

## **Panhellenic Council Bylaws University of Memphis**

### **ARTICLE I. NAME**

The name of this organization shall be The University of Memphis Panhellenic Association (PAN).

### **ARTICLE II. OBJECT**

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

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship as basic to intellectual achievement.
- C. Cooperate with member fraternities as the university/college administration in concern for and the maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- E. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

### **ARTICLE III. MEMBERSHIP**

There shall be four classes of membership: Regular, Provisional, Lambuth, and Associate.

#### Section 1. Membership Classes

- A. **Regular membership.** The regular membership of The University of Memphis Panhellenic Association shall be composed of all chapters of NPC fraternities at The University of Memphis. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of The University of Memphis Panhellenic Association shall be composed of all colonies of NPC fraternities at The University of Memphis. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Lambuth membership:** Any Panhellenic chapter which has obtained its charter from its inter/national organization for the University of Memphis at the Lambuth campus. Full membership grants the chapter all rights, privileges, and responsibilities under the Panhellenic Council Bylaws. A member of the Lambuth chapter shall serve on Panhellenic Executive Board as a VP-Lambuth Relations.
- D. **Associate membership.** Local sororities, national or regional non-NPC member groups may apply for associate membership of The University of Memphis Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council.

The criteria for Associate membership status includes:

1. The minimum membership size requirements of the prospective Associate member group shall be 10. The prospective Associate member group must not be members of any other group currently in the Panhellenic Association.
2. In order to obtain Associate member status, the group is required to be in existence for 4 consecutive semesters.
3. The applying group's policies and practices must respect and comply with the risk management (including policies on alcohol, social functions and hazing) requirements of the College Panhellenic Association's and host institution's policies and with applicable laws.
4. A two-thirds vote must be obtained from the College Panhellenic in order to approve applications for Associate member status.
5. Additional membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by Panhellenic Council. The College Panhellenic President and Panhellenic Advisor shall review applications for Associate membership.
6. Privileges and responsibilities:
  - a. All associate members must abide by all NPC UNANIMOUS AGREEMENTS and be subject to The University of Memphis Panhellenic Association Constitution and Bylaws, recruitment rules and risk management policies.
  - b. Associate members will:
    - i. Have voice and/or vote in Panhellenic meetings, with no vote allowed on extension matters, and if not participating in the formal recruitment process, they shall not have a vote on recruitment-related matters, including recruitment and establishment/modification of Panhellenic total.
    - ii. Be allowed to serve on committees or serve as officers of the College Panhellenic.
    - iii. Pay full dues.
    - iv. Be permitted to serve as offices of College Panhellenic upon two-thirds vote of regular members.
    - v. Be allowed or required to participate in any or all Panhellenic and Greek programming such as Greek Week, honoraries, award programs, etc.
    - vi. Be subject to judiciary proceedings.
  - c. Associate membership in a College Panhellenic Association cannot and does not confer or imply any guarantee that an Associate member will be permitted to affiliate with an NPC group, such authorization being conveyed only on a separate extension vote of the Regular members of the College Panhellenic when campus members warrant a vote to open for extension.
  - d. The College Panhellenic Association will monitor Associate members' adherence to the requirements for their continued status
  - e. 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.

#### **ARTICLE IV. OFFICERS & DUTIES**

- A. The officers of The University of Memphis Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Judicial Affairs, Vice President of Finance, Vice President of Recruitment Training, Vice President of Operations and Vice President of Lambuth Relations.
- B. The officers shall be delegates from fraternities holding Regular membership in The University of Memphis Panhellenic Association. Delegates from fraternities holding Associate membership shall not be eligible to hold office unless such privileges are granted by a two-thirds vote of the Regular members.
- C. The officers shall serve for a term of one calendar year, the term of office to begin no later than six weeks before the end of the calendar year.
- D. Any officer failing to perform her duties as outlined shall resign and a successor is designated by election or as provided in Article VI, Section 3.
- E. If an officer is unable to complete her term, her successor shall be designated by rotation schedule or as provided in Article IV, Section 3.
- F. All officers must have and maintain a minimum of 2.5 cumulative GPA to continue to hold office.

#### **ARTICLE V. MEETINGS**

- A. REGULAR meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester
  - 1. The University of Memphis Panhellenic Association shall hold at least two regular meetings monthly.
  - 2. Regular meetings of the Panhellenic Council shall include one delegate and one president from all Regular and Provisional members, one delegate from each Associate member organization and all of the Panhellenic Executive Board.
  - 3. Lambuth Members are expected to attend each REGULAR meeting of the Panhellenic Council.
    - a. Lambuth Members shall be video conferenced in all REGULAR meetings. In the event that video is not available, the members will be audio/telephone conferenced into the meetings.
    - b. Lambuth Members will attend one REGULAR Panhellenic Meeting in person per semester.
- B. SPECIAL meetings of The University of Memphis Panhellenic Association may be called by the President when necessary; or upon the written request of any Regular or Associate fraternity at the University of Memphis
- C. OPEN Panhellenic meetings shall be held once a month. The meeting days/times should be set by the Panhellenic Association at the beginning of each semester. Attendance of 25% of all new and initiated members of each member fraternity is required for these meetings. Failure to attend these meetings will result in fines as outlined in Article XIV
  - 1. Chapters with membership status defined as "Lambuth Member" are expected to attend one OPEN Pan meeting in person per semester. This meeting should be determined at the beginning of the semester.
  - 2. Lambuth Members are welcome to attend any OPEN Panhellenic Meetings. Video conferencing for these meetings will be made available, if possible.

- D. The delegate from each Regular, Provisional or Associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of The University of Memphis Panhellenic Association.
- E. QUORUM. Two-thirds of the member fraternities shall constitute a quorum for the transaction of business.

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

The governing body of The University of Memphis Panhellenic Association shall be The University of Memphis Panhellenic Council. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of The University of Memphis Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

##### **A. MEMBERSHIP.**

1. The University of Memphis Panhellenic Association shall be composed of one delegate and one alternate delegate from each Regular, Provisional and Associate member group at The University of Memphis as identified in Article III and the Executive Board of the Panhellenic Council.
2. The University of Memphis Alumnae Advisory Committee shall be composed of one alumna advisor from each Regular, Provisional and Associate member group at The University of Memphis as identified in Article III.

##### **B. SELECTION OF DELEGATE AND ADVISORS.** Delegates and alumnae advisors to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than six weeks before the end of the calendar year. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.

##### **C. DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Vice President of Operations of her name, email address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegates in all cases.

##### **D. OFFICERS.** The officers of The University of Memphis Panhellenic Association 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 The University of Memphis Panhellenic Association.

##### **E. VOTING**

1. The voting members of the Panhellenic Association shall be the delegates of each fraternity holding Regular membership. The delegate from each group holding Associate membership shall be a voting member if the right is granted by the College Panhellenic Council as outlined in Article III. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting.
2. Two-thirds of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, determine Quota and to establish total chapter size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.

- F. VOICE. The alternate and members of the Alumnae Advisory Council shall have voice but no vote.

#### **ARTICLE VII. PANHELLENIC ADVISOR**

The Panhellenic Advisor shall be appointed by:

1. The University of Memphis administration or
  2. The Panhellenic Council and the Alumnae Advisory Council or
  3. The Alumnae Advisory Council
- B. The Panhellenic Advisor shall serve in an advisory capacity to The University of Memphis Panhellenic Association and its Council.

#### **ARTICLE VIII. STANDING COMMITTEES**

The Panhellenic Council Executive Board shall appoint standing committees to carry out the work of the Panhellenic Council and Association.

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

- A. All members of The University of Memphis Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- B. All The University of Memphis Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

#### **ARTICLE X. VIOLATIONS**

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of this Constitution of its related Bylaws, of membership recruitment rules, or rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the Article XXI-XXIV and the NPC Manual of Information

#### **ARTICLE XI. AMENDMENTS**

The By-Laws of the Panhellenic Association may be amended by two-thirds vote of the voting members of The University of Memphis Panhellenic Association, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

#### **ARTICLE XII. FINANCE**

- A. FISCAL YEAR. The fiscal year of the Panhellenic Council of the University of Memphis shall be from July 1 through June 30 inclusive.
- B. CONTRACTS. The signatures of ANY TWO of the following officers shall be required to bind the Panhellenic Council of the University of Memphis in contract:
1. President
  2. Vice President Finance
  3. Advisor
  4. Panhellenic Graduate Assistant
- C. CHECKS. Both of the following shall sign all checks issued on behalf of the Panhellenic Council of the University of Memphis:
1. President

## 2. Vice President Finance

- D. **PAYMENTS.** All payments due to the Panhellenic Council of the University of Memphis shall be made payable to THE PANHELLENIC COUNCIL or PAN. The Vice President of Finance shall record the payments.
- E. **AGENCY ACCOUNT.** The executive board shall make all changes on behalf of the Panhellenic Council with the approval of the Vice President Finance or Advisor.
- F. **MEMBERSHIP DUES:**
  - 1. **DUES AMOUNT.** The dues of each Panhellenic member fraternity and/or sorority shall be eleven dollars (\$11.00) per initiated member and/or new member per semester.
  - 2. **TIME OF PAYMENT.** At the beginning of each semester, the dues of each Panhellenic member **MUST BE PAID WITHIN TWO WEEKS AFTER THE FIRST WRITTEN NOTIFICATION BY THE PAN VP FINANCE.**

## **ARTICLE XIII. COUNCIL MEETING ATTENDANCE**

- A. A fraternity/sorority shall be considered present when either the Delegate or Alternate Delegate (or dually represented) is present for Roll Call.
- B. Any delegate or PAN officer who is absent from three meetings, either excused or unexcused, shall be reviewed by the PAN Executive Board. Further absences will lead to the request of removal from the office.
- C. All Panhellenic Chapter Presidents are required to attend open PAN meetings and President Roundtable Meetings, or be dually represented, that are scheduled either by the executive board or by the Fraternity/Sorority Affairs.
- D. Open PAN meetings are pin attire.
- E. Open PAN meetings are mandatory, and chapters not having 25% attendance will be fined \$15.

## **ARTICLE XIV. FINES**

- A. Every chapter shall be assessed a fine of fifteen dollars (\$15.00) for an absence at any regular or called meeting unless the excuse of the delegate or president is approved by the PAN Executive Council prior to the Council meeting that she cannot attend.
- B. Each chapter shall update its rolls two weeks after the FIRST DAY OF CLASS and TWO WEEKS FOLLOWING BID DAY in the fall. If the roll is not updated in time, the chapter shall be assessed a fine of fifteen dollars (\$15.00).
- C. Each chapter shall update its officer lists by the SECOND PAN meeting after the chapter elections, or it shall be assessed a fine of fifteen dollars (\$15.00).
- D. **LATE FINES** of fifteen dollars (\$15.00) per day shall be added to the bill of any chapter failing to submit PAN Council Dues by the designated deadline.

- E. Additional fines may be levied upon chapters and considered valid when voted upon by the PAN Executive Board and a majority of the PAN Delegates.
- F. All receivables shall be added to the Operating Account of the Panhellenic Council.

#### **ARTICLE XV. QUALIFICATIONS FOR EXECUTIVE BOARD POSITIONS**

- A. To be eligible for PAN President, the candidate must have been an elected officer of the Panhellenic Council with one-year minimum experience prior to the semester she takes office.
- B. A delegate may run for PAN President only if there is not a current or former elected PAN officer seeking the position.
- C. To be eligible for PAN Vice President of Recruitment, the candidate must have previously been a member of the Panhellenic Executive Board or previously served as a Recruitment Counselor.
- D. To be eligible for PAN Vice President of Recruitment Training, the candidate must have been previously a member of the Panhellenic Executive Board or previously served as a Recruitment Counselor.
- E. In the case of elections to fill a vacant position during the term of office, the position will be open to anyone fulfilling the qualifications.
- F. Each candidate must be in good academic standing with the University of Memphis and have a minimum 2.5 cumulative GPA.
- G. Each candidate must be sure of her return to school in both the Spring and Fall semesters
- H. Each candidate must be an active, initiated member of her respective sorority as well as a full-time student.
- I. All PAN officers are required to attend all PAN meetings.
- J. No PAN fraternity/sorority shall hold the office of PAN President consecutively unless there is no other qualified PAN member seeking the position.
- K. The same chapter cannot hold the same office for more than two consecutive years.
- L. There cannot be more than two women from the same chapter on the Panhellenic Executive Board at the same time. However, this becomes null if rotation exists.
- M. No PAN officer may hold the position of chapter president or chapter vice president of recruitment.

#### **ARTICLE XVI. ELECTION PROCEDURES FOR THE EXECUTIVE BOARD**

- A. The election dates and procedures will be announced by the PAN President no later than three weeks prior to the time for elections, occurring in the fall semester.
- B. Each candidate who has met the qualifications set forth by the PAN by-laws must fill out an application and have it turned into the PAN President before the stated deadline.
- C. Signs, posters, flyers, and other printed material may not be used for campaigning purposes. Candidates may not spend money campaigning.
- D. The PAN President shall be the facilitator of the elections.
- E. Elections will be held during PAN meeting and official delegates shall place votes for their chapters.
- F. The order in which the officer elections will proceed is as
  - 1. President
  - 2. Vice President of Judicial Affairs
  - 3. Vice President of Recruitment
  - 4. Vice President of Recruitment Training
- G. If no applications have been turned in for an office, nominations will be taken from the floor. Otherwise only those who turned in applications may run for an office. If a candidate who has turned in an application does not receive the office of her first choice, she may run for any office after the first office she ran for if a nomination is taken for her from the floor.
- H. Each candidate will be allowed to give a three minute speech on her qualifications and goals for the office she is seeking.
- I. Pros will be taken from the floor. Anyone is allowed to give a pro except for the PAN President and the Panhellenic Advisor. They must remain impartial throughout the election process. Each candidate may receive a maximum of two pros. The current Panhellenic Executive Board will not be able to give a pro for their current position.
- J. Each chapter shall have one vote and all voting will be by secret ballot. The votes will be counted by the PAN President and the Panhellenic Advisor. No candidate shall help count the votes. A candidate must receive a simple majority to be elected. Immediately following the votes being counted, the new officer for each position will be announced by the PAN President.
- K. Within one week after elections, a new list of officers will be sent to each chapter.
- L. The term of office for each Executive Board is one full year. An individual may hold a particular office for only one executive term (November to November).

#### **ARTICLE XVII. ROTATION PROCEDURES FOR THE EXECUTIVE BOARD**

- A. The order in which the officer rotation will proceed is as follows:
  - 1. Vice President of Operations
  - 2. Vice President of Finance



- B. The chapters that will participate in rotation depend on which chapters are elected into office as well as their installation date on the University of Memphis campus. The following is an example:
1. Once the President is determined no one else from her respective sorority could run (either for election or rotation).
  2. Once the Vice President of Judicial Affairs is determined no one else from her respective sorority could run (either for election or rotation).
  3. Once Vice President of Recruitment is determined no one else from her respective sorority could run (either for election or rotation).
  4. Once Vice President of Recruitment Training is determined no one else from her respective sorority could run (either for election or rotation).
  5. The remaining 2 chapters would be part of the rotation for the remaining 2 positions. The order will be determined by the chapters' installation dates.
    - i. Chapters were installed as follows:
      1. Alpha Delta Pi on March 17<sup>th</sup>, 1947
      2. Phi Mu on March 19<sup>th</sup>, 1947
      3. Alpha Gamma Delta on April 12<sup>th</sup>, 1947
      4. Pi Beta Phi on February 24<sup>th</sup>, 1962
      5. Delta Gamma on March 6<sup>th</sup>, 1965
      6. Kappa Delta on November 15, 1998
- C. The two chapters that will have rotated positions will be notified the same evening that elections occur. Those chapters will have two weeks to notify the current Panhellenic President of their officer. If no notification is made within 2 weeks the chapter directly after in installation order will be given two weeks to fill the position this will continue until the position is filled.
- D. In the event that a chapter(s) is designated to serve the same position for two years in a row that chapter(s) will be given the opportunity to discuss switching positions with one of the other two rotated positions. Should this occur for a third year in a row that chapter(s) position(s) will be rotated to abide by Article XVII B.4.
- E. If an elected or rotated officer resigns from her position, the following process should be followed in order to fill Panhellenic Executive vacancies. If the position cannot be filled, the chapter installed directly after the reigning chapter is given two weeks to fill the position. The process will proceed until the position is filled.
1. If Panhellenic President resigns, the Vice President of Judicial Affairs will automatically step up and proceed as President. A new election for Judicial Affairs will be in order for the remaining chapter that is not represented on the Panhellenic Executive Board.
  2. If Vice President of Recruitment resigns, the Vice President of Recruitment Training will automatically step up and proceed at Vice President of Recruitment. A new election for VP Recruitment Training will be in order for the remaining chapter that is not represented on the Panhellenic Executive Board.
  3. For all other vacancies on the Panhellenic Executive Board, the chapter of resignation of that specific Board member is responsible to fill the position within two weeks.

## **ARTICLE XVIII. THE EXECUTIVE BOARD**

- A. The Executive Board shall:

1. Appoint all standing and special committees and their chairpersons and in making these appointments, recognize representation from all member fraternities and/or sororities.
2. Perform routine business between meetings of the PAN.
3. Report any actions taken by the Executive Board at the next regular PAN meeting to the Vice President of Operations and to be inserted in the minutes of that meeting.
4. Be obligated to adhere to a final budget. Officers are expected to submit the following to the Vice President of Finance:
  - a. Receipts for all checks.
  - b. List of goods purchased through the agency accounts.
  - c. Cost of goods purchased within one week of purchase.
5. Standing committee appointees shall serve in office during the tenure of the Executive Board which appoints them.

#### **ARTICLE XIX. DUTIES OF EXECUTIVE COUNCIL MEMBERS**

##### **A. The President shall:**

1. Be responsible for all operations of the PAN.
2. Preside over and call to order all Executive Council and Regular Meetings.
3. Sign all PAN checks and contracts, where applicable, involving The Panhellenic Council.
4. Serve as ex-officio member of all PAN committees with voice, but no vote.
5. Report as required to the NPC Area Advisor.
6. Coordinate PAN elections and the PAN Executive Retreat for new officers with the Vice President of Operations.
7. Supervise the Panhellenic Executive Board members.
8. Represent The University of Memphis, PAN, and all members.
9. Maintain a complete and up-to-date President's file, which will include a copy of the following:
  - a. Current PAN By-Laws, Standing Rules, Resolutions, and Budget.
  - b. Current NPC Resolutions.
  - c. Current NPC Manual of Information and related materials.
  - d. Current correspondence and materials received from NPC Area Advisor.
  - e. Copies of the PAN Panhellenic Reports to the Area Advisor and other pertinent materials.
10. Disaffiliate from respective chapter thirty (30) days before the first day of formal recruitment.
11. Attend the required conference.
12. Perform all other duties as they may arise pertaining to this office.

##### **B. The Vice President of Judicial Affairs shall:**

1. Perform all duties of the President in her absence, inability to serve, or at her call.
2. Serve as coordinator of Judicial Board.
3. Update the PAN Constitution and By-Laws.
4. Educate delegates and officers on the PAN By-Laws.

5. Serve as coordinator of the Collegiate House Team (CHT) and work closely with the Office of Residence Life, especially with the Area Assistant Coordinator for Carpenter Complex.
6. Disaffiliate from respective chapter thirty (30) days before the first day of formal recruitment.
7. Perform all other duties as they may arise pertaining to this office.
8. Attend the required conference.

C. The Vice President of Recruitment shall:

1. Delegate responsibilities to the disaffiliated Executive members.
2. Implement programs providing information regarding recruitment.
3. Be responsible for all the administration of all recruitment activities.
4. Maintain a complete and up-to-date Potential New Member file.
5. Serve as coordinator of the PAN Recruitment meetings, which will be made up of two members from each PAN chapter, the President and Recruitment chair.
6. Disaffiliate from respective chapter thirty (30) days before the first day of formal recruitment.
7. Must have previously served as a Recruitment Counselor or as a member of the Panhellenic Executive Council.
8. Supervise over the membership duties such as maintaining proper rolls and membership updates.
9. Disaffiliate from respective chapter thirty (30) days before the first day of formal recruitment.
10. Attend the required conference.
11. Perform all other duties as they may arise pertaining to this office.

D. The Vice President of Recruitment Training shall:

1. Disaffiliate from respective chapter thirty (30) days before the first day of formal recruitment.
2. Must have previously served as a Recruitment Counselor.
3. Carry out all Recruitment Counselor selection and training. Chapters must have a minimum of two Recruitment Counselors and one alternate.
4. Hold monthly Recruitment Counselor meetings.
5. Organize a Recruitment Counselor retreat.
6. Attend the required conference.
7. Assist Vice President of Recruitment during the formal recruitment process.
8. Perform all other duties as they may arise pertaining to this office.

E. The Vice President Finance shall:

1. Keep accurate accounts of accounts payable and accounts receivable on behalf of the Panhellenic Council.
2. Supervise all finds and moneymaking projects of Panhellenic Council.
3. Be responsible for the timely collection of dues, fees, fines, and give receipts for payment.
4. Present a budget to PAN before the second PAN meeting after her election.
5. Present a monthly financial report at the open PAN meeting of each month.

6. Report as required to the NPC Area Advisor.
7. Perform all other duties as they may arise pertaining to this office.
8. Meet each semester with the philanthropy chair women of each chapter to discuss issues and time of other activities.
9. Inform each PAN chapter of volunteer opportunities on campus.
10. Serve as liaison among the Panhellenic chapters by reporting each chapter's upcoming philanthropy events at Panhellenic meetings.
11. Be responsible for collecting, reviewing, and approving Panhellenic philanthropy packets.
12. Work in conjunction with the Interfraternity Council Vice President of Philanthropy to coordinate dates for philanthropies.

F. The Vice President of Operations shall:

1. Be responsible for all forms of publicity dealing with the PAN and its programs.
2. Disaffiliate from respective chapter thirty (30) days before the first day of formal recruitment.
3. Keep an updated calendar of all Greek activities.
4. Keep an up-to-date roll of the officers and delegates of PAN and take roll call at all PAN meetings.
5. Keep full minutes of all meetings of the PAN and a record of all actions taken by the Executive Board.
6. Maintain a complete and current file, which will include the minutes of the PAN from the date of its organization, copies of all contracts made by the PAN, and current correspondence.
7. Be responsible for the official correspondence of the PAN.
8. Assist the President with the administration of the officer elections.
9. Report as required to the NPC Area Advisor.
10. Submit a monthly report to the President and Vice President of Finance of all voting delegate absentees for chapter billing purposes.
11. Supervise the formulation of notebooks for the Executive Board to pass down.
12. Assist VP Judicial with officer training of the delegates.
13. Inform PAN of campus involvement opportunities.
14. Implement programs to better all members of Panhellenic Council (i.e. risk management, leadership skills, career planning).
15. Report and record all the programs of the PAN member chapters.
16. Plan one educational program to be conducted during the monthly open Panhellenic meetings.

G. The Vice President of Lambuth Relations shall:

1. Be responsible for all communication between Lambuth campus chapters and Memphis campus chapters.
2. Telephone conference all Panhellenic Executive Board meetings.
3. Keep accurate records of all activities of the Lambuth campus.
4. Give reports/updates pertaining to Lambuth campus.
5. Will not be responsible for disaffiliating during Formal Recruitment at the Memphis campus.

6. If no Panhellenic sorority is active at the Lambuth campus, then this position will not exist on the Executive Board.

#### **ARTICLE XX. MEDIATION**

- A. The Panhellenic Council Mediation shall be followed as defined in the Manual of Information:
  1. The purpose of Mediation is to find a solution satisfactory to both the complaining party and the accused fraternity, which is appropriate under NPC UNANIMOUS AGREEMENTS, the College Panhellenic Association By-Laws and rules.
  2. The College Panhellenic President shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
  3. Mediation shall be closed to the public. The participants in the Mediation shall be representations from each fraternity involved, including a chapter advisor, or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor, and in cases of Recruitment Infractions, the College Panhellenic Recruitment Chairman.
  4. In the event mediation is not successful, a judicial board hearing shall be held.

#### **ARTICLE XXI. JUDICIAL PROCEDURES**

- A. The Panhellenic Judicial Board will be responsible for handling member group infractions of NPC UNANIMOUS AGREEMENTS, Panhellenic Constitution and/or Bylaws, and Membership Recruitment rules/guidelines.
- B. Chapters are encouraged to resolve alleged infractions through informal discussions with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the manner on the College Panhellenic Violation Report Form.
  1. Timing
    - a. The College Panhellenic Violation Form shall be completed and presented to the President of the College Panhellenic Council in a timely manner, but not more than 14 calendar days from the date of the alleged infraction (including university/college breaks). If the College Panhellenic President is unavailable or the violation is against her fraternity, the form shall be presented to the College Panhellenic Vice President or Panhellenic Advisor.
    - b. The College Panhellenic President and Panhellenic Advisor shall review the College Panhellenic Violation Report form to ensure it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete form shall be returned to the reporting party for completion prior to proceeding.
  2. Proper Reporting Authority
    - a. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter.
    - b. Recruitment infractions may be reported and signed by either:

- i. President of member group on behalf of her chapter
- ii. College Panhellenic officer in charge of recruitment or recruitment counselor
- iii. Potential New Member
- iv. Panhellenic Advisor

3. Notice

- a. When a report of an infraction is properly received by the College Panhellenic, the accused fraternity shall be given formal notification in writing. The College Panhellenic President shall notify the member group using the College Panhellenic Notice of Infraction Form. The College Panhellenic Violation Report Form is retained by the College Panhellenic President or Panhellenic Advisor and is available on request from the accused fraternity. A copy of the College Panhellenic Violation Form shall be given to the NPC Area Advisor.
- b. The College Panhellenic Notice of Infraction Form shall be delivered to the President of the accused fraternity within one week of the College Panhellenic President's receipt of the College Panhellenic Violation Report Form. If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be documented on the form. A copy of the College Panhellenic Notice of Infraction Form shall be given to the Panhellenic Advisor and the NPC Area Advisor within the same time period.
- c. Upon receipt of the College Panhellenic Notice of Infraction Form, the accused fraternity shall contact the College Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial board hearing.
  - i. If the College Panhellenic Notice of Infraction Form is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.
  - ii. On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, an appeal may be made directly to the NPC College Panhellenic Judicial Appeals Committee.

4. Judicial Board Hearing

- a. Judicial board hearings shall be closed to the public. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the College Panhellenic Recruitment Chairman.

**ARTICLE XXII. APPOINTED JUDICIAL COMMITTEE COMPOSITION**

- A. The investigation of the violation in question will be conducted separately by the PAN President, PAN VP Judicial Affairs, and Chapter President of the sorority in question. The Panhellenic Advisor will serve as ex-officio investigator in the case.

- B. PAN will follow the NPC Judicial Procedure (Model C, Section 2) format when conducting Judicial Board. The appointed judicial committee members will consist of two representatives from each active chapter (one main, one alternate). The VP Judicial Affairs will preside over the court as the organizer and mediator.

#### **ARTICLE XXIII. JUDICIAL PENALTIES**

- A. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.
- B. Inappropriate Penalties
  - 1. Monetary fines shall be acceptable only for measurable recruitment infractions (i.e., late invitation lists, late events, etc). The amounts shall be predetermined by a vote of the College Panhellenic Council and stated in the membership recruitment rules.
  - 2. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observation of an inter/national fraternity celebration.
  - 3. Penalties shall not affect a fraternity chapter's Quota or Total.
  - 4. Penalties shall not affect the time of new member acceptance and/or initiation.
  - 5. Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
- C. DURATION OF POLICIES. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
- D. NPC NOTIFICATIONS OF PENALTIES. Within 24 hours of the successful completion of mediation or the judicial board hearing, the College Panhellenic President shall send a copy of the College Panhellenic Board Record of Mediation or Judicial Board Hearing Form (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

#### **ARTICLE XIV. JUDICIAL APPEALS**

- A. JUDICIAL BOARD DECISION. A decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the College Panhellenic President using the College Panhellenic Notice of Appeal form within 48 hours of the decision.
- B. NPC COLLEGE PANHELLENICS JUDICIAL APPEALS COMMITTEE. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Chairman shall be responsible for the further conduct of the case and shall submit by certified mail, return receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s) involved.
- C. INTER/NATIONAL PRESIDENTS. If the Inter/National Presidents cannot resolve the case by discussing among themselves, the case may be referred by any Inter/National President involved to the NPC Executive Committee.

- D. NPC EXECUTIVE COMMITTEE. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.
- E. NATIONAL PANHELLENIC CONFERENCE. The decision of the National Panhellenic Conference shall be final.

#### **ARTICLE XXV. RECRUITMENT REGULATIONS**

- A. The dates for Formal Recruitment Period shall be presented by the first regular meeting in March of that year. Recruitment activities shall include Potential New Member Orientations, Open House Round, Philanthropy Round, Sisterhood Round, Preference Round, and conclude with Bid Day.
- B. All National Panhellenic Conference UNANIMOUS AGREEMENTS shall be upheld.
- C. There shall be a published list of Recruitment Standing Rules and Recruitment Schedule formulated by the Recruitment Rules Committee, consisting of two representatives from each Panhellenic chapter, and binding on alumnae as well as members and new members.
- D. All members (including alumnae and new members) are responsible for knowing and observing recruitment rules. It is the chapter's responsibility to educate their members regarding Standing Formal Recruitment Rules and all Judicial Procedures of the PAN Constitution.
- E. The current chapter total is 113 members. Chapter total will be reviewed annually at the completion of formal recruitment.
- F. The use of alcoholic beverages is prohibited in membership, recruitment, and Bid Day activities.
- G. The participation of men in membership selection and Bid Day activities is prohibited.
- H. COB/CR will be permitted during the fall starting the following of the opening of bids on Bid Day until the last day of fall classes. Those chapters not having reached chapter total and/or quota may participate in continuous open bidding. COB/CR may also occur in the spring semester beginning with the first day of class and ending with the last day of class.

#### **ARTICLE XXVI. NEW MEMBER AGREEMENT**

- A. A woman who breaks her member agreement with one NPC chapter on this campus shall not be eligible to join another NPC chapter on this campus for one calendar year from the date of bid acceptance. If a new member agreement is broken, the PAN President and Panhellenic Advisor must be notified of the date of the new member affiliation by the President of the sorority concerned.
- B. If a new member reduces her schedule below the number of hours required by the University of Memphis for full-time student classifications, her new membership is automatically broken. She will not be eligible for new membership by any other



group until one year from the date of bid acceptance but may be repeated by the group that first accepted her when she is again a regularly matriculated student.

- C. If a woman has broken her new membership less than one week before final exams begin, her grades must be included in the sorority average for the semester.
- D. A new membership period automatically expires at the end of a calendar year. If a woman returns to affiliation after this year, her grades must be included in the sorority average of the semester.

#### **ARTICLE XXVII. REQUIREMENTS FOR INITIATION**

- A. To be eligible for initiation, a new member must meet the requirements of the National Organization as documented in the Office of Greek Affairs. This eligibility must be cleared through the Greek Advisor five working days prior to the projected date of initiation.
- B. To be eligible for initiation, a new member must:
  - 1. Have completed a period of new member education in the Spring or Fall during the regular school year.
  - 2. Be a regularly enrolled student.
  - 3. Be initiated within one year of the new membership.  
\*If she does not become eligible for initiation within one year, her membership automatically expires.
- C. To be eligible to participate in PAN recruitment, a woman transferring to the University of Memphis from another university must:
  - 1. Have completed at least one semester of undergraduate course work (six semester hours minimum).
  - 2. Transfer with a minimum of 2.65 cumulative GPA.
  - 3. Have the number of hours required by the individual fraternities' or sororities' National Organization.
- D. Proof of eligibility for initiation must be secured from the Panhellenic Advisor on an Initiation Permit Request five working days prior to the projected date of initiation.

#### **ARTICLE XXVIII. HAZING**

As written in accordance with the Student Handbook:

"No student organization or individual shall engage in or condone any form of hazing. Hazing shall include, but is not limited to: Any actions taken or situation intentionally created that is directed toward another individual or group of individuals as a function of organization membership or potential membership and is designed to result or does result in mental distress, physical discomfort, embarrassment, ridicule, verbal or physical harassment or abuse, or the engaging in public stunts that are humiliating or morally degrading; excessive demand on a student's time so as to interfere with the student's academic performance will be considered a form of hazing as will threats made for the purpose of cajoling a student into secrecy in regard to breaches of the article; hazing activities which are in violation of any other institutional Regulation of Code article, such as the misuse of drugs or alcohol, are strictly prohibited."

#### **ARTICLE XXIX. EXTENSION**

- A. When all NPC chapters at the University of Memphis are close to or over total, the Panhellenic Council shall consider adding another chapter.
- B. Such a chapter shall be organized through colonization by a NPC fraternity/sorority.
- C. When an NPC fraternity or sorority has previously had a chapter at the University of Memphis, the reactivation of that chapter shall be give first consideration by the Panhellenic Council and the University of Memphis.
- D. Consideration shall be given to NPC fraternities/sororities who have filed letters expressing an interest in the campus.
- E. In the event that the Panhellenic Council considers adding another chapter, they will appoint a Vice President of Extension. Her qualifications must meet those previously outlined in Article IV and Article XV and shall serve in office during the tenure of the Executive Board that appoints her. Her duties shall be:

Prepare statistical information with the Greek Affairs Advisor and submit this information as a proposal for extension to NPC.

Communicate with all interested NPC groups invited to give presentations to the PAN.

Serve as hostess and public relations coordinator to all groups invited to give presentations.

Upon the selection of a group, this officer will play an integral role in assisting the new group through its colonization in the areas of publicity and orientation of the group to the University of Memphis.

Serve as a liaison for the new group with the University of Memphis and also NPC.

Perform other duties as they may arise pertaining to this office.

#### **ARTICLE XXX. REGULATIONS GOVERNING EVENT PARTICIPATION**

- A. Any IFC or NPHC sponsored competitive events should be completed in two days or forty-eight (48) hours. Exceptions may be given with prior approval by the Panhellenic Council Executive Board.
- B. For any PAN chapter to participate in any organized event, the Panhellenic Council Executive Board must receive the full philanthropy packet six weeks in advance, and one month's notice must be given to chapters.
- C. Any donation/fee should be a check made out to the philanthropy directly, rather than the chapter.
- D. Each PAN chapter's philanthropy, where attendance is factored into the total score, will only require fifty percent (50%) of the chapters' total for total participation points.

#### **ARTICLE XXXI. INTRAMURALS**

Intramurals for PAN will be handled by Campus Recreational Services.

## **ARTICLE XXXII. RULES OF ORDER**

The Panhellenic Council of the University of Memphis shall be governed by Robert's Rules of Order Newly Revised, except in matters specifically provided in the By-Laws, and Standing Rules.

## **ARTICLE XXXIII. AMENDMENTS**

The By-Laws may be amended by a two-thirds majority vote of the voting members of the Panhellenic Council. Notice of the proposed amendment must be provided to all delegates in writing the proceeding regular meeting and given notice two weeks prior to voting.

## **ARTICLE XXXIV. NEW BUSINESS**

For new business to be introduced on the floor of a PAN meeting, it must be brought to the attention of the PAN Executive Officers at least one week prior to the meeting.

## **ARTICLE XXXV. POLICIES ON ALCOHOL AND SOCIAL FUNCTIONS**

- A. The Panhellenic Council presents this policy on alcohol in sororities to maintain the alcohol-free initiative. This policy was established to protect the sororities of the University of Memphis and their members from the risks associated with the consumption of alcohol.
- B. The sororities of the University of Memphis will operate in a manner that is consistent with all university, local, state, and federal laws and policies concerning the serving and consumption of alcohol. The legal drinking age in the state of Tennessee is 21. The Panhellenic Council will provide its members with the University of Memphis Alcohol Policy and the PAN Alcohol-Free Initiative. In addition, PAN will provide educational information and programs concerning risk management and the risks involved with alcohol consumption.
- C. No alcohol shall be present at any new member/associate member programs or activities of the chapter. All recruitment programs and any activity related to recruitment will be completely dry. All social service activities will remain dry. No chapter member, collectively or individually, shall purchase for, serve to, or sell alcohol beverages to minors.
- D. No kegs shall be purchased for any functions hosted in conjunction with any sorority event regardless of how it is purchased or who purchases it. No alcoholic beverages of any kind may be purchased by chapter funds.

### **E. Party Definitions:**

#### **Closed Parties**

Closed Parties are defined as any activity limited to actives, new members, and affiliated members. The definition includes all internal sisterhood building activities.

#### **Social**

Socials are defined as any activity in which chapter members, both active and new members, of the respective fraternity/sorority are invited to attend. This includes any function designated as a swap, social, etc.

#### **Date Functions**

Date Functions are defined as any activity in which active members and new members of the respective fraternity/sorority and their guests are invited to attend. This includes formals, date parties, and crush parties. Alcohol at these functions may only be provided by a cash bar with a licensed bartender if held at an off-campus establishment, subject to each fraternity/sorority national policy.

#### Service Events

Service Events are defined as social events given on behalf of their philanthropic organization aimed at raising funds for the philanthropy. These events include (but are not limited to): Anchor Splash, Mr. U of M, and All Sing/Follies.

#### Alumnae Events

Alumnae Events are defined as social events where sororities' alumnae and families are invited to attend.

### F. Number of Recommended Social Events per Semester

1. Closed Parties – Unlimited
2. Socials – Limited at the discretion of each chapter
3. Date Functions – Limited to three per semester
4. Service Functions – Unlimited
5. Alumnae Functions – Unlimited

### G. Security

1. Security will be required for all function at which alcohol will be present. If the function is being held at an off-campus establishment and the establishment has a security requirement also, then the stricter requirement must be followed. All officers secured must be licensed and bonded.
2. The number of security officers needed will be determined by the number of guests attending:
  - a. 1 Security Officer – up to 75 people
  - b. 2 Security Officer – 76 to 150 people
  - c. 3 Security Officer – 151 to 200 people
  - d. 4 Security Officer – 201 people or more
3. At least one security officer will assist an executive officer of the sponsoring organization with the identification of invited guests at the entrance. It will be the security officer's responsibility to check identification.

### H. Entrance, ID, and Wristbands

1. The entrance to the party shall serve two purposes: to make sure all people entering the party are members of the sponsoring organization or a guest of a member and to check identification of those entering the party.
2. A state driver's license will be sufficient identification. A list containing names and birth dates of the active members and new members/associates will be made available at the entrance to the party.

### I. Infractions

Any organization found in violation of these guidelines will be reported to their chapter advisor. The chapter advisor will take disciplinary action.

**ARTICLE XXXVI. ALCOHOL-FREE INITIATIVE**

The Chapters of the Panhellenic Council of the University of Memphis shall fully support the following resolution:

Whereas, the abuse of alcohol is an area of major concern within our college community;

Whereas, the Panhellenic Council of the University of Memphis advocated the legal and responsible use of alcohol;

Whereas, the Panhellenic Council of the University of Memphis is supportive of fraternities that are establishing alcohol-free initiative facilities in order to regain focus on founding principles and foster clean, safe housing for their members;

Resolved, that beginning in the spring semester of 2001, the collegiate chapters which make up the Panhellenic Council of the University of Memphis will co-sponsor functions in men's fraternity facilities only if those functions (or facilities) are alcohol-free.

**ARTICLE XXXVII. IFC RECRUITMENT**

No member of the Panhellenic Council of the University of Memphis shall participate in the Formal Recruitment of the Interfraternity Council.

**ARTICLE XXXVIII. DISSOLUTION STATEMENT**

In the events of dissolution, the Panhellenic Council provides the distribution of all funds and assets to the Susan G. Komen Foundation.

**ARTICLE XXXIX. CODE OF ETHICS**

We, the members of the Panhellenic Council of the University of Memphis, pledge to promote sisterhood, community service, scholarship, and leadership in our fraternity women. We agree to uphold all University of Memphis policies, PAN Constitution and By-Laws, as well as the UNANIMOUS AGREEMENTS of the National Panhellenic Conference.

It is in accordance with the pride and character of fraternity women to avoid disparaging remarks and to support each other in all efforts. We believe in exemplifying Panhellenic spirit in thought, word, and action through a high level of trust and friendly relations.

We honor the goals of Recruitment to be as follows: to help each chapter grow and to provide each potential new member the maximum opportunity to pledge. We also strive to live by honest, respectful, and courteous ideals in order to represent the Greek system in a positive light. As a member of the Panhellenic Council of the University of Memphis, we shall stand by those values which guide our actions.