PANHELLENIC COUNCIL AT SONOMA STATE UNIVERSITY
CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Panhellenic Association at Sonoma State University (SSU).

ARTICLE II. OBJECT

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

1. Consider the goals and ideals of member chapters as continually applicable to campus and personal life.

2. Promote superior scholarship as basic to intellectual achievement.

3. Foster a campus climate that promotes the ideals of human dignity, civility, and mutual respect with an understanding and appreciation of the wealth of diversity within the university community as well as member fraternity values.

4. Cooperate with member fraternities/sororities and the SSU administration in concern for and maintenance of high social and moral standards.

5. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements and policies.

6. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities/sororities.

ARTICLE III. MEMBERSHIP

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

1. The REGULAR membership of the Panhellenic Association shall be composed of all full-time undergraduate female chapter members in good standing of the NPC fraternities/sororities at SSU.

2. The PROVISIONAL membership of the Panhellenic Association shall be composed of all chapter members in good standing of NPC colonies and pledged chapters at SSU.

3. The ASSOCIATE membership of the Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups, or national or regional non-NPC member groups that have met the requirements for membership in the Panhellenic Association at Sonoma State University.
a. Consideration: Panhellenic Council will consider organizations for Associate membership status in the event that the organization is defined as a local social sorority and meets the needs of a specific student population not currently represented by the mission of other sororities on the SSU campus.

b. Each organization requiring Associate member status must make a presentation to the Panhellenic Association and be accepted by a two-thirds vote of the Panhellenic Council. During the Associate membership period, the organization must meet the following criteria:

1. All Panhellenic meetings must be attended by at least one delegate.
2. All Panhellenic dues are paid on-time and in-full.
3. A minimum of one community based philanthropy event/project will be completed per semester.
4. All local, NPC and SSU polices are understood and followed.
5. Any instance of being sent to a student conduct review will result in review of the probationary status and could, but does not automatically, result in the termination of associate membership.
6. The organization is considered an officially chartered student organization by the Center for Student Leadership, Involvement and Service (CSLIS) and SSU.

c. Once a chapter obtains Associate membership status, the organization will have the following rights:

1. They may participate in all Panhellenic Association functions other than Fall Formal Recruitment. Associate members can begin their fall formal recruitment processes no earlier than one week after the Panhellenic Association’s Fall Formal Recruitment process has ended.
2. Associate members will be afforded a senior delegate and a junior delegate with equal voice in all Panhellenic issues, but will not have a vote on NPC items such as Fall Formal Recruitment, Extension, and other NPC specific matters.
3. Associate members will not be permitted to hold offices within Panhellenic Council.

d. Associate members will be required to follow all SSU responsibilities set forth by the CSLIS, such as the Greek Community Standards, Hazing policy, group responsibility, etc. as well as abide by the Panhellenic Association Constitution and Bylaws.
e. Associate members will pay one dollar per member each semester as dues, of which no monies will be used for Fall Formal Recruitment, Extension, or any other NPC specific matter.

f. Associate members must remain in good standing with the Center for Student Leadership, Involvement and Service at all times or the Associate member status will be reviewed. Any Associate member not in good standing with the Panhellenic Association may be brought up for review.

2. Membership requirements for all chapter members regardless of their Regular, Provisional or Associate member status shall include:

a. All female, full-time undergraduate students of SSU shall be eligible for membership in all member chapters/groups.

b. Regular voting membership in all member organizations shall be open to all currently enrolled and continuing female undergraduate students of SSU. A member organization or its membership may not discriminate on the basis of race, color, religion, national origin, citizenship, creed, ethnic background, economic status, disability, sexual orientation, marital status or age.

c. Faculty, staff and alumnae of SSU as well as non-students may be considered for non-voting membership. Only currently enrolled or continuing students of SSU may be voting members.

ARTICLE IV. OFFICERS

1. The officers of the Panhellenic Association at SSU shall be the President, Vice President, Treasurer, Recording Secretary, Recruitment Coordinator, Co-Recruitment Coordinator, Programs Coordinator, Public Relations Coordinator, Risk Management, and External Affairs.

2. The officers shall be members from fraternities holding Regular membership with the Panhellenic Association at SSU.

3. Each officer shall serve a term of at least one calendar year commencing at the start of the Spring semester. No member can serve more than two years in the same Executive Board position.

4. Any officer failing to perform her duties as outlined shall resign and a successor be designated as provided in the Panhellenic Association Bylaws, Article II, Section 3.

ARTICLE V. MEETINGS

1. Regular: The Panhellenic Association at SSU shall hold at least one regular meeting annually.

2. Special: A special meeting of the Panhellenic Association at SSU may be called by the President when necessary and shall be called by her upon the written request of any Regular or Associate member fraternity at SSU.
3. 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 Panhellenic Association at SSU.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the Panhellenic Association at SSU shall be the Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Panhellenic Association at SSU and to compile rules governing the Panhellenic Association, including membership recruitment and new member education, which do not violate the sovereignty, rights and privileges of member fraternities/sororities.

1. MEMBERSHIP. The Panhellenic Council shall be composed of one Senior Delegate and one alternate Junior Delegate from each Regular, Provisional and Associate member group at SSU as identified in Article III.

2. SELECTION OF DELEGATES. Delegates shall be selected by their respective fraternity/sorority chapters to serve for a term of one year commencing at the start of the Spring semester. Whenever possible, the Junior Delegate of one year shall be the Senior Delegate for the succeeding year.

3. DELEGATE VACANCIES. When a Senior Delegate vacancy occurs, it shall be the responsibility of the fraternity/sorority concerned to select a replacement within two weeks and to notify the Panhellenic Association Secretary of her name, address, telephone number and email address. When a meeting of Panhellenic Council occurs while a senior delegate vacancy exists, the junior delegate of the fraternity/sorority concerned shall fulfill the duties of the senior delegate in all cases.

4. OFFICERS. The officers of the Panhellenic Association at SSU 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 Panhellenic Council at SSU.

5. MEETINGS.
   a. **REGULAR MEETINGS** of the Panhellenic Council shall be held each Wednesday at 6pm at a location established at the beginning of each semester.
   b. **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.
   c. **QUORUM.** Two-thirds of the member fraternities/sororities shall constitute a quorum for the transaction of business.
   d. **ATTENDANCE.** Panhellenic Council Executive Board members, Senior Delegates, and Junior Delegates should be in attendance at all Regular and Special Meetings of the Panhellenic Council. Chapter Presidents, chapter members and other campus constituents are encouraged to attend Panhellenic Council meetings at any time.
6. VOTING.
   a. The voting body of the Panhellenic Association at SSU shall be the Senior Delegates of each fraternity/sorority holding Regular membership. The delegate from each group holding Associate membership shall be a voting member of all items as outlined in Article III, Section 3. If a Senior Delegate is absent, the vote of her fraternity/sorority shall be cast by its Junior Delegate. If the Senior and Junior Delegates are absent, the vote may be cast by the individual chapter President. If Senior and Junior delegates are absent, and a chapter President is not present, the vote may be cast by a member of the fraternity/sorority, providing her credentials have been presented in writing to the Panhellenic Council President prior to the meeting.
   b. Two-thirds of the voting members of Panhellenic Council shall be required to establish membership recruitment rules, to establish total chapter size, and to add a chapter. A majority vote shall be required to carry all other questions.
   c. In the case of a tie, the motion will fail.

7. VOICE. The Junior Delegates, Executive Board officers of the Panhellenic Council, chapter Presidents, and all other member chapter representatives shall have voice but no vote, except in circumstances as outlined in Article IV, Section 6a.

ARTICLE VII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed and a term determined by CSLIS at SSU.
2. The Panhellenic Advisor shall serve in an advisory capacity to the Panhellenic Association and the Panhellenic Council at SSU.
3. The Panhellenic Advisor should be a member of the Association of Fraternity Advisors (AFA). If the Panhellenic Advisor is not a member of AFA, he/she should become a member at his/her earliest convenience. Any membership fees should be paid for by the Division of Student Affairs and Enrollment Management, CSLIS, the Panhellenic Association, the Interfraternity Council or the Multicultural Greek Council at SSU.

ARTICLE VIII. STANDING COMMITTEES

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

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the Panhellenic Association at SSU shall act in accordance with the fundamental Panhellenic policies established by NPC in the UNANIMOUS AGREEMENTS.
2. All Panhellenic Association at SSU rules and policies shall be in harmony with those currently established by NPC.
3. All members of the Panhellenic Council and member fraternities/sororities are required to comply with the following SSU policies: Standards for Student Conduct, Prohibition of Hazing, Alcohol Policy and Nondiscrimination Policy.

ARTICLE X. VIOLATIONS
Violations of the NPC UNANIMOUS AGREEMENTS, any regulations of this Constitution, or its related Bylaws, membership recruitment rules, or rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

**ARTICLE XI. AMENDMENTS**

1. This Constitution may be amended by two-thirds vote of the voting members of the Panhellenic Council, provided notice of the proposed amendment(s) had been given in writing at the preceding regular meeting.

2. The amended Constitution must be approved by the Center for Student Leadership, Involvement and Service. A copy of the minutes of the meeting that documents the approval of the changes in the constitution or bylaws or organization name shall be placed on file with the Center for Student Leadership, Involvement and Service. An officer of the organization shall sign the minutes.
BYLAWS

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the Panhellenic Association at SSU shall be from January 1st to December 31st inclusive.

2. **CONTRACTS.** The signatures of the President and the Treasurer shall be required to bind the Panhellenic Association at SSU.

3. **CHECKS.** All checks shall be issued by Associated Students, Incorporated (ASI) on behalf of the Panhellenic Association at SSU. All ASI check request forms shall be signed by two designated signers. Designated signers will include the President, Treasurer, and Advisor.

4. **PAYMENTS.** All payments due to the Panhellenic Council shall be made payable to the Panhellenic Association at SSU.

5. **DUES.**
   a. NPC College Panhellenic dues are paid annually as invoiced by the NPC Office.
   b. Panhellenic Association membership dues shall be an assessment per member and new member.
   c. The dues of each Panhellenic Council member fraternity/sorority shall be an assessment per initiated member and new member. The Panhellenic Council shall reassess the amount of such dues annually in the fall semester.
   d. Semiannual dues stand at $10.00 per member (initiated and new).
   e. The dues of each Panhellenic Association at SSU member fraternity/sorority shall be payable on March 1st and October 1st of each year. If either date falls on a weekend, dues will be due on the first Monday following the due date.
   f. A late fee of $50.00 shall be imposed for each Panhellenic Council member fraternity/sorority's late payment of dues.

6. **ADVISOR.** As suggested Article VII, Section 3, the Panhellenic Advisor should be a member of the Association of Fraternal Advisors. In order to foster the development of Sonoma State’s Greek Community, to build relationships with member chapter International/National Leadership Councils and Executive Office staff, and to integrate current research and trends in Greek Life, the Panhellenic Advisor shall attend the annual AFA conference. The Panhellenic Association at SSU, along with the Interfraternity Council at SSU, will each fund 50% of the cost for the Panhellenic Advisor to attend the annual AFA conference held each fall. This amount will not exceed $500. Advisor will be required to make a report regarding AFA visit at the first Panhellenic meeting following the conference.

ARTICLE II. SELECTION OF OFFICERS

1. **Qualifications and Prerequisites for the Panhellenic Association at SSU Executive Board officer positions are as follows:**
   a. Each candidate for an office must be recognized as an active member in good standing of a Panhellenic Association member fraternity/sorority.
   b. Every officer must remain in good academic standing with SSU and in good standing with her chapter throughout the term of her office. Upon change of any status, the Panhellenic President and Advisor will meet with the officer to discuss the status. A regular vote of the Panhellenic Council shall determine whether the officer will be allowed to remain in her position.
c. Each NPC chapter at SSU must hold **at least one but no more than three** Panhellenic Association at SSU Executive Board positions.
d. The President, Vice President and Recruitment Coordinator must be from different NPC chapters.
e. The President must have served on the Panhellenic Council for at least one year prior to taking office, or have held a leadership position in their chapter.
f. All member chapter officers are prohibited from serving in any Panhellenic Association at SSU Executive Board position.
g. All members of the Panhellenic Association at SSU Executive Board shall have gone through one **Formal Recruitment** as an active member of their sorority prior to holding a Panhellenic Association at SSU Executive Board position.
h. The President and Treasurer must be enrolled at SSU and earn a minimum of 12 semester units for undergraduate students or 3 semester units for graduate/credential students per term while holding office and must maintain a minimum cumulative 2.0 grade point average. In addition, the president and treasurer may not have earned 150 units or 125% of the total units needed for graduation, whichever is higher.

2. The process for the Panhellenic Association at SSU selection of officers shall be as follows:
a. Officer applications for Executive Board positions shall be made available in November of each year. Interviews will be conducted, and all applications will be due at least one week prior to the scheduling of interviews.
b. Copies of applications will be distributed by member delegates of Panhellenic Council to their individual chapter.
c. All Executive Board positions of the Panhellenic Council will be selected by the outgoing Executive Board members of Panhellenic Council.
d. The criteria for selecting officers will be academic achievement, leadership involvement and prior experience on Panhellenic Council, as identified through the quality of written applications and interviews.
e. A two-thirds vote of the Panhellenic Council is required to approve all proposed officer selections.

3. Vacancies
   a. If a vacancy shall occur on the Executive Board at any point in the semester, a special election process will be reopened for the specific position. Candidates will complete an application and interview. Delegates of the Panhellenic Council at SSU will determine the officer replacement from the qualified applicants through a two-thirds vote.

4. Transition
   a. Mandatory transition between new and old Panhellenic Association Executive Board members shall be held before the semester concludes for Winter Break.
b. All incoming Senior and Junior Delegates shall attend a mandatory transition workshop as held and scheduled by the Vice President during the first two weeks of the Spring Semester.
   c. **A mandatory goal setting retreat will be held at the beginning of spring semester conducted by outgoing Executive Board and Greek Advisor.**

**ARTICLE III. EXECUTIVE BOARD OFFICER DUTIES**
The President shall:
1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the Panhellenic Association at SSU.
3. Call and preside at all meetings of the Panhellenic Council Executive Board meetings.
4. Review, approve and sign all Panhellenic Association check request forms and contracts involving the Panhellenic Association at SSU (as provided in Article I, Section 2 and 3 of the Bylaws).
5. Serve as an ex-officio member of all Panhellenic Council committees.
6. Complete the NPC Annual Report and send it to the NPC Area Advisor
7. Communicate regularly with the NPC Area Advisor.
8. Maintain a complete and up-to-date President's file which will include a copy of the current Panhellenic Association at SSU Constitution, Bylaws and Standing Rules, and Recruitment Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
9. Meet weekly with the Panhellenic Advisor.
10. Perform all other duties usually pertaining to this office.

The Vice President shall:
1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chairman of the Judicial Committee.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council.
4. Coordinate and hold transition workshop for the new Junior and Senior delegates during the first two weeks of the Spring Semester (as outlined in Article II, Section 4b).
5. Perform all other duties usually pertaining to this office.

The Treasurer shall:
1. Be responsible for the general supervision of the finances of the Panhellenic Association at SSU.
2. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Panhellenic Association member fraternity/sorority.
3. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
4. Be responsible for the prompt payment of the Annual NPC dues and all bills of the Panhellenic Association at SSU.
5. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
6. Sign Panhellenic Association contracts and check request forms when authorized to do so.
7. Apply for annual ASI budget in the spring semester.
8. Perform all other duties usually pertaining to this office.

The Secretary shall:
1. Keep an up-to-date roll of the members of the Panhellenic Council and call it at all meetings.
2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity/sorority.
3. Keep full minutes of all meetings of the Panhellenic Association at SSU, the Panhellenic Council and a record of all action taken by the Executive Board.
4. Maintain a complete and current file which will include the minutes of the Panhellenic Association at SSU meetings and its Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.
5. Be responsible for the official correspondence of the Panhellenic Council unless provided otherwise, which includes providing the Panhellenic Council delegates, Executive Board officers, Panhellenic Advisor and NPC Area Advisor with the minutes of the Panhellenic Council meetings on a weekly basis.
6. Perform all other duties usually pertaining to this office.

The Recruitment Coordinator shall:
1. Serve as Chairman of the Membership Recruitment Committee.
2. Be responsible for planning and conducting Fall Formal Recruitment, and revision of the recruitment rules.
3. Handle all logistics related to Fall Formal Recruitment including but not limited to the scheduling of spaces on campus and the ordering tables and chairs.
4. Meet with Recruitment Chairs from each fraternity/sorority regularly prior to recruitment.
5. Conduct training for the use of the Interactive Collegiate Solutions Collegiate Recruiter program.
6. Plan multiple Information Nights to be held prior to the start of Fall Formal Recruitment.
7. Collect recruitment budget forms at the conclusion of Fall Formal Recruitment and ensure that all chapters are in compliance with budget requirements.
8. Communicate with the Panhellenic Advisor and NPC Area Advisor regularly, and maintain accurate statistics to submit recruitment reports in a timely fashion.
9. Act as a mediator, if necessary, between the fraternities/sororities regarding any recruitment issues.
10. Shall be available throughout summer for the planning and activities concerning Fall Formal Recruitment.
11. Perform all other duties usually pertaining to this office.

The Co-Recruitment Coordinator shall:
1. Assist the Recruitment Coordinator with the planning and execution of Fall Formal Recruitment.
2. Serve as a member on the Membership Recruitment Committee.
3. Develop, coordinate, and recruit all Fall Formal Recruitment Recruitment Guides Counselors.
4. Develop, and execute all Fall Formal Recruitment training for Recruitment Guides Counselors.
5. Work closely with the Public Relations Coordinator to promote all activities related to recruitment.
6. Shall be available throughout summer for the planning and activities concerning Fall Formal Recruitment.
7. Perform all other duties usually pertaining to this office.

The Programs Coordinator shall:
1. Handle all logistics of any/all programs not involving recruitment, which include, but are not limited to Greek Week, publicity and philanthropy projects/events.
2. Coordinate Panhellenic Council efforts for annual activities related to the Month of the Scholar (October).
3. Serve as Chairman of the Programs Committee.
4. Coordinate the participation of the Panhellenic Association at SSU with the required Fall New Member Education Series, as organized by CSLIS.
5. Collect data and submit all reports in a timely fashion.
6. Perform all other duties usually pertaining to this office.

The Public Relations Coordinator shall:
1. Develop and publicize all marketing materials for Panhellenic Association at SSU programs and events, including but not limited to the development of banners to be displayed on campus to promote the Panhellenic Association.
2. Create an informational brochure for Panhellenic Council each Spring, to be distributed prior to Fall Formal Recruitment.
3. Coordinate the design and purchase of all t-shirts and promotional items for Panhellenic Council programs and events.
4. Serve as a liaison between Panhellenic Council and campus entities, such as The Star, KSUN, the Press Democrat and all other media outlets, to ensure a positive image of Panhellenic Association at SSU.
5. Shall be available throughout summer for the planning and activities concerning Fall Formal Recruitment.
6. Perform all other duties usually pertaining to this office.

The Risk Management Coordinator shall:
1. Overseeing issues and policies regarding risk management.
2. Responsible for conveying risk management policies at SSU to Panhellenic Association through presentation or program.
3. Work with Vice President on violation of Risk Management.

The External Affairs Coordinator shall:
1. Be the liaison between Panhellenic, MGC, IFC, Club Congress, and ASI.
2. Relations between Panhellenic Executive Council, SSU sororities, and Fraternities.
3. Plan activities between Panhellenic Sororities.

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

**ARTICLE V. STANDING COMMITTEES**

The Standing Committees of the Panhellenic Council at SSU shall be Judicial, Membership Recruitment, Programs, and Academic Excellence Committee.

The Standing Committees shall serve for the term of one year, beginning in the Spring semester, and ending at the completion of the Fall semester. A committee chairman or member may be appointed to serve for a further term of office. At the first meeting of the Spring semester, the President shall solicit requests from Senior and Junior Delegates as to their committee interests, and other Panhellenic Association at SSU member interests. A list of preferences and interested parties will be brought to the following Panhellenic Council meeting. Once names are collected, the President shall call a meeting of the Executive Board to appoint committee chairmen and members.

1. **Judicial Board**
   a. Membership. The Judiciary Board shall consist of the Vice President as Chairman, one representative from each fraternity/sorority, and the Panhellenic Advisor as an ex-officio member.
   b. Duties. It shall be the duty of the Judiciary Board to deal with violations of the Constitution, Bylaws, Standing Rules and Formal Fall Recruitment and Continuous Open Recruitment regulations of the Panhellenic Association at SSU.

2. **Membership Recruitment Committee**
   a. Membership. The Membership Recruitment Committee shall consist of the Recruitment Coordinator as Chairman, Co-Recruitment Coordinator, the Treasurer, and one representative from each Panhellenic Council member fraternity/sorority. The committee chairman shall consult with the Panhellenic President and Panhellenic Advisor as needed.
   b. Duties. This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding formal recruitment), and distributing copies of them when approved to the delegates of the member fraternities/sororities. Following each recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

3. **Programs Committee**
   a. Membership. The Programs Committee shall consist of the Programs Coordinator as Chairman, Secretary and one representative from each Panhellenic Council fraternity/sorority. The committee chairman shall consult with the Panhellenic President and Panhellenic Advisor as needed.
b. The Programs Committee shall be responsible for planning all programs and activities of the Panhellenic Council. The Programs Committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council member fraternities/sororities and of major campus events. The committee shall also work with the Panhellenic Council Advisor and Interfraternity Council on Greek educational programs such as Greek Week, philanthropy projects/events and other programming needs requested by the Panhellenic Council Executive Board.

4. Academic Excellence Committee
   a. Membership. The Academic Excellence Committee shall consist of a chairman and one representative from each Panhellenic Council member fraternity/sorority.
   b. Duties. This Academic Excellence Committee shall be responsible for the matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP RECRUITMENT
The National Panhellenic Conference outlines four recruitment styles that may be used by College Panhellenic Associations. All aspects of recruitment shall be evaluated and a style selected that fits the needs of the campus. SSU has determined that a Fall Formal Recruitment process shall be held during the first semester of the Academic year, and that the NPC Quota-Total shall be followed.

Continuous Open Recruitment (COR) is a process that allows chapters to fill vacant membership spaces to reach Quota and/or Total. COR can be held at any time a chapter does not meet Quota during Fall Formal Recruitment, or at any time throughout the year that Total has not been reached, or that a member chapter falls below Total.

The following outlines additional information regarding Fall Formal Recruitment and COR
1. Total will be reviewed annually and changed as necessary by Panhellenic Council after each Fall Formal Recruitment.
2. The preferential bidding system shall be used.
3. Except during the Fall Formal Recruitment period, COR shall be in effect during the academic year (fall through spring) for all eligible female students.
4. Chapters which do not fill basic Quota during Fall Formal Recruitment may continue to pledge to Quota in COR, even if reaching Quota puts them over Total.
5. All Fall Formal Recruitment and COR events shall be held in SSU campus facilities.
6. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the chapter Total. Members who have chosen to be inactive or who will be studying abroad for a full year are not counted in chapter total.
   a. A list of new members, initiated and affiliated members shall be filed with the President of the Panhellenic Council and with the Panhellenic Advisor, within seven days after Bid Day in each semester. For each day late, a $10 late fee will be paid.
   b. Any disaffiliation, suspension, termination or other change in membership of new member or initiated member shall be reported to the President of the Panhellenic Council and the Panhellenic Advisor no later than forty-eight hours after it has occurred via email.
7. Summer contacts. The Panhellenic Council shall prepare a brochure detailing the Panhellenic Association at SSU member fraternities/sororities. If decided upon by Panhellenic Council, this brochure shall be mailed to all eligible women entering SSU one month before the fall semester begins.

ARTICLE VII. PLEDGING AND INITIATION
1. A woman must be a regularly matriculated full time undergraduate female student at SSU to be eligible for recruitment and pledging.
2. A Panhellenic Association member fraternity/sorority may not issue an invitation to membership during any school recess.
3. A new member may be initiated whenever she has met the requirements of the fraternity/sorority to which she is pledged.
4. All new members shall be required to attend a New Member Education series as put on by CSLIS. This shall be coordinated through the efforts of the CSLIS office and the Panhellenic Association at SSU's Programs Coordinator.

ARTICLE VIII. JUDICIAL PROCEDURE
Fraternities/Sororities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussion 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 following manner on the College Panhellenic Violation Report Form, which is available from the Panhellenic Association at SSU's Vice President:

1. Timing
   a. College Panhellenic Violation Report Form shall be completed and presented to the President of the Panhellenic Association at SSU and the Panhellenic Advisor, along with two copies, within 24 hours after the alleged infraction is known and no more than 30 calendar days after it has occurred. Verbal Complaints received through police reports and other observations may also be subject to Judicial Procedure. If the President of the Panhellenic Association at SSU is unavailable or the violation is against her fraternity, the form shall be presented to the Vice President of the Panhellenic Association at SSU and the Panhellenic Advisor.
   b. The Panhellenic President and Panhellenic Advisor shall review the College Panhellenic Violation Report Form to ensure that 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 Report 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. When mediation has proved ineffective, an appeal may be made directly to the NPC college Panhellenic Judicial Appeals Committee

4. Mediation
   a. The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity that is appropriate under NPC UNANIMOUS AGREEMENTS and the college Panhellenic Association constitution, bylaws and rules.
   b. 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 the mediator if he/she has not filed the violation.
   c. Mediation shall be closed to the public. The participants in the mediation 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 Panhellenic Recruitment Chairman.

5. Judicial Board Hearing
   a. In the event mediation is not successful, a Judicial Board hearing shall be held.
   b. The College Panhellenic shall establish procedures to be followed during a Judicial Board hearing. The procedures shall be adopted in accordance with the College Panhellenic Association Bylaws.
   c. 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.

6. Penalties.
a. The Panhellenic Association at SSU shall strive to achieve fair and reasonable resolution for infractions. Penalties will be assessed to fit the nature and degree of the offense.
b. Appropriate Penalties may include but are not limited to:
   i. Official reprimand before the Panhellenic Council with a report sent to the NPC Delegate and the National President of the group involved.
   ii. Constructive penalties of a positive nature such as some extra activity designed for campus betterment or other service to the College Panhellenic.
   iii. Deprivation of social privileges in varying degrees, which means suspension of chapter entertainment, parties, intramural sports or other competitive events, but shall not forbid formal or informal incident to rushing or the observance of a national fraternity celebration.
   iv. Reasonable fines, but no fine shall exceed a previously determined schedule agreed by a majority vote of the Panhellenic council.
c. Inappropriate Penalties
   i. 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.
   ii. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an Inter/National fraternity celebration.
   iii. Penalties shall not affect a fraternity chapter’s Quota or Total.
   iv. Penalties shall not affect the time of new member acceptance and/or initiation.
   v. Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.
d. Duration of Penalties
   i. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
e. NPC Notification of Penalties
   i. 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 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.

7. 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 Panhellenic 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 discussion among themselves, the case may be referred to any Inter/National President involved in 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 IX: HAZING**

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

Hazing is defined as any act whether physical, mental, emotional or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass or intimidate the person, or which may in any fashion compromise the inherent dignity of the person, regardless of the person's willingness to participate. In addition, any requirements by a member that compels another member to participate in any activity that is against University policy or state/federal law will be defined as hazing.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or SSU. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their international/national magazines.

**ARTICLE X: EXTENSION**

1. When all NPC chapters at SSU are close to or over Total, the Panhellenic Council shall consider raising total or adding another chapter.

2. Such a chapter shall be organized through colonization by an NPC fraternity/sorority or through organization of a local fraternity/sorority, which may petition an NPC fraternity/sorority for a chapter.

3. Consideration should be given to NPC fraternities/sororities that have previously had chapters on the campus and to those NPC fraternities/sororities which have filed letters expressing an interest in the campus. (UNANIMOUS AGREEMENTS — Agreement on Extension)

4. Only Regular members of the Panhellenic Council at SSU shall vote on extension matters.

5. The vote for extension requires a two-thirds vote of all Regular members of the Panhellenic Council at SSU.

**ARTICLE XI. VIOLATIONS**

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Association Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations, as well as any appeals to a Judicial Board decision, shall be addressed utilizing the NPC and Panhellenic Association at SSU Judicial Procedures as stated in Article VIII of the Bylaws.
ARTICLE XII: RULES OF ORDER


ARTICLE XIII: AMENDMENTS

These Bylaws may be amended by two-thirds vote of the voting members of the Panhellenic Association, provided notice of the proposed amendment(s) had been given in writing at the preceding Regular meeting.

The amended Bylaws must be approved by the CSLIS. A copy of the minutes of the meeting that documents the approval of the changes in the constitution or bylaws or organization name, shall be signed by the Panhellenic President and placed on file with CSLIS.