

# CONSTITUTION

## University of Delaware Panhellenic Association

### ARTICLE I. NAME

The name of this organization shall be the University of Delaware Panhellenic Association.

### ARTICLE II. OBJECT

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

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

### ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

- (1) The REGULAR membership of the University of Delaware Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at the University of Delaware.
- (2) The ASSOCIATE membership of the University of Delaware Panhellenic Association shall be composed of all members in good standing of National Panhellenic colonies or pledged chapters.

### ARTICLE IV. OFFICERS

- (1) The officers of the University of Delaware Panhellenic Association shall be President, Vice-President, Secretary, Treasurer, Recruitment Chairwoman, Assistant Recruitment Chairwoman, and Programmer.
- (2) The officers shall be delegates from fraternities holding regular membership in the University of Delaware Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.

- (2) **SELECTION OF THE DELEGATES.** Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than four weeks into the beginning of the Spring semester. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.
- (3) **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within one week and to notify the Panhellenic Council Secretary of her name, address, email, 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 delegate in all cases.
- (4) **OFFICERS.** The officers of the University of Delaware 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 Delaware Panhellenic Association.
- (5) **MEETINGS.** Regular Meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.

**SPECIAL MEETINGS** of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

**QUORUM.** Two-thirds of the membership fraternities shall constitute a quorum for the transaction of business.

- (6) **VOTING.**
  - (a) The voting body of the University of Delaware Panhellenic Association shall be its Panhellenic Council.
  - (b) The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. 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.
  - (c) Two-thirds of the voting members of Panhellenic Council shall be required to remove a Panhellenic executive officer, to establish recruitment rules, to establish Total Chapter Size, and to add a chapter. A majority vote shall be required to carry all other questions.
- (7) **VOICE.** The alternate delegates to Panhellenic Council shall have a voice but no vote.

# **PANHELLENIC COUNCIL BYLAWS UNIVERSITY OF DELAWARE**

Spring 2003 - Spring 2005

## **ARTICLE I. FINANCE**

(1) **FISCAL YEARS.** The fiscal year of the University of Delaware Panhellenic Council shall be from August 31, 2002 to August 30, 2003; and August 31, 2003 to August 31, 2004; and September 1, 2004 to August 31, 2005.

(2) **CONTRACTS.** The Signature of the Director or Associate Director of Student Centers shall be required to bind the University of Delaware Panhellenic Council.

(3) **CHECKS.** All checks issued on behalf of the University of Delaware Panhellenic Council shall be signed by two of the people listed on the Citizens bank authorization form on file in Activities and Programs Office, one of which is the current treasurer. All checks must be approved and signed by the current Panhellenic Treasurer and the Assistant Director of Fraternity and Sorority Life.

(4) **PAYMENTS.** All payments due to the Panhellenic Council shall be made payable to University of Delaware Panhellenic Council. All checks will be given to the Treasurer, who shall record them and issue receipts.

(5) **MEMBERSHIP DUES.**

(a) **AMOUNT.** The dues of each Panhellenic Council member fraternity shall be assessed per member and new member. The amount of such dues shall be determined biannually by the Panhellenic Council and announced at its first regular meeting each semester. Any change in the amount of dues shall be approved by a majority vote of the Council, after the Treasurer gives a budget proposal.

(b) **TIME OF PAYMENT.** The dues of each Panhellenic Council member fraternity shall be payable no later than two weeks after the first official Panhellenic meeting each semester. In the event that Informal Recruitment is held, a sorority will be assessed membership dues for all new members, which is to be payable no later than four weeks following the conclusion of Informal Recruitment. In the spring, dues will be collected no later than two weeks following Formal Recruitment.

(c) **LATE PAYMENT.** Any Panhellenic Association member fraternity that fails to comply with the membership dues deadline will be subject to a twenty-five dollar fine for each day the payment is late.

- (3) Maintain a complete and up-to-date President's file which will include a copy of the current University of Delaware Panhellenic Council Constitution, Bylaws, Recruitment Rules and Regulations, the current budget, the current NPC Area Advisor, her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- (4) Represent the Panhellenic Council at University functions upon request.
- (5) Distribute and collect applications for those Executive Board positions not involved in the Rotation Order. The new President will help the Panhellenic Advisers review and select these Chairwomen at the start of her term in early December.
- (6) Be responsible for planning an Officer Training Workshop in the late Fall or Winter Term.
- (7) Cast the tie-breaking vote, if such a case should arise in the voting procedure.
- (8) She may call a special meeting of the University of Delaware Panhellenic Council upon the written request of any regular or associated member fraternity at the University of Delaware.

**THE VICE PRESIDENT SHALL:**

- (1) Perform the duties of the President in her absence, inability to serve, or at her call.
- (2) Attend all regular and special meetings of the University of Delaware Panhellenic Council and Panhellenic Council Executive Board.
- (3) Directly oversee the Chief Justice and Judicial Board. Plan and implement ongoing training sessions for Judicial Board in conjunction with Chief Justice.
- (4) Organize training seminars and bi-weekly meetings for social and risk management chairs. Additional meetings may be scheduled as necessary.
- (5) Catalog social registration forms weekly and issue violations as necessary.
- (6) Plan and carry out the President's Ball each Fall including but not limited to distributing invitations, booking busses, DJ, and venue, ordering favors and facilitating event.
- (7) Should be able to fulfill the Presidential position at the next officer transition.
- (8) Responsible for overseeing the cabinet positions and committees.

- (3) Be responsible for the preparation of the bi-annual budget and following its approval by Panhellenic Council, providing a copy to each University of Delaware Panhellenic Council member.
- (4) Receive all payments due to the Panhellenic Council, collect all dues and fines, and give receipts.
- (5) Be responsible for the prompt payment of all bills of the University of Delaware Panhellenic Council.
- (6) Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and annual report at the close of her term of office.
- (7) Prepare budget requests for the Student Centers Allocations Board.
- (8) Conduct a semester meeting with chapter treasurers.
- (9) Responsible for overseeing the spending of money by Panhellenic Council Executive Board and cabinet by administering and compiling budgetary forms.

#### THE RECRUITMENT CHAIR:

- (1) Attend all regular and special meetings of the University of Delaware Panhellenic Council and Panhellenic Council Executive Board.
- (2) The Recruitment Officer will serve as chairwoman of the Recruitment Committee.
- (3) Coordinate all Formal Recruitment activities for regular member sororities. This includes but is not limited to reserving rooms for Recruitment, setting up the Recruitment schedule, organizing a Recruitment booklet, organizing Recruitment registration, orientation, invitation matching, and sending out information to freshman via mail.
- (4) In conjunction with Assistant Recruitment, oversee Formal Recruitment activities, set up a Recruitment Counselor system, see that all sorority members and potential members are informed about Formal Recruitment and are provided with Recruitment Rules and Regulations, and chair all meetings with the Recruitment Chairwomen of regular member sororities, and organize the Bid Day in the Spring. The Recruitment Officers must review and change the Recruitment rules annually if necessary.
- (5) Will be responsible for Panhellenic Delegates who will assist with the Formal Recruitment process.

- (3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council. Minutes from the Executive Board Meetings should be taken by the secretary, made available upon request and put on file in the Center for Fraternity and Sorority Life.

## ARTICLE V. CABINET COMMITTEES

### THE JUDICIAL BOARD SHALL:

- (1) The Judicial Board shall consist of the Vice-President as Chairwoman, the Chief Justice, and one member from each Panhellenic chapter.
- (2) Members of the Judicial Board and the position of Chief Justice will be selected through an interview process by the Panhellenic Executive Board and will serve a term from February through the following February.
- (3) It shall be the duty of the Judicial Board to deal with violations of the Constitution, Bylaws, Standing Rules, and Recruitment regulations of the University of Delaware Panhellenic Council.
- (4) Attend all bi-monthly meetings and training sessions as deemed necessary by Panhellenic Vice President in conjunction with the Chief Justice.
- (5) Attend any other hearings as needed.

### THE ALUMNAE RELATIONS COMMITTEE SHALL:

- (1) Maintain contact with, and act as a liaison between the University of Delaware College Panhellenic Council, and the Wilmington Alumnae Panhellenic Council.
- (2) Maintain close contact with the University of Delaware Alumni Association.
- (3) Help coordinate any jointly sponsored functions between Panhellenic Council and Alumnae group.
- (4) Attend the monthly Wilmington Alumnae meetings (if applicable).

### THE PUBLIC RELATIONS COMMITTEE SHALL:

- (1) Be responsible for all publicity of Panhellenic sponsored events, as well as for promoting Panhellenic Council's name around campus.

- (2) Coordinate all new member programming in conjunction with the Assistant Director of Fraternity and Sorority Life.
- (3) Be responsible for educating new members about Panhellenic Council.
- (4) Educate members on topics such as hazing, undergrounds Greek organizations, etc.

**THE SISTERHOOD COMMITTEE SHALL:**

- (1) Promote friendship and cooperation between all member chapters.
- (2) Recognize birthdays of delegates on a monthly basis.
- (3) Coordinate events for special occasions, such as holidays, chapter celebrations, and sisterhood events.
- (4) Create new initiatives to foster the Panhellenic spirit.

**ARTICLE VI. ADMINISTRATION OF MEMBERSHIP SELECTION**

- (1) An early spring formal recruitment shall be held.
- (2) Quota shall be set by the Panhellenic Recruitment Chair, Assistant Recruitment Chair, and Panhellenic Advisor or Assistant Director of Fraternity and Sorority Life at the conclusion of the second invitational party, based upon the number of Potential New Members returning to the second party, and will take the consideration NPC suggestion to divide the number of NPC sororities at this university.
- (3) The Preferential Bidding System shall be used at all times except during Continuous Open Bidding or Informal Recruitment. Continuous Open Bidding shall be in effect during the college year for all eligible women. Spring Recruitment shall begin at a specific date determined by the Recruitment Chairs holding Spring Recruitment.
- (4) Only full time (12 or more credits) matriculated women with a minimum GPA of 2.20 shall be eligible for participation in Recruitment.
- (5) Any new member taken during Continuous Open Bidding must be registered with the Center for Fraternity and Sorority Life and the Panhellenic Council Recruitment Chair within forty-eight hours.
- (6) If for any reason a new member or chapter member depledges, the Panhellenic Recruitment Chair must be notified within forty-eight hours.

## ARTICLE VIII. HAZING

- (1) All forms of hazing or new member activities, which are defined as hazing, shall be banned.

*Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation or excessive fatigue, physical and psychological shocks, wearing publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts or jokes; morally degrading or humiliating games and activities which are not consistent with the regulations and policies of the educational institution.*

- (2) All sorority chapter members must sign the University of Delaware Anti-Hazing Agreement.
- (3) New members will be informed and educated about through NPC and their respective chapters.
- (4) All members and chapters must abide by the University of Delaware Policy on Hazing (stated in the Official Student Handbook, Code of Conduct Section, XI. Policy on Hazing), and the State of Delaware laws regarding hazing (Title 14: Education, Part VII: Hazing, Chapter 93: Anti-Hazing Law, Sections 9301-9304).

## ARTICLE IX. EXPANSION

- (1) In accordance with the University Expansion Policy, the Panhellenic Council shall recommend to the Assistant Director of Fraternity and Sorority Life all matters, which concern expansion.
- (2) Such a chapter shall be organized through colonization by an NPC Fraternity or through organization of a local sorority, which may petition an NPC Fraternity for a chapter.
- (3) Consideration should be given to NPC Fraternities that have previously had chapters on the campus and to those NPC Fraternities, which have filed letters expressing an interest in the campus.
- (4) Recommendation of a new sorority requires a three-fourths vote of the Panhellenic Council.

### ARTICLE XIII. EVENT ATTENDANCE

Attendance is expected at all Panhellenic sponsored events.

### ARTICLE XIV. ADVISORS

No alumnae may serve a dual role as both an advisor to a collegiate chapter on this campus and as a Collegiate Contact to the University of Delaware Panhellenic Council.

### ARTICLE XV. AMENDMENT

- (1) Bylaws may be amended by a two-thirds vote of the voting members of the Panhellenic Council. The amendment must be proposed at least one week prior to the vote.
- (2) Associate members and colonies will attain voting status only if the amendment applies to them.

***\*\*Last revised May 2003, and approved: May 12, 2003 by the Panhellenic Council***

**PANHELLENIC COUNCIL BYLAWS  
UNIVERSITY OF DELAWARE**

Revised Fall 2005

**ARTICLE I. FINANCE**

- 1) **FISCAL YEAR.** The fiscal year of the Panhellenic Council shall be from the first day of the fall semester through the following summer.
- 2) **CONTRACTS.** The signature of the President, Treasurer or Advisor shall be required to bind the Panhellenic Council.
- 3) **CHECKS.** All checks issued on behalf of the Panhellenic Council shall be signed by two administrators in the Activities & Programs office of the University of Delaware. The Panhellenic Council as a Registered Student Organization (RSO) will follow all the policies and procedures that apply to RSO's including check writing.
- 4) **PAYMENTS.** All payments due to the Panhellenic Council shall be made payable to Panhellenic Council. All checks will be given to the Treasurer, who shall record them and issue receipts.
- 5) **MEMBERSHIP DUES.**
  - a) **AMOUNT.** The dues of each Panhellenic Council member fraternity shall be assessed per member and new member. The amount of such dues shall be determined biannually by the Panhellenic Council and announced at its first regular meeting each semester.
  - b) **TIME OF PAYMENT.** The dues of each Panhellenic Council member fraternity shall be payable on the date set by the Panhellenic Treasurer.
  - c) **LATE PAYMENT.** Any Panhellenic Council member fraternity that fails to comply with the membership dues deadline will be subject to a twenty-five dollar fine for each day the payment is late.
- 6) **OFFICER STIPENDS**
  - a) **PURPOSE:** Stipends are to be issued to each officer in effort to cover the costs of one semester's chapter dues
  - b) **TIME of PAYMENT:** Each officer's stipend may be issued by the treasurer no earlier than the last Panhellenic meeting of the Spring Semester.
  - c) **AMOUNT:** The stipend serves as the officer's chapter dues for one semester. Each officer is to receive the same amount and this amount is not to exceed \$500 per academic year.

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

- (1) The position of President of the Panhellenic Council shall be held in rotation by each National Panhellenic Conference Fraternity chapter as stated below. The President should have served on the Panhellenic Council as Vice President for one year prior to her Presidential term and regularly attended the weekly meetings of the Panhellenic Council. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place on the Panhellenic Executive Board. The position shall be filled by the next sorority in order of rotation, who will not relinquish its position in the rotation. In addition, The Recruitment chair should have served as the Assistant Recruitment Chair for one year prior to her instillation.
- (2) The Rotation Order is as follows:
  - a. President
  - b. Vice President
  - c. Secretary
  - d. Treasurer
  - e. Recruitment
  - f. Assistant Recruitment
  - g. Programmer
- (3) It will be the decision of the presiding Panhellenic Council to decide whether or not to add, delete, or change the office rotation order of the Panhellenic Council if need be.
- (4) Spring 2005 Rotation
  - a. Phi Sigma Sigma
  - b. Sigma Kappa
  - c. Alpha Xi Delta
  - d. Alpha Epsilon Phi
  - e. Alpha Sigma Alpha
  - f. Chi Omega
  - g. Alpha Phi
  - h. Delta Gamma
  - i. Kappa Alpha Theta