

Bylaws of the UConn Panhellenic Council

Article I. Name^[1]_{SEP}

The name of this organization shall be the UConn Panhellenic Council.

Article II. Object

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

1. Effectively operate within the guidelines established by its purpose and by any goals established each semester by the UConn Panhellenic Council.
2. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
3. Promote superior scholarship and basic intellectual development.
4. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
5. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
6. Act in accordance with such rules established by the UConn Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

Article III. Membership^[1]_{SEP}

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. Regular membership.** The regular membership of the UConn Panhellenic Council shall be composed of all chapters of NPC fraternities at the University of Connecticut. Regular members of the UConn Panhellenic Council shall pay dues as determined by the UConn Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. Provisional membership.** The provisional membership of the UConn Panhellenic Council shall be composed of all colonies of NPC fraternities at the University of Connecticut. Provisional members shall pay no dues and shall have a 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. Associate membership.** Local sororities or national/regional non-NPC member groups may apply for associate membership of the UConn

Panhellenic Council. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the UConn Panhellenic Council. Associate members shall pay dues as determined by the UConn Panhellenic Council. An associate member shall have a voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on the recruitment rules and the establishment or modification of Panhellenic Total. An associate member may be expelled for cause by a majority vote of the UConn Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. 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 UConn Panhellenic Council bylaws, code of ethics and any additional rules the Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this UConn Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.
- B. **Discrimination policy.** The UConn Panhellenic Council does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, ancestry, religion, age, physical disability, medical condition, sexual orientation, marital status, or citizenship.

Article IV. Officers and Duties

Section 1. Officers

The officers of the UConn Panhellenic Council shall be President, Executive Vice President, Vice President of Standards, Vice President of Philanthropy and Service, Vice President of Membership Development, Vice President of Recruitment, Vice President of Business Administration, Vice President of Risk Management, and Vice President of Public Relations.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership of the organization, but to be eligible for an Executive Board position, a sorority woman must have been initiated for at least one year, be in good standing with her sorority, and may not serve on the executive board of her sorority. She must also maintain a cumulative 2.7 GPA.

- A. **Regular membership.** Members from women's fraternities holding regular membership in the UConn Panhellenic Council shall be eligible to apply for any officer position.

B. Provisional membership. Members from women's fraternities holding provisional membership in the UConn Panhellenic Council shall not be eligible to apply for an officer position.

C. Associate membership. Members from women's fraternities holding associate membership in the UConn Panhellenic Council shall be eligible to serve as an officer except President, Executive Vice President, and Vice President of Recruitment.

Section 3. Selection of Officers

The officers of President, Executive Vice President, Vice President of Standards, Vice President of Philanthropy and Service, Vice President of Membership Development, Vice President of Recruitment, Vice President of Business Administration, Vice President of Risk Management, and Vice President of Public Relations of the University of Connecticut Panhellenic Council shall be elected by ballot.

Section 4. Office-Holding Limitations

No more than two members from the same women's fraternity shall hold office during the same term. The women serving in the positions of President and Executive Vice President may not be members of the same women's fraternity due to the positions' requirements in representing the UConn Panhellenic Council.

Section 5. Nomination Procedure

The nominating committee will consist of the Chapter Delegates, Chapter Presidents, and the outgoing Panhellenic Executive Board officers, who have not applied for a new term. The Panhellenic Advisor shall serve as a non-voting ex-officio member. A majority vote shall select and each chapter has one vote.

The Executive Board applications must be sent out to all Panhellenic Chapter Delegates to distribute to their chapters by the third week of October. The deadline for the application process will be two weeks following the release of the application. The interviewing process will be held the first week of November with all of the nominating committee present. The finalized slate will be released within 24 hours of the interviewing process.

Section 6. Term

The officers shall serve for a term of one year beginning in and ending in December of the next year.

Section 7. Transition Process

The Executive Vice President is responsible for conducting an officer training day before the Installation Ceremony takes place. The new executive board officers are required to attend at least one executive and one Panhellenic meeting after

being elected into their positions in order to gain an understanding of not only their position, but also how executive and Panhellenic meetings are run.

The Installation Ceremony shall take place during the last Panhellenic meeting of the fall semester. At this ceremony, the new Panhellenic executive board will be officially initiated into their positions on the council.

Section 8. Removal

Any members of the UConn Panhellenic Executive Board may be removed from office for failure to uphold the duties and expectations set forth by these bylaws, or otherwise appointed to her by the Executive Board. The Executive Board may request the resignation of any member of the Executive Board for failure to uphold duties and expectations set forth in these bylaws or otherwise appointed to her.

- A. Any member of the Executive Board may be removed from office for repeated absences for any reason; for failure to uphold the duties and expectations set forth in the bylaws, or any other UConn Panhellenic Council policy, including the maintenance of a cumulative 2.7 GPA; or if the officer is not in good standing with her Panhellenic chapter.
- B. The member who has repeated offenses will receive a letter outlining their violations to their duties which are explicit in the bylaws. They will receive a two-week grace period to change their conduct, resulting in a vote by the rest of the Executive Board.
- C. Any officer may be removed for cause by a vote of two-thirds of the members of the UConn Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers

- A. The President shall:
 - Preside at all meetings of the UConn Panhellenic Council and call roll at each meeting.
 - Preside at all meetings of the Executive Board.
 - Prepare agendas for weekly Executive Board and UConn Panhellenic Council meetings.
 - Oversee the Executive Board and coordinate the Executive Board office hours.
 - Complete SOLID training for Executive Leadership.
 - Serve as an ex-officio member of all UConn Panhellenic Council groups and committees.
 - Communicate regularly and meet weekly with the Panhellenic Advisor.
 - Be familiar with the NPC Manual of Information and all governing

documents of this council.

- Ensure that the NPC annual report is completed and communicate regularly with the NPC area advisor.
- Maintain a complete and up-to-date President's file which includes current copies of the following: UConn Panhellenic Council Bylaws and standing rules; the UConn Panhellenic Council budget; the Manual of Information and related materials; contracts executed on behalf of the UConn Panhellenic Council; correspondence and materials received from the NPC area advisor; all UConn Panhellenic Council reports to NPC; and other pertinent materials.
- Serve as the primary spokesperson and representative for the entire membership of the UConn Panhellenic Council at all University and public events that require a Panhellenic presence. These include, but are not limited to Student Leadership Dinners, Chancellor Dinners, and Administration Receptions. In the event that the President cannot attend a function, the Executive Vice President shall take her place.
- Establish and maintain working relationships with fraternity and sorority leaders and other UConn student and administrative leaders.
- Communicate with organizations outside the Greek system in regards to planning events with the UConn Panhellenic community.
- Serve as the UConn Panhellenic Council liaison at the Interfraternity Council (IFC), the Intercultural Greek Council (IGC), and the National Pan-Hellenic Council (NPHC) as needed.
- Host a president's' roundtable the first week of each month immediately following the first closed Panhellenic meeting of each month.
- Help to maintain the focus of the UConn Panhellenic Council in accordance with the Panhellenic purpose, goals, and objectives.
- Oversee the Formal Recruitment process as deemed necessary by the Vice President of Recruitment.
- Assist the Executive Vice President with the election process of new Panhellenic Executive Board members.
- Plan and conduct an Installation ceremony for the new Panhellenic Executive Board members.
- Conduct a training session for the Panhellenic Delegates
- Maintain close communication with Panhellenic Delegates
- Conduct monthly check-in meetings with Panhellenic Delegates
- Keep up-to-date calendar of all chapters, Panhellenic, and community events.
- Support all Executive officers as needed.
- Perform all other duties as assigned.

B. The Executive Vice President shall:

- Preside at all meetings of the UConn Panhellenic Council and of

the Executive Board.

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Complete SOLID training for Executive Leadership.
- Review and maintain all UConn Panhellenic policies and documents specified (i.e. Bylaws, Recruitment Rules, etc.).
- Conduct and oversee the Panhellenic Council Executive Board election process by organizing and creating the structure.
- Conduct an officer training day and transition period for the new Panhellenic Executive Board after elections.
- Maintain an accurate, up-to-date, working notebook for the office of Executive Vice President and make sure all other officer notebooks are current before transitioning the new Panhellenic Executive Board officers.
- Compile and distribute contact information and officer listings of all Panhellenic officers and delegates to all member groups, staff members, and advisors.
- Promote Panhellenic Leadership, within chapters, the council, greek life and outside of greek life.
- Hold a leadership workshop for members of the greek community once
- Organize and oversee Junior Panhellenic Council. This includes but is not limited to: helping chapters choose Junior Panhellenic representatives, setting meeting times, dates, and locations for Junior Panhellenic, and advising the Junior Panhellenic of their programming
- Perform all other duties as assigned.

C. The Vice President of Recruitment:

- Preside at all meetings of the UConn Panhellenic Council and of the Executive Board.
- Organize and direct the Fully Structured Recruitment process for all regular members of the UConn Panhellenic Council in collaboration with all chapter recruitment chairwoman.
- Organize and direct the Sorority Recruitment Roundtables for Fully Structured Recruitment. These shall be events that provide information about the entire membership of the UConn Panhellenic Council.
- Serve as the primary contact for all Recruitment related questions with the exception of information regarding Release Figures Method.
- Serve as the Chairperson of the Recruitment Roundtables consisting of Recruitment Chairs of each member women's fraternity of the UConn Panhellenic Council.

- Oversee the application, selection, management, and training of the Recruitment Management Team.
- Review and evaluate the Panhellenic Recruitment process at UConn on a yearly basis and make appropriate adjustments.
- Maintain up-to-date, working notebook for the office of Vice President of Recruitment.
- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Delegate Recruitment tasks to the Panhellenic Council as needed.
- Maintain contact with the Panhellenic Recruitment Advisor and Panhellenic Advisor.
- Maintain contact with the NPC Area Advisor.
- Perform all other duties as assigned.

A. The Vice President of Philanthropy and Service shall:

- Preside at all meetings of the UConn Panhellenic Council and of the Executive Board.
- Help foster community relations through service by creating opportunities for the Panhellenic community to get involved in local events and service.
- Help foster University relations by informing and encouraging the Panhellenic community to get involved and attend events outside of the council including but not limited to philanthropy and education events.
- Collaborate and support programs and events initiated by the OFSL Programming interns.
- Maintain an up-to-date working notebook for the office of Vice President of Philanthropy and Service
- Track Panhellenic and University philanthropy events
- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Implement programs and activities to educate members on the Circle of Sisterhood.
- Conduct roundtables with the Philanthropy directors of the Panhellenic organizations
- Develop fundraising strategies for Circle of Sisterhood, including the use of Crowd Change.
- Perform all other duties as assigned.

B. The Vice President of Membership Development shall:

- Preside at all meetings of the UConn Panhellenic Council and of the Executive Board.
- Maintain and promote the UConn Panhellenic community spirit by building and establishing a bond between the member women's fraternities.
- Coordinate inter-sorority programming of UConn Panhellenic

- Council events and programs to bring all chapters together.
- Maintain an up-to-date and working notebook for the office of Vice President of Membership Development.
- Plan a New Member Brunch to be held the fall semester to welcome new members into the Panhellenic community.
- Host one New Member Education round table during the fall semester.
- Maintain current statistics concerning the number of initiated and new members of each UConn Panhellenic Council member organization.
- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Coordinate programs and activities for the second open Panhellenic meeting of each month.
- Create applications for and select members to become a part of the event planning committee
- Hold meetings with the event planning committee to delegate tasks of Panhellenic event planning
- Perform all other duties as assigned.

C. The Vice President of Standards shall:

- Preside at all meetings of the UConn Panhellenic Council and of the Executive Board.
- Enforce all policies related to the operations of the UConn Panhellenic Council. ^[1]_{SEP}
- Complete SOLID training for Secretary.
- Serve as the Judicial Board Chair and hear the judiciary procedures dealing with any violations of the By Laws, Standing Rules, UConn Panhellenic Council Recruitment Rules and Code of Ethics. ^[1]_{SEP}
- Promote academic excellence through Scholarship roundtables and planning major UConn Panhellenic education programs.
- Inform each chapter of news pertaining to academic resources available on campus that include but are not limited to upcoming guest speakers, Q-center, W-center, and Office of Career Services.
- Recognize chapter and members' achievements through the Council Wide Academic Achievement Awards
- Organize Panhellenic positive recognition including but not limited to Panhellenic Woman of the week, and chapter recognition.
- Promote health and wellness for Panhellenic women
- Promote diversity and inclusion throughout the Panhellenic/Greek community
- Assist in creating events that could fulfill CAP requirements for Panhellenic organizations.

- Properly document recruitment infraction violations and notify involved parties of the next steps as outlined in these Bylaws and the Manual of Information.
- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Perform all duties as assigned.

D. The Vice President of Business Administration shall:

- Preside at all meetings of the UConn Panhellenic Council and of the Executive Board.
- Complete SOLID training for Treasurer.
- Supervise the finances of the UConn Panhellenic Council.
- Handle all budget requests made by Panhellenic Executive officers that are in addition to their individualized semester budget.
- Assist Executive officers in developing their semester budget to best utilize the economic resources of the Panhellenic council.
- Prepare the semester and annual budget and, after its approval by the UConn Panhellenic Council, provide a copy to each Panhellenic delegate, Executive Board officer, Panhellenic Advisor.
- Receive and record all payments due to the UConn Panhellenic Council, oversee the dues process including collections, reminders, late notices, and receipt distributions.
- Develop and administer any and all fines as determined necessary by the Panhellenic Council.
- Promptly pay the annual NPC dues and all bills of the UConn Panhellenic Council.
- Coordinate reimbursement process as needed.
- Submit and maintain up-to-date financial records and paperwork; present a financial report monthly or as needed at the council meetings and an annual report at the close of her term of office.
- Book appropriate rooms for Panhellenic Events including but not limited to Recruitment, Academic Achievement Awards, New Member Brunch, Panhellenic meetings.
- Keep proper minutes of all meetings of the UConn Panhellenic Council, or any other meeting a Panhellenic Executive Officer deems necessary, as well as keep a record of all action taken by the UConn Panhellenic Council and the Executive Board.
- Take attendance at UConn Panhellenic Council meetings.
- Distribute recorded minutes to chapters and advisors.
- Send meeting minutes to the NPC area advisor.
- Maintain a complete and up-to-date record of the minutes of all Panhellenic executive and council meetings; copies of all correspondence with and contracts made by the UConn Panhellenic Council; and copies of all official NPC correspondence
- Sign all UConn Panhellenic Council contracts when authorized to

do so.

- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Perform all other duties as assigned.

E. The Vice President of Public Relations

- Preside at all meetings of the UConn Panhellenic Council and of the Executive Board.
- Serve on the Recruitment Management Team as the Director of Public Relations in coordination with the Vice President of Recruitment.
- Develop and execute a marketing plan for the UConn Panhellenic Council for each new semester.
- Order Panhellenic wide merchandise and approve individual chapter merchandise orders including but not limited to apparel, stickers, and promotional materials.
- Continue to positively promote the UConn Panhellenic community constantly throughout the semester through a variety of venues.
- Serve as the Panhellenic liaison to the Daily Campus and other media organizations for the advertisements, articles, and accomplishments of the UConn Panhellenic Council and Panhellenic chapters including, but not limited to: Recruitment dates, positive projects, and philanthropy events.
- Publicize UConn Panhellenic Council and chapter events and programs.
- Update all social media (Facebook, Twitter, Website, Instagram, etc.) as needed.
- Host a social media workshop each semester to promote the posting of content that reflects the values of the Panhellenic Council.
- Create UConn Panhellenic Council newsletter at least once a semester and distribute to chapters and Executive Officers.
- Maintain alumnae relations in order to promote networking and programming supplementation.
- Be familiar with the NPC Manual of Information and all governing documents of this council.
- Perform all other duties as assigned.

F. Vice President of Risk Management

- Conduct roundtables with all Panhellenic organizations' risk management officers and social chairs at least once per semester.
- Serve as the representative for the UConn Panhellenic Council on the Greek Awareness Committee (GAC) for National Hazing Prevention Week (NHPW).
- Promote Panhellenic usage of the off campus activities advising process for off campus events

- Promote participation in national hazing prevention week
- Enforce hazing prevention within the greek community
- Benchmark Panhellenics at other universities in order to determine what Panhellenic at our university can do to advance risk management
- Educate the Panhellenic community on risk management procedures and safe practices
- Provide Panhellenic support of risk management procedures when possible

Article V. The Governing Body

Section 1. Authority

The governing body of the UConn member women's fraternities shall be the UConn Panhellenic Council. It shall be the duty of the UConn Panhellenic Council to conduct all business related to the overall welfare of these groups including, but not limited to: determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; establish recruitment rules and recruitment style; and biannually review the parameters as adopted in the recruitment rules and unanimous agreement in the NPC Manual of Information for the automatic adjustment of total. The total will be evaluated using median chapter size unless given special permission by NPC area advisor and voted on by campus delegates to use average chapter size. The UConn Panhellenic Council shall also have the authority to adopt governing rules that do not violate the sovereignty, rights and privileges of the member women's fraternities.

Section 2. Composition and Privileges

The UConn Panhellenic Council shall be composed of the nine standing Panhellenic Council Executive Board officers and one delegate and one alternate delegate from each regular, provisional and associate member group at the University of Connecticut 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 voice but no vote. The alternate delegate shall fulfill the duties by acting and voting in the place of the delegate when the delegate is absent. If both the delegate and the alternate delegate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the UConn Panhellenic Council President in advance.

Section 3. Selection of Delegates and Alternate Delegates

Delegates and alternate delegates to the UConn Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of

one year beginning in and ending in December of the next year.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the President of her name, email address, and telephone number.

Section 5. Regular Meetings

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

Section 6. Annual Meeting

The annual meeting of the UConn Panhellenic Council shall be held during the month of November with dates to be determined by the Executive Vice President. 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 UConn Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the UConn Panhellenic Council. Notice of each special meeting of the UConn Panhellenic Council shall be sent to each member of the UConn 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 fraternities of the UConn Panhellenic Council shall constitute a quorum for the transaction of business.

Section 9. Voting 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 UConn Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of bylaws for specific voting requirements for the amendment of these bylaws).

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Standards, Vice President of Philanthropy and Service, Vice President of Membership Development, Vice President of

Recruitment, Vice President of Business Administration, Vice President of Risk Management, and Vice President of Public Relations.

Section 2. Duties

The Executive Board shall coordinate all UConn Panhellenic Council Activities as well as administer routine business between meetings of the UConn Panhellenic Council and such other business as has been approved for action by UConn Panhellenic Council vote. At the next regular meeting of the UConn Panhellenic Council through the Vice President of Business Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. The members of the Executive Board are expected to act as the leadership team for the UConn Panhellenic Council. This includes, but is not limited to:

- Serve on the Recruitment Management Team in some capacity and remain disassociated from respective chapters during Formal Recruitment.
- Maintain a working knowledge for all UConn and Fraternity and Sorority Life policies and procedures that might affect members of the women's fraternity community.
- Maintain full working knowledge of all fraternity and sorority community wide events and activities.
- Attend and actively participate in all meetings and events scheduled through the UConn Panhellenic Council.
- Maintain regular contact with the Office of Fraternity and Sorority Life as well as UConn's NPC Area Advisor.
- Hold office hours in the Greek Councils' Office as needed.
- Administer routine business between meetings of the UConn Panhellenic Council and such other business that has been approved for UConn Panhellenic Council vote.
- Be familiar with the NPC Manual of Information and all governing documents of this council.

Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the UConn Panhellenic Council shall be a member of and appointed by the Office of Fraternity and Sorority Life at the University of Connecticut. The UConn Panhellenic Council Executive Board reserves the right to review/consider an additional advisor as needed.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing and Special Committees

- A. The special committees of the UConn Panhellenic Council shall be the Judicial Board, and the Event Planning Committee.
- B. Term. The term of the special committees shall be decided upon by the Executive Board as needed.

Section 2. Appointment of Committee Membership

The UConn Panhellenic Council Executive Board shall appoint members and chairwomen 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 fraternities as much as possible.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Standards as the chairwoman and 2 members from each chapter. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in one training meeting to be educated about the purpose of the board, the rules and regulations that 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 fraternities about the Panhellenic 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 UConn Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the UConn 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.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the UConn Panhellenic Council shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Two signatures taken from the following positions: President, Vice President of Business Administration, Executive Vice President, or the Panhellenic Advisor shall be required to bind the UConn Panhellenic Council on any and all contracts. The two signatures required shall not be from two officers of the same NPC chapter.

Section 3. Checks

All checks issued on behalf of the UConn Panhellenic Council bear two signatures. The following shall be authorized to be one of the two required signatures: Vice President of Business Administration.

Section 4. Payments

All payments due to the UConn Panhellenic Council shall be received by the Vice President of Business Administration, who shall record them. Checks for payments shall be maybe payable to the UConn Panhellenic Council.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Council membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each UConn Panhellenic Council member fraternity shall be paid on a date that is set each academic term.

Section 6. Fees and Assessments

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

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The UConn 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.

Article XI. Violation Resolution

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 UConn Panhellenic Council shall be considered a violation. Reports can be made to the Judicial Board by Panhellenic Delegates, Chapter Presidents, Recruitment Chairs, and Panhellenic Executive Officers.

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 UConn Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

- A. **Mediation.** Mediation is the first step of the judicial process. The UConn Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- 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 UConn 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 Panhellenics Judicial Appeal Committee. The UConn Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing or activities that are defined as hazing shall be banned. Hazing is defined as any action taken or situation created intentionally, whether on or off university premises, to endanger the mental or physical health of a student, to destroy or remove public or private

property, to produce mental or physical discomfort, embarrassment, harassment or ridicule for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership into a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing apparel which is conspicuous and normally not in good taste in public, engaging in public stunts and jokes; morally degrading or humiliating games and activities; and any other activities which are not consistent with the regulations and policies of UConn.

Article XIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the UConn Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these Bylaws and any special rules of order the UConn Panhellenic Council may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the UConn 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 XV. Dissolution

The UConn Panhellenic Council shall be dissolved when only one regular member exists at the University of Connecticut. In the event of the dissolution of the Council, none of the assets of the Council shall be distributed to any members of the Council.

Article XVI. Beneficiary Addendum

Should this organization cease to exist, after payment of the debts of the Council, its assets shall be donated to the National Panhellenic Conference at 3901 West 86th Street, Suite 398 Indianapolis, Indiana.

Enabling Clause: This constitution was voted on and put into effect Wednesday, March 7, 2018.

Standing Rules

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. These types of rules belongs in standing rules rather than Bylaws. Standing rules are written as a separate document from the Bylaws, but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Recruitment Rules
- Judicial Procedures
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, Pageants, etc.)
- Office Procedures
- Financial considerations (i.e., paying for staff)
- Recruitment Counselor selection/requirements/expectations
- Associate Member organizations

Standing Rules

Article 1. Recruitment Code of Ethics

Recruitment Behavior

- Communication Between Sorority Members and Potential New Members
 - Beginning on September 1st, sorority members are expected to promote general sorority membership as opposed to promoting their own individual chapter. The recruitment period will begin at Formal Recruitment Orientation and will end at the conclusion Bid Day ceremonies.
 - During the Formal Recruitment period, sorority members may wear letters, but may not converse with or contact any potential new members directly or indirectly through friends outside of designated recruitment parties. This includes but is not limited to; conversations on and off campus; in town, residence halls, dining halls; at apartment and/or fraternity parties; through letters, phone calls, instant messenger, text messaging, or Facebook. Working on group projects or group class work may occur only in classroom settings with other

group members present. Sorority members must notify the Panhellenic VP for Recruitment, if this occurs.

- Sorority members may not promise bids or invitations or give the hint that a bid or invitation will be extended to the PNM, and they may not suggest that they will see the Potential New Member during the next rounds. They may never suggest intentional single-preference or the preference of any sorority over another. Polite greetings and salutations are acceptable and judged on a case-by-case basis.
- Any woman registered for Formal recruitment, regardless if the registration fee is paid, or that is participating in a chapter's Continuous Open Bidding (COB) events, may not be invited to attend any social function sponsored or attended by a sorority or sorority members between the first day of classes and Bid Day. No recruiting should take place at chapter social functions.
- Sorority members may not slander other sororities to the Potential New Member, nor may they inquire about or discuss other sorority's recruitment parties or procedures at any time during Formal Recruitment. In addition, a sorority member may not inquire about a Potential New Member's party schedule at any time during the recruitment period. Any violations will be sanctioned through the Panhellenic mediation process.
- Sorority members may not inquire if a potential new member is a legacy of another chapter. Any violations will be sanctioned through the Panhellenic mediation process.
- Sorority members may not buy anything for Potential New Members (i.e. gifts, meals, etc) or give a Potential New Member any cards, letters, envelopes, or any type of written correspondence at any time during Formal Recruitment.
- Sorority members may not discuss social functions (socials and mixers), alcohol, social calendars, or fraternity organizations. Exceptions may be made when speaking about special events, i.e. Homecoming, Greek Week, and HuskyTHON, and may only include current and past partners. Sorority members may never slander the name of a fraternity organization or its members.
- Men may not be used, in any way, to persuade PNM's to join or not join a specific chapter. Furthermore, men may not wear recruitment shirts for any chapter. Also, no organized PR efforts may be made by any fraternity to support or represent any sorority.

- Sorority members who are Resident Assistants (RAs) may not directly participate in Formal Recruitment events and parties. Any sorority members who have blood relatives or roommates going through Recruitment and cannot avoid contact with them must follow all normal rules outlines for the recruitment process. When contact is absolutely inevitable, recruitment may not be discussed.
- No advertisements bearing a sorority's name or Greek letters may appear in any local publication from the first day of classes through Bid Day. This includes sending excess chapter members to Convocation and the Greek Barbecue in Greek apparel.
- Violations of Sorority Member/Potential New Member Rules will be sanctioned through the NPC Judicial process.
- Recruitment Violations and Infractions
 - If a sorority believes there had been an infraction of these rules, the College Panhellenic Violation Report must be turned into the Panhellenic President where all violations will be sanctioned through the Panhellenic mediation process or judicial hearing.
 - The Panhellenic Council advisor reserves the right to contact the Inter/National Headquarters of any sorority with a Recruitment Code of Conduct violation.
 - All National Panhellenic Conference Unanimous Agreements will be upheld especially those pertaining to Formal Recruitment. All members are responsible for knowing and observing these rules.
 - All University of Connecticut rules, policies, procedures, and local, state and federal laws must be followed at all times.

Article II. Pageant Rules

- Earning of extra incentives during the competition period should not involve favors such as baking, sober rides, alcohol, drugs, sexual favors, or any other actions that contradict the moral and ethical values of the Greek Community.
- A set point system must be presented to each chapter participating and their respective council advisor two weeks before the event. Once agreed upon, the system cannot be changed in any way without notification to each chapter participating.

- If the event includes a talent portion, the talent act must be reviewed by a member of the chapter hosting the event and the participant's chapter President before they are presented to an audience.
- Events should focus on philanthropic goals and the upkeep of positive relations between all members of the Greek Community. The values that each organization participating are based on should be emphasized throughout the week. The candidate who is chosen should comply with the hosting organization's values as well.
- Each philanthropy should be limited to only 3 events during the span of one week (penny wars is considered 1 event).
- Each participant will remember that every member of our community has an equal and fair opportunity to participate and deserves the utmost respect throughout the event.

Article III. Judicial Board Membership

In accordance with the College Panhellenic Association Bylaws, the Judicial Board members include:

- Chairwoman: Vice President of Standards; votes.
- Vice chairwoman: (elected); votes.
- Two members from each Panhellenic organization holding regular or associate (if provided for in the College Panhellenic constitution, Article III) membership in the College Panhellenic Association; votes, rotating the seating for judicial board hearings.
- The Panhellenic advisor (ex-officio member); does not vote.

The Judicial members will be identified and selected as follows:

- All Panhellenic Judicial Board members must be an initiated, undergraduate student in good standing according to the definition of her respective chapter at the time of appointment and throughout her term. All Panhellenic Judicial Board members must be in their chapter for at least one semester and no new members may serve on the Judicial Board.
- Each Panhellenic organization will have two representatives. These women will submit an application, complete an interview, and if eligible, will be appointed by the Panhellenic executive board.
- Both members will be considered Judicial Board members, but only one (1) woman from each chapter will be present at a hearing at a time.

- Panhellenic Judicial Board members MUST be identified no later than the third (3rd) week of the Spring semester and shall serve a term of one year.
- Training of Panhellenic Judicial Board members will occur no later than the fourth (4th) week of the Spring semester.
- The Panhellenic Advisor shall serve as an ex-officio member of the Judicial Board. If the Panhellenic Advisor is unable to attend a meeting, a noncollegiate representative will be chosen by a majority vote of the Judicial Board.

The College Panhellenic Judicial Board shall:

1. Handle all alleged violations of NPC UNANIMOUS AGREEMENTS, the College Panhellenic Constitution and Bylaws, the College Panhellenic Code of Ethics, Membership Recruitment rules/guidelines and the College Panhellenic Standing Rules. (Required by the NPC UNANIMOUS AGREEMENTS)
2. Educate member fraternities about the Panhellenic Judicial Procedure.
3. Participate in training designated to educate Judicial Board members about the purpose of the Judicial Board, the rules and regulation of 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.
4. Conduct a fair hearing with impartial Judicial Board members following the NPC UNANIMOUS AGREEMENT VII, College Panhellenic Judicial Procedure.
5. Maintain confidentiality throughout and upon completion of the judicial process. (UA VII)
6. Create and maintain proper documentation. The Judicial Vice President and the Panhellenic Advisor should retain documentation for a period of three years. (UA VII)

Article IV. Associate Member Organizations

- **Eligibility Requirements.** Associate members must have met the requirements for membership in the UConn Panhellenic Council. Those requirements include: 1) Sustainability proven by actively growing over the course of three full academic semesters and have maintained members

over 25 women; 2) Maintaining a majority of membership as freshman, sophomore, and junior semester standing women; 3) Programming and membership development in line with the four basic values of fraternal life: leadership development, academic excellence, community service, and sisterhood; 4) Continuously working with the UConn Office of Fraternity and Sorority Life; 5) Maintaining a registration with the Department of Student Activities as a student organization in good standing; 6) Maintaining risk management policies, including anti-hazing, in line with FIPG; 7) Continuing support from advisors and/or alumnae; and 8) Agreeing to abide by NPC policies and the NPC Unanimous Agreements.

- **Interest group process.** In order for an interest group to become a member of the UConn Panhellenic Council, the group must meet the entire requirements listed in the above Section C.a. of the Membership Section. The interest group must then present a *Petition for Membership* to the UConn Panhellenic Council that provides information proving that the interest group meets all of the preset requirements; including, but not limited to: examples of values-based programming and member development, involvement in the campus community, level of advisors and/or alumnae support, continues growth in membership, a copy of the current constitution and any other governing policies including risk management and anti-hazing policies. Also, the petition must include a letter of request signed by the entire membership and advisor(s).
 - **Presentation of petition.** The interest group must present the *Petition for Membership* to a UConn Panhellenic Council meeting and provide enough copies of all materials for each member group of the UConn Panhellenic Council as well as the Panhellenic Council Executive Board and the Panhellenic Advisor. The *Petition for Membership* shall be votes on at the next Panhellenic meeting; one week unless told otherwise.

Article V. Merchandise

- Proofs for any merchandise that could be sold to or worn by Fraternity men and non-affiliated men and women, including philanthropy shirts and formal shirts, will be reviewed by the Vice President of Public Relations on the Panhellenic Council.
- Any Merchandise that could be sold to or worn by Fraternity men and non-affiliated men and women must not contain any Greek lettering. The organization's name may be included on the shirt but must be spelled in its entirety.
- Any merchandise that could be sold to or worn by Fraternity men and non-

affiliated men and women should not represent or suggest any alcohol brands, drugs, sex or profanity.