

## University of Southern Indiana Panhellenic Council Bylaws

### ARTICLE I. THE EXECUTIVE BOARD

- A. The Executive Board shall consist of the following offices:  
President, Executive Vice President, Vice President of Recruitment and Expansion, Vice President of Programming, Vice President of Finance and Records, Vice President of Education and Risk Management, and Vice President of Public Relations.
- B. The Executive Board shall meet once a week at a date and time determined at the beginning of each semester. Two weeks notice should be given in advance for any changes in meeting time. All of the Executive Board will attend these meeting unless notice is given 24 hours in advance to the President.
- C. In addition to the duties and responsibilities of their office an Executive Board member shall:
  1. Attend two transition retreats, one at the beginning of her office and one at the end.
  2. Serve as a Recruitment Counselor during formal recruitment in the fall.
  3. Hold at least two office hours a week.
  4. Keep an up-to-date notebook of duties of the office, Panhellenic Constitution, Bylaws, and other policies and procedures.
  5. Write a mid-year report and a final report containing a description of her activities in office and recommendations for future improvements.
- D. Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
- E. 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.
- F. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the VP of Finance and Records and record the action in the minutes of that meeting.

### ARTICLE II OFFICER DUTIES

#### A. THE EXECUTIVE BOARD

1. The following shall be the duties and responsibilities of the President:
  - a) Have overall responsibility for the operation and representation of the Panhellenic Council.
  - b) Call and preside at all regular and special meetings of the University of Southern Indiana Panhellenic Council.
  - c) Call and preside at all meetings of the Panhellenic Council Executive Board.
  - d) Type and distribute the agendas for council meetings.
  - e) Report as required to the National Panhellenic Conference (NPC) Area Advisor.
  - f) Maintain a complete and up-to-date President's file which will include a copy of the current University of Southern Indiana Panhellenic Council Constitution, Bylaws, and other Panhellenic policies and procedures; the current Panhellenic Council budget; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor, and other pertinent materials.
  - g) See that the other officers carry out their duties.
  - h) Organize and conduct, along with the President of IFC, the President's Roundtable meetings once a month.
  - i) Review, approve, and sign all contracts involving the University of Southern Indiana Panhellenic Council.

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- j) Review and approve all finances with the Vice President of Finance and Records and Panhellenic Advisor.
  - k) Attend weekly meetings with the Greek Advisor.
  - l) Appoint committees as necessary.
  - m) Handle all recruitment infractions in a timely manner (see NPC Manual for more information).
  - n) Serve as member ex-officio of all Panhellenic Council Committees.
  - o) Appoint a delegate to the Student Government Association.
  - p) Obtain from each out-going officer a mid-year report and a final report containing a description of her activities in office and recommendations for future improvements.
  - q) Perform all other duties pertaining to this office.
2. The following shall be the duties and responsibilities of the Executive Vice President:
- a) Perform the duties of the President in her absence, inability to serve, or at her call.
  - b) Chair the committee that reviews and revises the Constitution and Bylaws.
  - c) Keep a notebook of the current Constitution and Bylaws and make sure that all chapters have an up-to-date copy.
  - d) Coordinate chapter visitations after the officer installation ceremony.
  - e) Create a schedule of the Panhellenic Office Hours and ensure they are being completed
  - f) Order office supplies.
  - g) Organize the MGCA Award Application.
  - h) Create all binders for incoming officers and coordinate, in conjunction with the EVP of IFC, an officer transition to be held the Saturday before Finals Week.
  - i) Keep the "All Greek Calendar" outside of the Panhellenic office up-to-date.
  - j) Reside as Parliamentarian throughout council meetings.
  - k) Serve as chairman of the judiciary committee.
  - l) Enforce any fines or sanctions in a timely manner, with the cooperation of the Executive Board.
  - m) Perform all other duties pertaining to this office.
3. The following shall be the duties and responsibilities of the VP of Recruitment and Expansion:
- a) Assume the duties of the President in times when the President and Executive VP are absent.
  - b) Coordinate, in cooperation with the Panhellenic Council, Greek Advisor, and USI, all plans for Recruitment, including but not limited to: organizing letters and pamphlets sent to freshmen and others interested in recruitment during the summer.
  - c) Coordinate the Recruitment Counselor program and present a time line to the Executive Board for approval.
  - d) Interview, elect, and train all Recruitment Counselors.
  - e) Hold monthly Recruitment Chair roundtables.
  - f) Keep a file for all women who go through Recruitment and accept bids.
  - g) Keep a notebook for Recruitment each year containing pertinent information.
  - h) Attend and chair all expansion committee meetings.
  - i) Serve as the contact person to any new colonies, keeping them informed at all times of what is expected and needed of them.

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- j) Serve as a link between the Panhellenic Council and the University to the incoming colony.
  - k) Perform all other duties pertaining to this office.
4. The following shall be the duties and responsibilities of the VP of Programming:
- a) Co-chair, along with the IFC VP of Programming, the Inter-Greek Programming Council.
  - b) Plan and supervise programming activities of the Panhellenic Council including but not limited to the All Greek Cookout, Presentation Ball, Greek Week, etc.
  - c) Work with the Vice President of Public Relations and the Greek Advisor to promote all programming activities within the University and the community.
  - d) Prepare a proposal of any programming events and submit to the President and Greek Advisor one month prior to program. Submit weekly updates up to the date of the event.
  - e) Perform all other duties pertaining to this office.
5. The following shall be the duties and responsibilities of the VP of Finance and Records:
- a) Remain responsible, in coordination with the Greek Advisor for the general supervision of the finances of the USI Panhellenic Council.
  - b) Remain responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, providing a copy to each University of Southern Indiana Panhellenic Council member chapter.
  - c) Receive payments due to the Panhellenic Council, collect dues, and give receipts.
  - d) Be responsible for the prompt payment of all bills of the University of Southern Indiana Panhellenic Association.
  - e) Work with the Executive Vice President to maintain a list of fines owed to the Panhellenic Council.
  - f) Maintain, in cooperation with the Greek Advisor, up-to-date financial records. Also give an annual report at the close of each semester.
  - g) Coordinate at least one fund-raiser per semester.
  - h) Take attendance at all Panhellenic Council meetings.
  - i) Inform the President of any officers missing two meetings and inform officers of two absences.
  - j) Keep full minutes of all meetings of the University of Southern Indiana Panhellenic Council, and a record of all action taken by the Executive Board. Minutes should include: kind of meeting, date of meeting, attendance, whether the minutes from the previous meeting had any changes, all main motions (including the motion, the name of the person who made the motion, and who seconded, and the action taken)
  - k) Maintain a complete and up-to-date file which will include the minutes of meetings of the University of Southern Indiana Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; current correspondence.
  - l) Distribute all minutes over email to all members of the Council, the Greek Advisor, IFC, and each individual chapter president.
  - m) Keep an updated list of emails, addresses, and phone numbers for the Council and fraternity and sorority executive boards.
  - n) Perform all other duties pertaining to this office.
6. The following shall be the duties and responsibilities of the VP of Education and Risk Management:

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- a) Plan, along with the IFC VP of Education and Risk Management and the Greek Advisor, the New Member Educational Retreat
  - b) Coordinate and hold a mandatory scholastic enrichment for the sororities each semester.
  - c) Keep the Council updated on all upcoming academic dates. This includes but is not limited to: dates to drop, add, or withdraw from classes, final exam dates, registration, what times to sign up for classes and when, etc.
  - d) Remain in charge of distributing applications, overseeing, and awarding the returning member scholarship in the amount of \$125 during the fall semester and the new member scholarship in the same amount during the spring semester.
  - e) Develop and implement an incentive program for women to improve their academics.
  - f) Meet with each chapter's risk management and social chairs once a semester to review the Panhellenic Social Policy and address any questions they might have.
  - g) Work with the President and Greek Advisor in keeping the Social Policy up to date and distributed to each member chapter.
  - h) Serve as the IFC liaison, which includes: attending all IFC meetings and required events, reporting back to the Council all IFC business, and acting as the voice for Panhellenic in IFC meetings.
  - i) Perform all other duties pertaining to this office.
7. The following shall be the duties and responsibilities of the Vice President of Public Relations:
- a) Send thank you notes to anyone that has helped the Panhellenic Council (with the approval of the President or the Greek Advisor)
  - b) Keep in touch with the USI newspaper and University Notes to promote Panhellenic events.
  - c) Send Press Releases to Evansville papers and TV stations for Panhellenic events.
  - d) Design and distribute, along with the IFC VP of Public Relations, a Greek Newsletter at least once a semester to the Greek Community, faculty, and Administration at USI.
  - e) Attend all Greek events to take pictures and document activities.
  - f) Choose a Greek Woman of the Month to recognize sorority women.
  - g) Get Panhellenic involved with a Philanthropy or service project at least twice a semester. Inform the sororities of community service/philanthropic opportunities within the Evansville community.
  - h) Work with the VP of Programming to decide on a service project for Greek Week.
  - i) The Panhellenic Council will donate a monetary gift, not to exceed \$100 in a year, to local charities.
  - j) Perform all other duties pertaining to this office.
- B. STANDING OFFICERS
1. The following shall be the duties and responsibilities of the SGA Representative:
- a) Attend all Student Government Association meetings and all SGA required events.
  - b) Follow all SGA rules and regulations.
  - c) Report back to Panhellenic all SGA business.
  - d) Ask Panhellenic for ideas about how to vote on issues and represent concerns of Panhellenic and the USI sororities to SGA.
  - e) Hold at least one office hour a week.
  - f) Keep a notebook of the duties for this office.

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- g) Prepare a report every week for council meetings.
- 2. The following shall be the duties and responsibilities of the Panhellenic delegate for IFC:
  - a) Attend all Panhellenic meetings and all Panhellenic required events.
  - b) Attend all IFC meetings and all IFC required events.
  - c) Report to IFC all Panhellenic business.
  - d) Act as the voice for IFC in the Panhellenic meetings.
    - (1) All fraternity concerns or issues will be voiced through this delegate.
    - (2) If the delegate is absent, the IFC shall contact the Panhellenic President with the name of their replacement delegate.
    - (3) If the delegate is absent from three Panhellenic meetings without contacting the Panhellenic President, IFC will lose their delegate to Panhellenic.

### C. IMPEACHMENT

- 1. Grounds for Impeachment of an executive board officer:
  - a) Missing two meetings or scheduled Panhellenic activities
  - b) Failure to carry out duties and responsibilities as stated in the Panhellenic Bylaws
  - c) Grade Point Average is below a 2.5
- 2. The executive board and/or Greek Advisor may initiate removal procedures.
- 3. Impeachment occurs from a  $\frac{3}{4}$  vote from the Panhellenic council.

### D. RESPONSIBILITIES OF MEMBER CHAPTERS

- 1. If an event is planned by Panhellenic and two weeks notice has been given to the chapters in writing, and is not properly attended by all that have signed up to help, a fine of \$20 per person missing will be assigned to the chapters.
- 2. Each sorority is required to participate in a fundraiser organized and voted on by Panhellenic with a minimum requirement of people attending set by the Panhellenic Council.
- 3. All chapters must have 90 percent of their chapter in attendance at risk management and scholarship enrichments sponsored by the Panhellenic Council.
- 4. All member chapters must maintain a semester cumulative GPA of at least 2.5.
- 5. If a sorority fails to achieve a cumulative GPA of a 2.5, that chapter will be put on social probation and must prepare a scholarship program designed to improve the grades of the members and present this program to the Panhellenic Executive Board within the first two weeks of the succeeding semester. Upon approval, the sorority shall implement the program for the remaining portion of that semester.
  - a) If a sorority fails to achieve a cumulative GPA of 2.5 for two consecutive semesters, the executive board of their chapter, including the Scholarship Chairman, must appear before the Panhellenic Executive Board. During this meeting the sorority officers must state the reason for the poor academic showing and outline their plan to remedy the problem.

## ARTICLE III PANHELLENIC DELEGATE DUTIES

- A. The Panhellenic Council Senior delegate shall be responsible for the following:
  - 1. Attend all Panhellenic Council meetings and workshops.
  - 2. Serve as the liaison between the Panhellenic Council and her member chapter.
  - 3. Report weekly at Council meetings the events of her chapter and give at least one presentation on the history of her chapter's founding and its values.
  - 4. Serve as the voting representative for her chapter.

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5. Be responsible for notifying her chapter of all regular and special meetings of the Panhellenic Council.
6. Be available to assist Executive Members of the Council with projects.
7. Assist in maintaining current rosters of the membership, officers, and alumnae advisors of her chapter.
8. Possess a notebook including:
  - a) Panhellenic Constitution and Bylaws
  - b) NPC Unanimous Agreements
  - c) Agenda of all Panhellenic meetings
  - d) Minutes of all Panhellenic meetings
  - e) Panhellenic phone list
  - f) Panhellenic policies and procedures
9. Promote Panhellenic enthusiasm and awareness within her chapter.
10. Be knowledgeable of and maintain the current NPC Unanimous Agreements.

### ARTICLE IV SELECTION OF OFFICERS

#### A. ELIGIBILITY

1. A candidate for a Panhellenic Council officer position may not have an expected graduation date prior to the expiration of her term of office.
2. A candidate for an officer position must be an initiated member in good standing of a member chapter holding regular membership in the University of Southern Indiana Panhellenic Council.
3. A candidate for an officer position must have a minimum cumulative grade point average of 2.50 and maintain this throughout her term of office.
4. An elected officer of the Panhellenic Council may not concurrently serve as president of her chapter or serve on her chapter's executive board.
5. All executive board candidates must have been initiated for a full year.
6. A presidential candidate must have had Panhellenic experience within the year prior to the election. Panhellenic experience is defined as having served for a term of one year as a Panhellenic delegate or Panhellenic officer.
7. It is strongly recommended that the Panhellenic President, Vice President of Recruitment, Vice President of Public Relations, and Executive Vice President reside in the Evansville area during the summer of their term of office.
8. Officers must be able to attend all meetings.

#### B. ELECTION PROCEDURES

1. A candidate information packet shall be available for persons interested in running for an office at the meeting nearest October 15.
2. Nominations
  - a) Nominations shall be made at the first meeting in November and may be reopened at each meeting prior to the election.
  - b) Nominations must be made by a Panhellenic delegate. This delegate need not be from the nominee's chapter.
  - c) Following the nomination, the candidate may accept or decline the nomination.
3. Campaigning

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- a) Each candidate must complete a Candidate Profile Information form, included in the candidate information packet, which describes her goals and qualifications for the office.
  - b) At the meeting prior to elections, Candidate Profile Information Forms will be distributed to each delegate. Each candidate must be present at the meeting and make an oral presentation of three minutes or less. A brief question and answer period shall follow. Comments concerning the qualification of the candidates may be offered by delegates or chapter representatives at this time.
4. Elections
- a) Delegates shall poll their chapters between the meeting in which campaign speeches are delivered and the election meeting. Each chapter should grant to its delegate the power to vote in the best interest of the chapter, as perceived by the delegate, in the event of some change in the status of a candidate during the election meeting.
  - b) Officers shall be elected in the following order: President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Finance and Records, Vice President of Education and Risk Management and Vice President of Public Relations.
  - c) A quorum must be present at the meeting in order to proceed with the election.
  - d) A majority by secret ballot shall be required to elect an officer.
  - e) In the event that more than two candidates run for an office, after the first round of voting, the top two candidates will be kept on the ballot. In the case of a tie, the Panhellenic President shall continue until a majority vote is reached between the two remaining candidates.
5. The Panhellenic Council elected officers shall be announced one meeting prior to the last regular Panhellenic Council meeting of the fall semester.
6. INSTALLATION: The incoming Panhellenic Council Executive Board shall be installed by the outgoing Panhellenic Council Executive Board at a joint Installation ceremony with IFC held the week before finals.

### ARTICLE V. FINANCE

- A. FISCAL YEAR. The fiscal year of the University of Southern Indiana Panhellenic Council shall be from July 1 to June 30 in order to be in harmony with the university's fiscal year.
- B. CONTRACTS. The signatures of the President, the Executive Vice President and the Panhellenic Advisor shall be required to bind University of Southern Indiana Panhellenic Council.
- C. PAYMENTS. All payments due to the University of Southern Indiana Panhellenic Council shall be given to the Vice President of Finance and Records who shall record them. Checks for payments shall be made payable to the University of Southern Indiana Panhellenic Council.
- D. MEMBERSHIP DUES
  1. Amount: The dues of each Panhellenic Council member chapter shall be an assessment of \$10 per active and new member.
  2. Time of Payment: The dues of each Panhellenic Council member chapter shall be payable on or before October 15 and March 15.
  3. Late Payment: When bills due to the Panhellenic Council by individual member chapters are not paid within 5 days of the due date, there will be a penalty of 5 percent interest per

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week until the bill is paid. If the bill has not been paid within 15 days of the due date, Panhellenic voting rights will be revoked. The voting rights of the member chapter will be reinstated as soon as the bill is paid in full.

- E. BUDGET. The newly-elected Vice President of Finance and Records shall formulate a budget for the upcoming fiscal year by March 1. This budget shall be approved first by the Executive Board and then voted on by member chapters at a council meeting.

### ARTICLE VI RECRUITMENT

#### A. PANHELLENIC RECRUITMENT COUNSELORS

1. Selection of Recruitment Counselors
  - a) Recruitment Counselors shall be selected by the Vice President of Recruitment, the President, the Executive Vice President and the Greek Advisor.
  - b) This committee shall meet the first or second week in February to interview and select Recruitment Counselors
  - c) All members of the Panhellenic Executive Board shall serve as Recruitment Counselors.
2. Term of office
  - a) The term of office for a Recruitment Counselor will start after graduation and will end on bid day of formal recruitment.
  - b) At least two meetings for Recruitment Counselors will be held during the Spring Semester.
  - c) At least one retreat will be held during the summer to train and educate the Recruitment Counselors.
  - d) Counselors shall not associate in any way with their chapters beginning with their term of office.
    - (1) No contact is defined as: no cards from chapter president, no emails, no mail. If you will be living in the house, contact outside of the house will be prohibited, and absolutely NO Recruitment Counselor should talk about recruitment with their chapters at any time.
    - (2) If Recruitment Counselors are out over the summer they can be with no more than two sisters from one chapter at a time. No more than two sisters from the same chapter with a Recruitment Counselor unless there is a different chapter represented as well. Recruitment Counselors are allowed to go out with other Recruitment Counselors from their chapter. However they must follow the rules when they are in the presence of two non-Recruitment Counselors from the same chapter.
3. Job Description
  - a) Counselors shall assist the Panhellenic Council with recruitment during their term
  - b) Each Recruitment Counselor will be paired with another and assigned a group of potential new members by the Vice President of Recruitment. The counselor is then responsible for advising or assisting her guests during formal recruitment.
  - c) Counselors shall not disclose their sorority affiliation to potential new members during any part of their term of office.
  - d) To promote and recruit for formal recruitment.
  - e) To be a friend and impartial guide for the potential new members.
  - f) To be knowledgeable of all USI sororities.

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- g) To promote Greek life and Greek unity.
- 4. Dismissal
  - a) Recruitment Counselors may be dismissed by the Panhellenic Council for the failure to perform duties and/or one non-excused absence from required meeting and/or retreats.

### B. MEMBER SELECTION

- 1. Formal Recruitment shall be held the first month of school during the fall semester
- 2. The NPC Quota-Total system shall be followed.
- 3. Total at the University of Southern Indiana is 56.
- 4. The USI Panhellenic Council uses PRUSH through D&D Digital.
- 5. All formal recruitment selection events shall be held on the USI campus.
- 6. Continuous Open Bidding shall be in effect beginning 8a.m. the morning following Bid Day.
- 7. Every regularly enrolled potential new member, initiated, or affiliated by a chapter shall be counted as a member of that chapter
  - a) A list of new and initiated members shall be filed with the President of the Panhellenic Council and Greek Advisor by October 15.
  - b) Any depledging, termination, or other change in membership shall be reported to the President and the Greek Advisor as soon as possible.

### C. REQUIREMENTS FOR RECRUITMENT AND INITIATION

- 1. A USI Panhellenic Council member chapter may not issue an invitation to membership or formally pledge a woman during the summer vacation period.
- 2. A potential new member must meet all the qualifications as stated in the USI Panhellenic Recruitment Rules.
- 3. A new member may be initiated whenever she has met the requirements of the sorority to which she has pledged.

## ARTICLE VIII EXPANSION

- A. When all NPC Chapters at the University of Southern Indiana are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter.
  - 1. Such a chapter shall be organized through colonization by an NPC sorority or through organization of a local sorority which may petition an NPC sorority for a chapter.
  - 2. Consideration should be given to NPC sororities that have previously had chapters on the campus and to those NPC sororities which have filed letters expressing an interest in the campus.
  - 3. The USI Greek Expansion policy will be followed.

## ARTICLE IV HAZING

- A. All forms of hazing, bid day, and or pre-initiation activities, which are defined as hazing, shall be banned. Hazing is defined as any action or situation with or without consent which recklessly, intentionally, or intentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment, or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member sorority. Hazing is and will not be tolerated on

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this campus. Any member sorority found doing so will be subject to the laws of NPC and the University of Southern Indiana.

### ARTICLE X VIOLATIONS

- A. Any dispute arising out of the violation of the Panhellenic Council rules regarding Greek Week and Article I Section D Responsibilities of Member Chapters, shall be handled through the Panhellenic Executive Board chaired by the Panhellenic President and/or Greek Advisor.
- B. Any disputes arising out of violation of Panhellenic Council Rules and Regulations shall be taken care of through the judicial board of sororities involved chaired by the Executive VP.
- C. If the judicial board cannot reach an agreement, the matter shall be referred to the USI Greek Advisor and or appropriate university officials.
- D. If the decision of the above committee is not acceptable, the matter may be appealed to the NPC College Panhellenic Committee within 24 hours of notice of decision. Notice of the intention to appeal shall be given to the USI Panhellenic Council President. All requirements as stated in the NPC manual of Information and NPC Unanimous Agreements shall be met.
- E. When a chapter violates the mandatory 90 percent rule the whole chapter will be on social probation until the next risk management/scholarship enrichment and fined \$25.

### ARTICLE XI AMENDMENTS

- A. These Panhellenic Council Bylaws can only be amended by two-thirds vote of the members of the University of Southern Indiana Panhellenic Council.