee will go through implicit bias training prior to elections.

**C. Eligibility Process Procedures**

1. Upon review of all applications, the Eligibility Committee must determine by majority vote a pool of eligible applicants for each officer position to be presented at the following Panhellenic Council Delegate Meeting.
2. The eligibility pool will consist of formal recommendations for each position from the Eligibility Committee for the upcoming Executive Council elections.

3. More than one candidate may be deemed eligible for the same position, if the committee deems that all candidates are qualified. During elections only one candidate may be elected to each position.
4. The Eligibility Committee may deem no one eligible for a position if they do not feel any candidates meet the qualifications.
5. Any candidates who were not formally deemed eligible and are considering running from the floor must notify the Executive Vice President by the Wednesday prior to elections.
6. The eligibility pool will be announced a week before elections at the Panhellenic Council Delegate Meeting after all candidate applications have been reviewed by the Eligibility Committee. This eligibility pool shall further be shared with chapter members through their respective Panhellenic delegate.

**D. Running Off the Floor**

1. Notification and submission of your application for the position you are running for shall be given to the Executive Vice President.
2. Any individual that is eligible for a position may run off the floor.
3. If a person ran for a position and was not deemed eligible, they may run off the floor for a different position. The individual must be deemed eligible for the new position they have chosen to run for.
4. The Eligibility Pool shall be revised and released following the verification of eligibility of candidates who run off the floor.

**E. Elections**

1. Elections will be held during the Panhellenic Council Delegate Meeting one week after the eligibility pool has been announced.
2. At the elections meeting, candidates of each position will present their speech with a four-minute time limit.
3. The candidates must be present during their election time to present their platform and answer questions from chapter voting members, unless the candidate has an exam that conflicts with the election time or another academic conflict deemed as excused by the Executive Council.
  - i. Chapter Representatives will have four minutes to ask questions to the candidate after the four-minute speech has been completed.
  - ii. The same questions will be asked for each candidate.
  - iii. All other candidates for the respective position shall be asked to leave the room during other candidates' speeches and questions.



4. Following the speeches and questions, all candidates for the position will be asked to leave the room. The floor will be open for discussion for four minutes by the delegates. Discussion may only be of a constructive nature.
5. A delegate must move to vote. If a designated chapter delegate has applied for a Panhellenic Executive office, they may not participate in election discussions relative to officer positions they are running for. They shall instead be replaced by an alternate delegate of their choosing.
6. Voting will be conducted via electronic ballot.
8. Quorum must be present, and officers will be elected by a majority vote.
  - i. If a majority vote is attained, the new executive officer is inducted into office at the last Panhellenic Council meeting of the semester.
  - ii. If a majority vote is not attained, then a runoff will take place between the two candidates with the top two most votes.
  - iii. If there is a tie, balloting should continue until the tie is broken or a candidate withdraws. If an individual office remains unfilled, the application process will begin again. Eligible chapter members will be given one week to complete the application, and are then subject to an interview by the Eligibility Committee.
9. Each elected officer will be announced by the Panhellenic President after each position is elected.
  - a. Order of election and announcement shall begin with the President, followed by the officer position with the highest number of eligible individuals in the eligibility pool in descending order.

#### **F. Office-Holding Limitations**

1. No more than three individuals of the same member sorority may be selected to serve on the Panhellenic Executive Board.
2. No Panhellenic Executive Board Office may be held by women of the same member sorority for more than two consecutive terms.
3. Panhellenic delegates may vote to overturn either of the previously listed office-holding limitations if an eligibility pool consists only of candidates of chapters that are already represented at full capacity on the elected Executive Board.
4. If Panhellenic delegates vote against overturning, the election process shall be extended and delegates will return to chapter members to encourage applying for the remaining open positions.

#### **G. Appointed Positions**

1. An application and interview process shall determine Recruitment Assistant(s), Rho Alpha Coordinator, and Director of Informal Recruitment positions. The interview team shall consist of the Panhellenic President and Vice President of Recruitment.

Any other appointed positions will also undergo a application and interview process by the panhellenic president and the executive council member that directly oversees them.

#### **H. Installation**

1. New Panhellenic officers shall be installed by the outgoing Panhellenic Council President at the last Panhellenic Council Legislative of the fall semester.

### Article V: The Panhellenic Council

#### **Section 1. Authority**

The governing body of the University of Minnesota Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Minnesota Panhellenic Association including, but not limited to: annually adjust total as needed, determine dues, approve the annual budget, consider an extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights, and privileges of member groups .

#### **Section 2. Composition and Privileges**

The University of Minnesota Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at University of Minnesota as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have a voice but no vote.

#### **Section 3. Selection of Delegates and Alternates**

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing at the first Panhellenic meeting of the calendar year.

#### **Section 4. Delegate Responsibilities**

A. Each Panhellenic member chapter is required to have a Panhellenic delegate.

- B. This Panhellenic delegate is required to attend all Regular and special meetings of the Panhellenic, assigned committee meetings and Panhellenic Executive Committee elections.
- C. The delegate must find an alternate if unable to come and let the Director of Administration know if they will not be in attendance. The Executive Vice President and Director of Administration must have 48 hours prior to the meeting.
  - a. Replacements must be the alternate delegate for the chapter or a member of the chapter executive board.
- D. If no member from an individual member group is able to attend Panhellenic Council meeting due to a chapter ritual event or required chapter event, the delegate must let the Director of Administration know 7+ days in advance, if notice is not given a \$75 dollar fine may be assessed to the chapter.
- E. When a delegate vacancy occurs, it shall be the responsibility of the member group affected to and to notify the Panhellenic Council Executive Vice President of the new delegate's name, email, and telephone number.
- F. A Panhellenic delegate will serve as their chapter's Judicial Board delegate, in the event that a Judicial Board hearing takes place.
- G. The Panhellenic delegate is responsible for updating their chapter on Executive officer, President and delegate contact information, minutes from the last meeting, agenda from the most recent meeting, and any amendments to the Bylaws or Constitution to be voted on along with the result of the final Legislative vote.

### **Section 5. Regular Meetings**

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each semester.

### **Section 6. Annual Election meeting**

The annual election meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

### **Section 7. Special Meetings**

Special meetings of the Panhellenic Council may be called by the president when necessary but is not able to require attendance with less than 2 weeks notice. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

### **Section 8. Quorum**

Two-thirds of the delegates from the member groups of the University of Minnesota Panhellenic Council shall constitute a quorum for the transaction of business.

### **Section 9. Vote Requirements**

A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

B. A two-thirds vote of the Panhellenic Council shall be required to approve an extension plan, for all extension-related votes, and to establish membership recruitment rules. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

C. Being in good standing with the Office of Fraternity and Sorority Life, the Panhellenic Community, and the University of Minnesota shall be required for a member of the Panhellenic Council to vote on behalf of their respective chapter.

## Article VI. The Executive Board

### **Section 1. Quorum**

A majority of Executive Board members shall constitute a quorum for the transaction of business.

## Article VII: Panhellenic Advisor

### **Section 1. Appointment**

The Panhellenic advisor of the University of Minnesota Panhellenic Council shall be appointed by the University of Minnesota administration.

### **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity to the University of Minnesota Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## Article VIII: Committees

### **Section 1. Standing Committees**

- A. The Panhellenic Council Executive Board shall appoint and maintain standing committees to carry out the work of the Panhellenic Council.
- B. Committees:
  - 2. Bylaws Revision Committee
    - i. The committee shall consist of a representative from each chapter
      - a. within the Panhellenic community
      - b. a \$75 fine shall be assessed to any chapter not meeting the attendance requirements.
        - i. And/or an alternate sanction may be distributed to the respective violating chapter from the overseeing Panhellenic Executive Council officer, up to the discretion of the officer.
    - ii. A bylaws revision session shall be held once a semester to update, maintain, and revise the Panhellenic Constitution, Bylaws, and Judicial Bylaws to continually align with Panhellenic values, goals, and initiatives.
    - iii. The committee shall be overseen by the Executive Vice President.
  - 3. Diversity, Inclusion, and Accessibility Committee
    - i. The committee shall consist of volunteers with expressed interest within the Panhellenic community, as well as a representative from each chapter within the Panhellenic community.
      - a. Chapters shall determine on an individual basis the selection process of their respective representative.
      - b. The committee shall foster conversations surrounding the shortcomings of the Panhellenic community regarding specific issues, working toward creating tangible plans to target and correct discriminatory practices within the Panhellenic community.
    - ii. The committee shall be overseen by the Vice President of Diversity, Inclusion, and Accessibility.
  - 4. Diversity, Inclusion, and Accessibility Task Force
    - a. The task force shall consist of volunteers with expressed interest within the Panhellenic community.
    - b. The task force shall meet for eight to ten hours and foster conversations about progress made by the Panhellenic community regarding DIA topics and initiatives.
    - c. The task force shall aid future councils, chapters, and individuals to identify negative practices the Panhellenic community must continue to address and tackle.
  - ii. The task force shall be overseen by the Vice President of Diversity,

## Inclusion, and Accessibility.

### **Section 2. Appointment of Committee Membership**

The Executive Board shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

### **Section 3. Judicial Board**

The Judicial Board shall consist of the Executive Vice President as chairman, the Director of Administration as vice chairman, and representation from  $\frac{2}{3}$  of the Chapter Delegates from the College Panhellenic member groups. The Judicial Board Delegate whose chapter is involved in the hearing will be exempt from the hearing. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Minnesota College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

### **Section 4. Other Committees**

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

## Article IX: Finances

### **Section 1. Fiscal Year**

The fiscal year of the Panhellenic Council shall be from July 1<sup>st</sup> through June 30<sup>th</sup>, inclusive.

### **Section 2. Contracts**

The signatures of the President and Vice President of Finance shall be required to bind any contracts rendered by the Panhellenic Council.

### **Section 3. Checks**

The President and/or the Vice President of Finance shall sign all checks issued on behalf of the Panhellenic Council. The Vice President of Finance may not sign a check that is written out to herself; it must be signed by the President of the Panhellenic Executive Council.

### **Section 4. Payments**

All payments due to the Panhellenic Council shall be given to the Panhellenic Vice President of Finance either through the Fraternity Purchasing Association, or by check to "University of Minnesota Panhellenic Council".

### **Section 5. Membership Dues**

- A. Dues of each member chapter shall be an assessment per member and new member. The amount of such dues shall be approved annually at a Panhellenic Legislative meeting of spring semester.
- B. Dues per chapter member for both the Regular and Associate chapters shall be billed in two equal installments in November and April.
- C. Dues are payable within two weeks following the date of billing.
- D. Fall semester new members shall be billed new member dues from their respective chapter in the first billing cycle after Bid Day. Open bidding new members joining a chapter after fall semester shall be billed new member dues from their respective chapter in either November or April, depending on their pledge date. All new members shall be billed from their respective chapter as Regular members upon the next member billing after being charged as a new member.
- E. Member and new member dues, along with recruitment fees, shall be determined upon approval of the annual budget by the Panhellenic Council.

### **Section 6. Fees and assessments.**

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

### **Section 7. Fines**

- A. For any Panhellenic sponsored or co-sponsored event with other Greek councils where all chapters are required to have representation, a \$75 fine shall be assessed to any chapter absent from the event. These required events must have a

two-week written or verbal notice. These events include, but are not limited to, award ceremonies and community-wide meetings.

- B. A \$250 fine shall be assessed to any chapter not meeting the attendance requirements for Greek Speaker.
- C. There shall be only a two-week notice for Panhellenic events, such as legislative meetings, roundtables, and recruitment meetings. A \$75 fine shall be assessed to any chapter not meeting the attendance requirements for these events.
- D. Penalty for not maintaining a Health Advocate is \$300.
- E. All general fine money shall be placed into the Panhellenic operations fund.
- F. Events hosted by Panhellenic chapters for which a registration form is submitted later than the deadline set forth by the Panhellenic Council shall result in a \$50 fine upon the chapter. Unregistered events will incur a \$150 fine.
- G. Chapters will be fined \$25 for each new member that does not attend a required New Member Seminar during the semester they are initiated, without an excused absence or extension approved by the Vice President of Member Development.
- H. The penalty for submitting community wide event forms later than the date specified in the risk management rule book shall be \$75.

#### **Section 8. Restriction on the Use of Funds**

The use of council funds for the purchase of alcohol is prohibited.

#### **Section 9. Reserve Fund**

At the end of every fiscal year, if an excess of Income over Expenses exists, the balance shall be transferred into the Reserve Fund Account. Use of council savings in the Reserve Fund is restricted for use in emergencies and for expenses associated with special projects. This must be consulted by the Greek Advisor.

#### **Section 10. Non-Profit**

The Panhellenic Council shall not provide monetary gain, incidentally or otherwise to its directors or membership. This does not restrict the payment of wages, salaries, or incentives by the club for services rendered. The Panhellenic group will operate as a nonprofit organization.

#### **Section 11. Executive Council Scholarships**

The Panhellenic Council Executive Board Officers, in addition to select Director positions, shall receive a monetary scholarship each semester, as determined by the fiscal budget and outlined below. These scholarships are determined to be reflective of time commitment and responsibilities of each officer position.

- a. President: \$3,000



- b. Executive Vice President: \$1,750
- c. Vice President of Public Relations and Marketing: \$1,100
- d. Vice President of Finance: \$900
- e. Vice President of Recruitment: \$3,000
- f. Vice President of Programming: \$1,750
- g. Vice President of Academics: \$700
- h. Vice President of Member Development: \$1,100
- i. Vice President of Diversity, Inclusion, and Accessibility: \$1,100
- j. Director of Administration: \$250
- k. Director of Junior Panhellenic Council: \$75
- l. Rho Alpha Coordinator: \$150 Fall, \$300 Spring
- m. Recruitment Assistant: \$150 Fall, \$300 Spring

## Article X: Extension

### **Section 1. Extension**

Extension is the process of adding an NPC women's sorority. The University of Minnesota Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### **Section 2. Voting rights**

Only regular members of the Panhellenic Council shall vote on extension matters. No more than one-third ( $\frac{1}{3}$ ) of the voting membership shall consist of those who are not currently registered students at the University of Minnesota - Twin Cities campus.

## Article XI : Violations

### **Section 1. Violation**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Minnesota Panhellenic Council shall be considered a violation.

### **Section 2. Informal resolution**

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

### **Section 3. Judicial process**

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Minnesota Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

#### **A. Mediation**

The first step of the judicial process. The University of Minnesota Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.

#### **B. Judicial Board Hearing**

When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

#### **C. Appeal of Judicial Board Decision**

A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The University of Minnesota Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process.

## **Article XII: Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

## **Article XIII: Inclusion**

University of Minnesota College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex\*, gender identity, national origin, age, disability, marital status, military or veteran status or political affiliation.

\*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

## **Article XIV: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Minnesota Panhellenic Council when applicable and when they are not

inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Minnesota Panhellenic Council may adopt.

### Article XV: Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of Minnesota Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

### Article XVI: Dissolution

This Association shall be dissolved when only one regular member exists at University of Minnesota. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Council, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.

## STANDING RULES

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws.

Ratified 04/40/23