

UNIVERSITY OF CHICAGO
PANHELLENIC ASSOCIATION

Bylaws

Revised February 25, 2018

ARTICLE I. NAME

The name of this organization shall be the University of Chicago College Panhellenic Association

ARTICLE II. OBJECT

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

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

ARTICLE III. MEMBERSHIP

Section 1. Membership classes

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

- A. **Regular membership.** The regular membership of the University of Chicago Panhellenic Association shall be composed of all chapters of NPC sororities at the University of Chicago. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the University of Chicago Panhellenic Association shall be composed of all colonies of NPC sororities at the University of Chicago. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the University of Chicago Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined as follows:
 - A local sorority or a sorority chapter not affiliated with the National Panhellenic Conference must submit to the Panhellenic Council its constitution and a statement of intent to be considered for Associate Membership.

- The organization can be considered for Associate Membership after approval by a three-fourths vote by the regular members of the Panhellenic Council.

Associate members shall pay full dues if participating in formal recruitment and partial dues if not, as determined by the Panhellenic Council. Associate members may not hold elected positions or have a vote, but they may voice their opinion. An associate member may be expelled for cause by a majority vote of the Panhellenic Council.

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 University of Chicago Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Officers

The positions within the University of Chicago Panhellenic Council shall be the Executive Board, the Rotating positions, and the Delegate positions.

- The Executive Board shall comprise the President, the Executive Vice President, the Vice President of Recruitment, the Vice President of Events, and the Vice President of Finance. These shall be elected from an applicant pool comprising the members in good standing of the NPC chapters.
- The Rotating positions shall comprise the Recruitment Chair, the Judicial Chair, the Philanthropy Chair, and the Communications Chair. Each NPC chapter will be given one Rotating position each year. See Section 3 for rotation schedule.
- The Delegate positions shall comprise one delegate and one alternate delegate from each NPC chapter.

Section 2. Eligibility

Members from women's sororities holding regular membership in the University of Chicago Panhellenic Association shall be eligible to serve as any officer.

To be elected either President, Executive Vice President, Vice President of Recruitment, or Vice President of Events, the applicant must have been in an NPC sorority for at least a year and must not be studying abroad during their term.

- In the case where the most suitable applicants for Vice President of Recruitment are planning to study abroad in the Winter of her term, an exception may be made.
- The Vice President of Finance must not be studying abroad during the Spring of her term.

Members from women's sororities holding provisional or associate membership in the University of Chicago Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

The positions of the Executive Board of President, Executive Vice President, Vice President of Recruitment, and Vice President of Events shall be elected by the preceding Panhellenic

Council from the application pool of initiated members from women’s sororities holding regular membership in the University of Chicago Panhellenic Association.

The Council delegates shall first vote on their top two choices for each position. The Executive Board and rotating positions may participate in the pre-vote discussion of candidates.

- These top two applicants for each position will meet with the preceding Executive Board member of this position and with the Advisor for an interview. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the interview committee.
- The preceding Executive Board member and the Advisor who interviewed each candidate will then present the Council with their recommendations for each position.
- Delegates will present the slate to chapter leadership and will vote according to their leadership’s position on the slate.
- The Council will then determine the members of the next Executive Board by a three-fourths vote.

The positions of Communications Chair, Judicial Chair, Philanthropy Chair, and Recruitment Chair shall be rotating positions in the continuation of the following cycle (by calendar year, term begins Winter quarter of that year):

J: Judicial; C: Communications; P: Philanthropy; R: Recruitment

2017	2018	2019	2020
AOII: C	AOII: J	AOII: P	AOII: R
Theta: R	Theta: C	Theta: J	Theta: P
DG: P	DG: R	DG: C	DG: J
Pi Phi: J	Pi Phi: P	Pi Phi: R	Pi Phi: C

- The rotation is up for modification if the chapter scheduled to hold the Recruitment Chair position is the same as that of the slated Vice President of Recruitment by interchanging the current year’s rotational schedule with the following year.
- Members of the Executive Board and Judicial Chair should plan to act as Recruitment Counselors during the next cycle of Recruitment. For this reason, Judicial Chair should not plan to study abroad during the fall quarter of her term.

Section 4. Office-holding Limitations

No more than 2 members from the same women’s sorority shall hold office on the Executive Board during the same term

Section 5. Nomination Procedure

A nominating committee shall be composed of the 4 voting delegates. The members of the nominating committee shall elect their own chairman. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least two names for each elected officer position, who will then proceed in the election process outlined in section 3.

Section 6. Term

All officers shall serve for a term of one year, starting with the beginning of Winter Quarter in the academic year in which they are elected and ending with the following Fall Quarter. Officer transitions for the Executive Board and the Rotating positions shall take place no later than two weeks after the beginning of their term, and ideally by the end of the first week.

- Any extenuating circumstances regarding officer transitions will be discussed by the members of the preceding Panhellenic Council.
- Until officer transitions have occurred, the outgoing Executive Board will continue to fulfill their duties.
- Each office shall compile a transition document outlining all necessary documents and duties for the position, relevant contact information, and best practices. A transition shall not be considered complete until all relevant information outlined in this document has been passed to the new officer and a one-on-one meeting has been held between the outgoing and incoming officers to explain the use and purpose of these documents and the full duties outlined in these governing documents.

Section 7. Removal

Any officer may be removed for cause by a vote of three-fourths of the Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in this article. When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary of her name, address, email and telephone number.

Section 9. Duties of Officers

The President shall:

- A. Be responsible for the operation of the Panhellenic Council.
- B. Call and preside at all regular and special meetings of the Panhellenic Council.
- C. Call and preside at all Executive Board meetings.
- D. Review, approve, and sign all contracts involving the University of Chicago Panhellenic Council.
- E. Serve as member ex-officio of all Panhellenic Council Committees, except for the Judicial Board
- F. Preside over elections, lead the election process and assist in advisory interviews
- G. Complete the NPC Annual Report and send it to the NPC Area Advisor.
- H. Liaise regularly with the Advisor, the University of Chicago's Greek liaison, the NPC Area Advisor, and other University of Chicago organizations.
- I. Maintain a complete and up-to-date President's file, which will include a copy of the current University of Chicago Panhellenic Association Code of Ethics, Bylaws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials; current correspondence and materials received

from the NPC Area Advisor; copies of the College Panhellenic reports to the NPC Area Advisor and other pertinent materials.

- J. Perform all other duties pertaining to this office.
- K. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.
- L. May not hold an executive position in her chapter

The Executive Vice President shall:

- A. Perform the duties of the President, in her absence, inability to serve, or at her call.
- B. Keep full minutes of all meetings of the University of Chicago Panhellenic Council and a record of all actions taken by the Executive Board, and distribute them among the members, delegates, and the NPC Area Advisor.
- C. Keep an up-to-date roll of the members of the Panhellenic Council and call roll at all Council meetings and make sure that no officers or delegates have missed more than three meetings.
- D. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- E. Maintain a complete and up-to-date file that will include the minutes of meetings of the Council; copies of all contracts made by the Association; and current correspondence.
- F. Annually review the Bylaws, incorporate any changes, and call for a vote for re-adoption by the Panhellenic Council.
- G. Keep updated materials for officer transitions.
- H. Perform all other duties usually pertaining to this office.
- I. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.
- J. May not hold an executive position in her chapter

The Vice President of Recruitment shall:

- A. Plan Primary Recruitment according to the official University of Chicago Panhellenic Association Bylaws, Code of Ethics, and Recruitment Rules.
- B. Create and implement, in conjunction with the President, full council, and member sororities, a Code of Ethics to set the behavior expected of affiliated members.
- C. Create and implement, in conjunction with the Membership Recruitment Committee, a set of guidelines for both women going through Primary Recruitment and affiliated members: these will be known as the Recruitment Rules
- D. Chair the Membership Recruitment Committee and Recruitment Team
- E. Maintain an updated copy of the Recruitment Rules and Code of Ethics and review them annually, incorporate any changes, and call for a vote for re-adoption by the Panhellenic Council.
 - a. Code of Ethics must be finalized by 5th week of winter quarter; no changes may be made after this point.
 - b. Recruitment Rules must be finalized by 5th week of spring quarter; no changes may be made after this point.
- F. Hold and preside over necessary meetings, workshops, and events for the proper execution of Recruitment as outlined in Article XIII section 4.

- G. Communicate about rules, logistics, schedules, expectations, and updates with chapters through delegates, recruitment chairs, presidents, or any other position of relevant leadership
- H. Manage and file any feedback regarding Recruitment from members, new initiates, and any withdrawing members.
- I. Keep current statistics concerning the number of initiated members, new members, and total membership numbers of each Panhellenic Association member group.
- J. Serve as a member of the Executive Board and perform any duties necessary to the office.
- K. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.
- L. Be present on campus during the quarter preceding and of Primary Recruitment
- M. May not hold an executive position in her chapter

The Vice President of Events shall:

- A. Create and maintain an up-to-date calendar encompassing all open Panhellenic, sorority-sponsored, and Multicultural Greek Council (MGC) events on campus
- B. Plan quarterly events sponsored by the Panhellenic Association such as study breaks.
- C. If time and resources allow, plan a Greek Week/Weekend/Day with the input of the Panhellenic Council to promote inclusiveness and Greek Spirit.
- D. Plan Meet the Greeks with the input of the Vice President of Recruitment
- E. Partner with the Vice President of Recruitment with the logistical aspects of planning Primary Recruitment, including by not limited to room reservations, A/V equipment reservations, and food and beverage provisions for Potential New Members & Recruitment Counselors
- F. Plan at least one event regarding sexual assault awareness per year
- G. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.
- H. May not hold an executive position in her chapter

The Vice President of Finance shall:

- A. Supervise the finances of the Panhellenic Association.
- B. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Panhellenic Association member sorority.
- C. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- D. Pay promptly the annual NPC dues, any bills, and any fee or fines levied against the Panhellenic Association.
- E. Review, approve, and sign all Panhellenic Association checks and contracts.
- F. Maintain current 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.
- G. Participate in the Student Government's Annual Allocation process to obtain funding for the Panhellenic Council.
- H. Perform any other duties necessary to the office.
- I. The Panhellenic Vice President of Finance must meet with all sorority financial officers at the beginning of her term.

- J. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.
- K. May not hold an executive position in her chapter

The Judicial Chair shall:

- A. Chair the Judicial Board
- B. Adjudicate violations of the NPC Unanimous Agreements the Panhellenic Council Bylaws, Code of Ethics, and Recruitment Rules.
- C. Distribute infraction reports to affiliated members or Potential New Members who request to file an infraction.
- D. Preside over Judicial Hearings where the mediation of infractions occurs.
- E. Perform any other duties necessary to the office.
- F. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.

The Communications Chair shall:

- A. Advertise events sponsored by the Panhellenic Association, including but not limited to study breaks, Greek Week/Weekend/Day, Primary Recruitment, and philanthropy events.
- B. Promote philanthropy events sponsored by the individual NPC chapters.
- C. Increase transparency of the Panhellenic Council by using the Panhellenic Association's social media outlets.
- D. Perform any other duties necessary to the office.
- E. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.

The Philanthropy Chair shall:

- A. Plan at least 2 philanthropy initiatives over the course of her term:
 - a. The proceeds of these initiatives should go towards certified 501(c)(3) charities that benefit women as a whole.
 - b. Each individual NPC chapter should have at least 50% membership participation in these initiatives.
- B. Liaise with the philanthropy officers of the individual NPC chapters to plan Panhellenic Association's involvement in individual chapters' philanthropy events.
- C. Assist the President in creation and maintenance of a calendar encompassing all Greek philanthropy events on campus.
- D. Perform any other duties necessary to the office.
- E. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.

The Recruitment Chair shall:

- A. Assist the Vice President of Recruitment in her duties planning and executing Primary Recruitment and any Continuous Open Bidding activities at the University of Chicago.
- B. Perform any other duties necessary to the office.
- C. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.

- D. Become an automatic Rho Gamma during the Formal Recruitment that occurs during her term, and therefore may not hold a recruitment related position within her chapter.
- E. Be present on campus during the quarter preceding and of Primary Recruitment

Delegates shall:

- A. Report any and all business decided or conducted by the Panhellenic Council (including Council Meetings) to their member chapters.
- B. Attend every meeting of the Panhellenic Council.
- C. Absences can be excused by emailing the President and Vice President prior to the meeting.
- D. After missing three meetings without excuse and without her alternate delegate present to represent her sorority, the delegate will be asked to step down from her position and her alternate will take her place.
- E. Help in the planning and implementation of Panhellenic Association- sponsored events, including but not limited to Greek Week/Weekend/Day, study breaks, and philanthropic initiatives.
- F. Be a member of the Judicial Board. However, if a delegate has a conflict of interest due to her involvement with the sorority side of recruitment, as determined by the Judicial chair, her alternate will attend. If both the delegate and her alternate are involved with the sorority side of recruitment, then a Recruitment Counselor from the sorority side will attend.
- G. Act as effective liaison between the Panhellenic Council and their member chapters. This includes quickly relaying messages from Council members to member chapters and ensuring that chapter members and chapter advisors are informed of Panhellenic Council events, updates, and missives, as well as representing their chapter's stance on all Panhellenic Council proceedings.
- H. Perform any other duties necessary to the office.
- I. Be familiar with the NPC Manual of Information as her job is to ensure the UAs, Policies and Best Practices set by NPC are followed on her campus.

Alternate Delegates shall:

- Be selected for each chapter in order to fulfill the duties of the primary delegate should she be unable to fulfill them
- This includes, but is not limited to, attending full Panhellenic Council meetings, vote, and attending her chapter's executive meetings in order to relay information

ARTICLE V. THE PANHELLENIC COUNCIL

Section 1. Authority

The governing body of the University of Chicago Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Chicago Panhellenic Association including, but not limited to: biannually review the parameters as adopted in the Recruitment Rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish Recruitment Rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing

the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

Section 2. Composition and privileges

The University of Chicago Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at the University of Chicago as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing at the beginning of Winter Quarter in the academic year in which they are elected and ending with the following Fall Quarter.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary of her name, address, email and telephone number.

Section 5. Regular meetings

Regular weekly meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. Meetings shall be in a formal space that is reserved in advance by either the President or the Executive Vice President. 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 Council and of the content discussed during those meetings.

Section 6. Annual meeting

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

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the President when necessary, or upon the written request of any of the member women's sororities of the University of Chicago Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

Three-fourths of the delegates from the member sororities of the University of Chicago Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

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

ARTICLE VI. THE EXECUTIVE BOARD

Section 1. Composition

The composition of the executive board shall be the President, Executive Vice President, Vice President of Recruitment, Vice President of Events, and Vice President of Finance.

Section 2. Duties

The executive board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President, the executive board shall also report all action it has taken and record the action in the minutes of that meeting.

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. PANHELLENIC ADVISOR

Section 1. Appointment

The Panhellenic Advisor of the University of Chicago Panhellenic Association shall be appointed by the Panhellenic Board of Directors, the NPC Area Advisor, or by the Panhellenic Council.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Chicago Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

ARTICLE VIII. COMMITTEES

Section 1. Standing Committees

- A. The standing committees of the University of Chicago Panhellenic Association shall be the Judicial Board, the Membership Recruitment Committee, the Recruitment Team, and the Advisory Council.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The 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 sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and Alumnae Advisory Council.

Section 3. Judicial Board

- A. The Judicial Board shall consist of:
 - The Judicial Chair as chairman and the Executive Board (except for the President) and the delegates. The Panhellenic Advisor shall serve as a nonvoting, ex-officio member. If a delegate is affiliated with her sorority during Membership Recruitment, her alternate will attend. If both the delegate and her alternate are affiliated with their sorority during Membership Recruitment, as determined by the Judicial chair, then a Recruitment Counselor from the sorority will attend.
- B. The Judicial Board shall:
 - Participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
 - Educate member sororities about the Panhellenic judicial procedure, including the formal process for submission of a violation report form.
 - Ensure that the NPC judicial forms are used to ensure proper documentation and adherence to the NPC Unanimous Agreements. The forms are:
 - i. College Panhellenic Violation Report
 - ii. College Panhellenic Notice of Infraction
 - iii. College Panhellenic Record of Judicial Board Hearing
 - iv. College Panhellenic Record of Mediation
 - v. College Panhellenic Judicial Board Hearing Minutes
 - vi. College Panhellenic Notice of Appeal
 - Review all alleged violations of the Panhellenic Constitution, By-laws, rules and policies and the National Panhellenic Conference Unanimous Agreements by fraternities and/or individuals that take place outside the time of recruitment. The alleged violations must appear to be sustained by fact in accordance with the National Panhellenic Manual of Information.

- Mediate any infractions arising from the NPC organizations' affiliated members during Recruitment.
 - Should mediation not be reached between parties involved, the Judicial Board will schedule a hearing where representatives from all chapters involved will present their respective cases directly to the board in a closed meeting that may include the University Panhellenic Council President.
 - The Judicial Board has the right to suggest penalizations for chapters found guilty of the violation in question. These penalties must be fair and in accordance with the National Panhellenic Manual of Information.
 - Should the Judicial Board's decision be appealed, the appealing party may follow the proper appeal procedures as defined in the National Panhellenic Manual of Information.
 - Documentation of all Judicial Hearings shall be retained by the Panhellenic Council for a period of 3 years.
- C. In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the judicial board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Chicago Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the judicial board. The members of the judicial board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

- A. The Membership Recruitment Committee shall be composed of the Panhellenic President, Executive Vice President, Panhellenic Vice President Recruitment, and a maximum of two delegates (collegian and/or advisor) from each NPC member group.
- B. The Committee shall create and implement a set of Recruitment Rules to set the expectations for affiliated members during the recruitment process.
- The Committee shall maintain an updated copy of the Recruitment Rules and review them annually, incorporate any changes, and call for a vote for re-adoption by the Panhellenic Council.
 - Rules must be finalized by 5th week of Spring quarter; no changes may be made after this point.
- C. The Committee shall begin meeting during the winter quarter after all officers have been installed.

Section 5. The Recruitment Team

- A. The Recruitment Team shall be composed of:
- Panhellenic Executive Board
 - Recruitment Chair
 - Head Recruitment Counselors

- Panhellenic Advisor
- B. The duties of Recruitment Team shall be to plan and supervise Primary Recruitment and all mandatory recruitment events outlined under Article XIII.
- C. The recruitment team shall prepare a PNM Membership Recruitment guide according to recommendations set forth in the NPC MOI and containing basic information about each chapter including, but not limited to: founding, badge, colors, flower, philanthropy, average dues, GPA requirements, major events on campus, and social media pages
- D. The Chair of the Recruitment Team shall be the Vice President Recruitment.

Section 6. Alumnae Advisory Council

- A. The Advisory Council shall be composed of:
 - a. One representative from the Advisory Boards of each NPC member group. The representative shall be the Chairwoman of her own Advisory Board or her appointed representative.
 - b. There shall be an alternate representative from each sorority Advisory Board to serve in the absence of the regular representative.
 - c. The Panhellenic Advisor of the University of Chicago Panhellenic Council shall be an ex-officio member of the Council and shall present all Advisory Council recommendations to the University of Chicago Panhellenic Council.
- B. The chair of the Sorority Advisory Council shall be the alumna representative from the member sorority holding the Presidency of the University of Chicago Panhellenic Council.
- C. The duties of the Advisory Committee shall be to help in the various mechanics of Recruitment under the direction of the Advisor and the President of the University of Chicago Panhellenic Council, to cultivate communication among the members of the Panhellenic member organizations, and to discuss relevant University of Chicago Panhellenic Council initiatives.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

- All members of the Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference in the Unanimous Agreements.
- All Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. AMENDMENTS AND VOTING

Section 1. Amendments

These bylaws may be amended by a three-fourths vote of the voting members of the Panhellenic Council (i.e. the delegate positions), provided notice of the proposed amendment is given in writing at least a week before the vote. Each year, the Bylaws of the Panhellenic Association must be reviewed by the Vice President with any revisions or amendments incorporated, presented to the Council, and re-adopted by a $\frac{3}{4}$ vote. This review should occur during Fall

Quarter after Primary Recruitment but before the next Panhellenic Executive Board is transitioned into office

Section 2. Voting

- Quorum: Three-fourths of the delegates from the member sororities of the University of Chicago Panhellenic Association shall constitute a quorum for the transaction of business.
- Vote Requirements
 - 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.
 - A three-fourths vote of the 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.

ARTICLE XI. FINANCE

Section 1. Fiscal Year

The fiscal year of the University of Chicago Panhellenic Association shall be from the start of the Winter Quarter to the end of the next Fall Quarter inclusive.

Section 2. Contracts

The signatures of either the President, the Vice President of Finance, or the Advisor shall be required to bind the University of Chicago Panhellenic Association to contracts.

Section 3. Checks

All checks issued on behalf of the University of Chicago Panhellenic Association shall be signed by the Vice President of Finance or President

Section 4. Payments

All payments due to the University of Chicago Panhellenic Association shall be made to the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the University of Chicago Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues must be collected from the individual NPC chapters by the end of ninth week of every quarter.
 - a. Panhellenic dues shall be \$25 per active member every quarter, with an active member defined as members of an active member sorority who are on campus and are participating in chapter activities, women who are studying abroad, and women who are on special status within their sorority.
 - b. If a member joins through COB before the fifth week of the quarter, she will pay Panhellenic dues.
 - c. Late payment of these dues shall incur a fine that is 5% of the total amount due

- d. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than April of that year, a change of which will be reflected in these bylaws under their subsequent review.

ARTICLE XII. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

Section 1. Primary Recruitment

- A. The Panhellenic Council shall hold values-based membership recruitment.
Values-based recruitment means:
 - Focusing on conversations between chapter members and PNMs
 - Establishing guidelines for recruitment budgets
 - Keeping decorations to a minimum
 - Determining recruitment attire for chapter members that reduces financial burden
 - Eliminating gifts, favors, letters and notes for PNMs
 - Eliminating recruitment skits
- B. The Panhellenic Council shall hold a Primary Recruitment weekend during the second week of Autumn Quarter.
- C. All Primary Recruitment events shall be held in the space provided by the Panhellenic Council. Room allotment will rotate yearly and be decided by the Executive Board.
- D. The Recruitment Rules shall be followed for the planning and administration of Primary Recruitment.
- E. All members of NPC member chapters shall adhere to the Recruitment Rules regarding Positive Panhellenic Contact, limited contact, and Rho Gamma disassociation.

Section 2. Continuous Open Bidding

Should a chapter fail to meet Quota and/or Total during Primary Recruitment, or fall below Total at any point during the academic year following that year's Primary Recruitment, they are allowed to begin Continuous Open Bidding (COB). The chapter in question must notify the President and Director of Recruitment of the Panhellenic Council in writing of their decision to pursue COB within 24 hours of beginning COB. Chapters conducting COB may only COB up to the last provided Panhellenic Total.

Section 3. Chapter Total

- A. Chapter Total will be determined by the Panhellenic Council by calculating the average chapter size. Total will be determined within 72 hours of bid distribution after Primary Recruitment, and then will be adjusted by the first Friday of spring quarter. The Total set during Autumn quarter will remain in effect throughout the Winter quarter.
- B. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total. Vacancies in chapter total are not created by the granting of inactive status or alumnae status to a member who has less than a full college year remaining before graduation, per NPC guidelines.

- A list of pledged, initiated, and affiliated members shall be filed with the Panhellenic Council President and with the Panhellenic Advisor on the first day of classes each quarter.
- C. Any de-pledging, termination, or other change in membership shall be reported to the Panhellenic Council President and the Panhellenic Advisor no later than a week after it has occurred.

Section 4. Mandatory Meetings, Trainings, and Workshops

The following is mandatory; however, more meetings, workshops, or events may be held according to the discretion of the VP Recruitment or Recruitment Team.

- A. Mandatory workshop with all chapter officers overseeing recruitment, to be held during the spring quarter, to discuss the Recruitment Rules and the importance of ethical conduct during recruitment.
- B. Mandatory training, before the start of Primary Recruitment, to review the proper use of My Campus Director, provide a reminder regarding the importance of adhering to the Recruitment Rules, and provide an overview of the proper process for filing infractions, should they occur during Primary Recruitment.
- C. Mandatory orientation for Potential New Members before the start of Primary Recruitment
- D. Mandatory information session for Recruitment Counselors/Rho Gammas to discuss Recruitment duties.
- E. Mandatory debrief session with chapter officers and advisers to discuss Primary Recruitment. To be held no later than 3 weeks following recruitment.

ARTICLE XIII. PLEDGING AND INITIATION

- A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
- A Panhellenic Association member group may not issue an invitation for membership or formally pledge a woman during any school recess.
- A woman who signs the MRABA at the end of Primary Recruitment and later drops said invitation for membership is ineligible for any in Primary Recruitment processes and cannot pledge another chapter until the following year's Primary Recruitment.

ARTICLE XIV. HAZING

- A. ALL FORMS OF HAZING AND NEW MEMBER DAY AND/OR PRE-INITIATION ACTIVITIES THAT ARE DEFINED AS HAZING SHALL BE BANNED.
- B. Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.
- C. Hazing is defined as any action or situation with or without consent that recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule, or that willfully destroys or removes public or private property.

- D. 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 the educational institution. 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 magazines.

ARTICLE XV. EXTENSION

- The UChicago Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and the Manual of Information
- Only Regular delegates of the individual NPC chapters on campus shall vote on extension matters.
- Extension is the process of adding an NPC women's sorority.

ARTICLE XVI. VIOLATIONS

Any dispute arising out of the violation of the NPC Unanimous Agreements, the Panhellenic Bylaws, Code of Ethics, and Recruitment Rules shall be adjudicated as outlined in the current NPC manual of information.

Section 1. Timing

- A. The "University Panhellenic Council Violation Report Form" shall be completed and presented to the Panhellenic Council President in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks). If the Panhellenic Council President is unavailable, or if the violation is against her Fraternity, the form shall be presented to the Panhellenic Council Vice President Standards or Panhellenic Advisor.
- B. The University Panhellenic Council President and Panhellenic Advisor shall review the violation 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.
- C. Any Judicial Hearings will be scheduled within 30 days of the violation filing unless the infraction filed alleges a time-sensitive violation.

Section 2. Proper reporting authority

- A. Infractions excluding Recruitment Infractions must be reported and signed by the President of the member group on behalf of her chapter.
- B. Recruitment Infractions may be reported and signed by either:
 - President of member group on behalf of her chapter
 - Panhellenic VP Recruitment or a Recruitment Counselor
 - Potential New Member

- Panhellenic Advisor

Section 3. Violation

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

Section 4. Informal resolution

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

Section 5. Judicial process

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

- A. **Mediation.** Mediation is the first step of the judicial process. The University of Chicago Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- B. **Judicial Board hearing.** When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. **Appeal of Judicial Board decision.** A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee. The University of Chicago Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Section 6. Penalties

- A. Fineable offenses are measurable violations resolved with set fines. These offenses will be reported by a Panhellenic Judicial Board member with a Recruitment Infraction Form. All fineable offenses regarding Primary Membership Recruitment will be outlined in the Recruitment Rules.
- B. Violations may be punished by a fine and/or additional sanctions or requirements, as determined by the Judicial Board, and may include, but are not limited to:
 - Public apology by President, Recruitment chair, and the violating chapter member(s)
 - Contacting the National Panhellenic Delegate and your National Headquarters
 - Holding an educational event for the entire Panhellenic community
 - Social probation for a period of time not to exceed one year following hearing
 - Conduct and disciplinary probation not to exceed one year following hearing.

ARTICLE XVII. RULES OF ORDER

The University of Chicago Panhellenic Association shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in this Constitution, Bylaws, and Standing Rules.

ARTICLE XVIII. DISSOLUTION

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