

University of Southern Indiana  
Panhellenic Council  
Constitution and Bylaws

# **Panhellenic Council**

# **Constitution and**

# **Bylaws**

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**Chapter I: Introduction**

**Article I: Preface**

This document, a proposed Panhellenic Council Constitution and Bylaws, shall be submitted to the Panhellenic Council on 10/21/2010. Chapter delegates of Panhellenic Council shall vote on the document on 11/03/2010, and if the document receives a 66% vote, shall be binding to chapters thereafter. This set of bylaws shall consist of ten chapters which are consisted of the following: Introduction, Executive Board, Membership, Legislation, Scholastic Policy, Judicial Policy, Recruitment Policy, Social Policy, and Amendments.

**Article II: Preamble**

In order to generate and promote the overall character of all sororities, it is necessary to generate an environment that allows for the development of sisterhood, cooperation, service, leadership, and academic achievement of all the members. To attain these goals, the Panhellenic Council of the University of Southern Indiana constructs and follows this Constitution and set of Bylaws.

**Article III: Name**

The governing body of the women's sororities of the University of Southern Indiana shall hereafter be named the Panhellenic Council.

**Article IV: Mission Statement**

The women of the Panhellenic Council of the University of Southern Indiana strive to uphold the ideals of women today in Greek societies with the genuine commitment to our college and community. By encouraging the highest excellence in academics, community involvement, leadership, and standards we take the utmost pride in the betterment of others as well as ourselves. The women of Panhellenic will devote time and efforts toward the development of every chapter.

**Article V: Purpose**

The purpose of this organization shall be:

- A. To maintain, on a high plane, sorority life and intergreek relationships.
- B. To further fine intellectual accomplishment and sound scholarship.
- C. To serve and cooperate with the university administration and outside community in the maintenance of high social standards.
- D. To compile and enforce rules governing membership recruitment, bidding, and new membership in accordance with the Unanimous Agreements of the National Panhellenic Conference.
- E. To act in accordance with the National Panhellenic Conference rules and policies.
- F. To provide and act as the representative central government of separate women's social sororities.
- G. To promote service and philanthropic activities among its members

**Article VI: Objectives**

We do affirm to these objectives as the overall guidelines of our Panhellenic Council:

1. Sororities should promote and encourage constructive interfraternal relationships.

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2. It is the duty of the sorority to foster an atmosphere conducive to the development of the individual, while achieving integration with the whole sorority system.
3. Sorority activities must be in accordance with the National Panhellenic Council and University of Southern Indiana Fraternity and Sorority Policies and Guidelines.
4. Sorority members, active and new members awaiting initiation, must be in accordance with the rules and regulations of the University of Southern Indiana.
5. Sororities should promote and encourage good study habits and promote strong academic standing among its members.

**Article VII: Adoption**

1. This constitution and set of bylaws shall become effective and shall supersede any previous
2. Constitution and Bylaws of the Panhellenic Council when ratified by a two-thirds majority vote of the members of the Panhellenic Council.
3. As of this writing, the Panhellenic Council of the University of Southern Indiana represents the following members:
  - Alpha Sigma Alpha
  - Delta Zeta
  - Gamma Phi Beta

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**Chapter II: Executive Board**

**Article 1: Creation of Executive Board**

In order to govern and enforce the bylaws of the Panhellenic Council, an Executive Board shall be created.

**Article 2: Composition of Executive Board**

The Executive Board shall consist of the following offices, in the following rank:

1. President
2. Executive Vice President
3. Vice President of Expansion and Recruitment
4. Vice President of Programming
5. Vice President of Scholarship and Education
6. Vice President of Records and Finance
7. Vice President Public Relations/SGA Representative

**Article 3: Duties of the Executive Board**

- A. Meet regularly to discuss officer and council issues
  - i. Once a week at a day and time determined at the beginning of each semester
  - ii. Two weeks' notice should be given in advance for any changes in meeting time
  - iii. All of the Executive Board will attend these meetings unless written notice is given 24 hours in advance to the President, Greek advisor, and VP of Records and finance.
- B. Recommend amendments to the council
- C. Serve as a Recruitment Counselor during formal recruitment in the fall
- D. Hold at least one office hour a week
- E. Work in conjunction with IFC counterparts
- F. Create positive publicity for the Greek community

**Article 4: Powers of the Executive Board**

- A. Decide upon and enforce resolutions (may be overturned by member vote)
- B. Serve as appellate board to the judicial board
- C. Try any case under judicial board jurisdiction
- D. May impose sanctions on chapters, but sanctions should be consistent with judicial board policy
- E. May recommend to the University that a chapter be expelled from University of Southern Indiana

**Article 5: Limitations of the Executive Board**

- A. May not impose sanctions on individuals, only chapter organizations
- B. May not impose sanctions on a chapter unless infractions of Panhellenic bylaws or any applicable law has occurred

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- C. May not impose sanctions without approval of at least 51% of Executive Board. This includes Executive Board members who may be absent from a particular executive board meeting but excludes members of the chapter that is charged with an infraction(s).
- D. May not implement a sanction longer than 1 year in duration.
- E. May not fine a chapter a dollar amount in excess of \$750.00 per penalty or a dollar amount that exceeds \$50.00 per member per penalty.
- F. May not implement a resolution which has been voted down by the council
- G. May not overturn judicial board decision unless the chapter appeals to Executive Board

**Article 6: Officer Duties**

**1. President**

- a. Serve as the Chief Executive Officer of the Council
- b. Identify and report on the goals of the Council; and carry out the wishes of the Council, in so far as they are consistent with the Constitution and bylaws of the Council, the laws of the state, local, and federal governments, and the University.
- c. Chair the Executive Board
- d. Call and preside at all meetings of the Panhellenic Council of the University of Southern Indiana
- e. Meet with the Greek Advisor on a weekly basis
- f. Hold a weekly council meeting
- g. Hold regular Executive Board meetings
- h. Meet with the VP of Finance and Records two weeks prior to the close of the school year, and to assist in the preparation of a budget for the next school year.
- i. Perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**2. Executive Vice President**

- a. Perform all duties of the President in her absence
- b. Generally assist the President
- c. Be responsible for the compilation of any AFLV awards for which the Council is eligible
- d. Serve as or appoint someone to be the delegate to the Interfraternity council
- e. Maintain copies of the Constitution, bylaws, and policies.
- f. Keep bylaws and policies current by immediately inserting all approved amendments and changes.
- g. Coordinate the Spring Executive board retreat with the IFC Executive Vice President
- h. Keep All Greek calendar up to date
- i. Serve as parliamentarian during meetings.
- j. Chair the Judicial Board.

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- k. Meet with the Greek Advisor on a need to basis and perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**1. Vice President of Expansion and Recruitment:**

- 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.
- c. Present a detailed timeline with due dates to the Executive Board for approval.
- d. Interview, elect, and train all Recruitment Counselors.
- e. Hold Recruitment Chair roundtables at least once a month.
- f. Review Recruitment rules regularly and have any changes for the upcoming fall formal recruitment passed.
- g. Attend and chair all expansion committee meetings if applicable
- h. Serve as the contact person to any new colonies, keeping them informed at all times of what is expected and needed of them.
- i. Serve as a link between the Panhellenic Council and the University to the incoming colony.
- j. Meet with the Greek Advisor on a need to basis and perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**4. Vice President of Programming**

- a. Co-chair, along with the IFC VP of Programming
- b. Plan and supervise programming activities of the Panhellenic Council including but not limited to: Presentation Ball and Greek Week.
- 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.
- e. Meet with the Greek Advisor on a need to basis and perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**5. Vice President of Scholarship and Education:**

- a. Advise and work with the scholastic chairs of each chapter
- b. Advise and work with the New Member Educator/ Membership Development Educators of each chapter
- c. Ensure that all Panhellenic chapters New Member Education processes are compliant with the anti-hazing regulations and laws
- d. Organize Panhellenic scholarship(s) and academic awards
- e. Coordinate all educational programs sponsored by Panhellenic.
- f. Work with both Greek and non-Greek academic, professional and honorary societies, to encourage Greek membership in such organizations

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- g. Meet with the Greek Advisor on a need to basis and perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**6. Vice President of Records and Finance**

- a. Keep accurate and specific records of all business discussed at regular Council meetings and meetings of the Executive Board
- b. Keep all files in Panhellenic office in proper and functional order
- c. Keep accurate attendance records, and notify the President of any chapter that has lost voting rights due to missed meetings
- d. Keep an accurate budget and submit it to the council once a year to be approved
- e. Meet with the President two weeks prior to the close of the school year, to prepare a budget for the next school year
- f. Keep all financial records of Panhellenic that pertain to accounting (e.g. bills, purchasing, and budgeting)
- g. Supervise the collection of all money owed to the Council
- h. Notify any fraternities that have lost voting privileges for financial reasons prior to the meeting
- i. Post minutes within 48 hours after council meeting.
- j. Hold a minimum of one fundraiser per semester
- k. Collect both affiliate and associate chapter dues at the second Panhellenic meeting of each semester, and all new member dues at the Panhellenic meeting immediately following recruitment
- f. Submit a budget to the Executive Board and the council at the start of each semester
- g. Meet with the Greek Advisor on a need to basis and perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**7. Vice President of Public Relations/ SGA Delegate:**

- a. Prepare all publications and advertisements for any office, event or function of the Panhellenic Council
- b. Work with the VP of Expansion and Recruitment to prepare appropriate materials for Recruitment
- c. Work with the Interfraternity Council VP of Public Relations and prepare all All-Greek Publications
- d. Prepare all publications and advertisements for the Greek Programming Committee in conjunction with the Interfraternity Council VP of Public Relations
- e. Prepare at least one all Greek publications each semester with the help of the Interfraternity Council VP of Public Relations
- f. Serve as the representative to SGA for Panhellenic, and fulfill all representative requirements of SGA
- g. Work to involve Panhellenic and SGA in one another's sponsored activities and functions
- h. Work with the VP of Programming to decide on a service project for Greek Week

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- i. Coordinate the donation of a monetary gift, of seventy-five dollars each semester to local charities from the Panhellenic Council
- j. Meet with the Greek Advisor on a need to basis and perform all other duties pertaining to this office as needed in order to fulfill the responsibilities of this office.

**Article 7: Officer Qualification Standards**

- a. Must be in good standing with the University and must be in social, scholastic, and financial good standing with their respective chapter
- b. Chapter presidents may not hold an Executive Council position on the Executive Council of the Panhellenic Council.
- c. Only two members from the same sorority may hold an Executive Council position during an election cycle with the exception of one chapter that will have three.
- d. Must be an initiated member of an affiliate member chapter.
- e. Meet and maintain a cumulative GPA 0.1 higher than the chapter standards
  - a. *To go into effect for the elections in November 2011 and thereafter, meet and maintain a cumulative GPA of 0.2 higher than the chapter standards*
- a. Be available for a full term of office
- b. All Panhellenic Executive Board Officers must be enrolled in 12 credit hours of classes at the University of Southern Indiana

**Article 8: Requirements and Disciplinary Actions**

- a. All officers must attend all meetings of the Executive Council and the Panhellenic Council
- b. A presidential candidate must have had Panhellenic experience prior to the election. Panhellenic experience is defined as having served for a term of one year as a Panhellenic delegate or Panhellenic Executive officer. The one year of service may be broken up by semesters to fulfill the one year requirement.
- c. Executive Board Members must have a written excuse of any absence from a meeting submitted to the President, Secretary and Greek Advisor 24 hours in advance or their absence will be considered unexcused
- d. Executive Board Members who accumulate two unexcused absences during their term will be removed from office
- e. Executive Board Members must complete two (2) scheduled office hours per week in the Panhellenic Office, with the exception of the VP Public Relations and SGA Representative who shall complete one (1).
  - i. In the event that the scheduled office hours cannot be met on a given week, Executive board members must contact the Executive Vice President and Greek advisor to change times.
  - ii. Failure to complete the weekly office hour will result in the following:
    1. 1<sup>st</sup> Offense: Warning
    2. 2<sup>nd</sup> Offense: The officer must make up the missed office hour the following week

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3. 3<sup>rd</sup> Offense: The officer must make up the missed office hour the following week
4. 4<sup>th</sup> or More Offense: The officer will be brought up for Impeachment

**Article 9: Elections**

- a. The annual elections for the Panhellenic executive board will be held on the Wednesday of the third full week in November.
- b. Nominations shall be made at the first and second meeting in November prior to election day.
  1. Running from the floor on the day of election will not be permitted.
  2. In the event that an Executive Board position has not received any qualified nominations on the day of elections, the floor shall be opened for nominations for that respective position.
3. A Panhellenic delegate or an Executive Council position are the only representatives that can make formal nominations.
4. Nomination can come from chapter representatives outside of their own chapter affiliation.
5. Following the nomination, the candidate may accept or decline in writing or person the nomination
- c. All candidates must meet all the qualifications in Chapter II, Article 7.
- d. All candidates must be present at the election meeting in order to be voted upon. However, by a two-thirds vote of all present delegates or the unanimous consent of the Panhellenic executive board the candidate may have their absence deemed excused and be eligible for election.
- e. The election process of each officer will proceed in the following order:
  1. President
  2. Executive Vice President
  3. Vice President of Expansion and Recruitment
  4. Vice President of Programming
  5. Vice President of Scholarship and Education
  6. Vice President of Records and Finance
  7. Vice President of Public Relations/SGA Delegate
- f. Each candidate will be given the opportunity to present a speech not to exceed three (3) minutes. Immediately following there will up to three (3) minutes permitted for questions from the Panhellenic Executive Council and Chapter Senior Delegates.
- g. The nominees shall leave the room and the Acting President shall call for Pro and Cons of each nominee, limiting to three (3) Pros and two (2) Cons, always ending with a Pro comment.
- h. Following the discussion of each office's nominees, the Panhellenic Senior Delegates will vote on said office by secret written ballot.
  1. In the event that the senior delegate is running for said office, the junior delegate shall cast the vote for said position.
- i. 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.

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- j. The Acting President will conduct the election process overseen by the Greek Advisor.
  - 1. In the event that the President is running for re-election, the current Panhellenic Executive Council will appoint another Election Chairman to oversee only the election of President.
- k. Only chapters in good standing will be given the right to vote during elections.
- l. In the event of a tie, the President or Election Chairman will cast the deciding vote.
- m. The vote tally count shall never be read or communicated
- n. The Panhellenic Executive Board will take office on the First Wednesday of December
- o. The Panhellenic Executive Board will be sworn in by the former President
- p. In the event that an executive board office becomes vacant anytime after the ninth week of classes in the semester, the Panhellenic Executive Board will have the authority to appoint a woman to that position

**Article 10: Impeachments**

- a. Impeachment proceedings may be initiated against any Executive Board member for the following reasons:
  - i. The officer breaches their duty to maintain the responsibilities of their office.
  - ii. The officer fails to comply with the Panhellenic Constitution and Bylaws, the USI Social Responsibility Guidelines for Fraternities and Sororities, the USI Code of Conduct, and/or State and Federal Law.
  - iii. Conduct detrimental to the interpanhellenic system at the University of Southern Indiana
- b. Meet and maintain a cumulative GPA 0.1 higher than the chapter standards
  - *To go into effect for the elections in November 2011 and thereafter, meet and maintain a cumulative GPA of 0.2 higher than the chapter standards*
- c. An executive board member can be brought up for impeachment by any chapter delegate, the Greek Advisor, or any other executive board member.
- b. The Panhellenic Council, Delegates and Executive Board, will hear all impeachment cases and will have the ability to impeach the officer with a 66% vote of all chapters in good standing.

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**Chapter III: Membership**

**Article 1: Composition of Membership**

*Section A: Executive Board*

Each Executive Board member shall be a non-voting member in the Panhellenic Council

*Section B: Panhellenic Council Composition*

- a. All undergraduate chapters of women's social fraternities.
- b. All social sorority must hold membership in the Panhellenic Council in order to be recognized as a social fraternity at the University of Southern Indiana.
- c. Affiliate membership shall be defined as National Panhellenic Conference chapters in good standing with the University of Southern Indiana and the Panhellenic Council, as well as charter chapters who are under social probation and meeting all of the requirements and expectations of social probation as defined in Article X of the USI Panhellenic Council Constitution and Bylaws.
- d. Charter chapters NOT in good standing with the University of Southern Indiana will NOT be recognized by the Panhellenic Council.
- e. Associate membership shall be defined as National Panhellenic Conference colonies or pledge chapters in good standing with the University of Southern Indiana and the Panhellenic Council

*Section C: Affiliate Membership Chapters*

- a. Affiliate members must continue to meet all Panhellenic Council requirements and be in good standing with the University of Southern Indiana and Panhellenic to maintain good standing with Panhellenic.
- b. Any sorority that fails to comply to said standards of this Constitution and By-Laws and/or other related documents can result in suspension from Panhellenic and/or loss of affiliate membership in Panhellenic as determined by the judicial board process.
- c. All Affiliate Members in good standing will be granted the right to vote on all Panhellenic matters and the right to have its members run for an executive office.

*Section D: Associate Membership Chapters*

- a. Associate members must continue to meet all Panhellenic Council requirements and be in good standing with the University of Southern Indiana and Panhellenic to maintain good standing with Panhellenic Council.
- b. Any sorority that fails to comply to said standards of this Constitution and By-Laws and/or other related documents can result in suspension from Panhellenic and/or loss of affiliate membership in Panhellenic as determined by the judicial board process.
- c. All Affiliate Members in good standing will be granted the right to vote on all Panhellenic matters and the right to have its members run for an executive office.
- d. Will not have the right to vote on any Panhellenic Council matters

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- e. Will have the ability to discuss all matters of the Panhellenic with the exception of Officer Elections, any Legislation, Regulations and Policies
- f. Will be eligible to participate in all Panhellenic Council functions

*Section E: Extension*

- 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.
- b. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.
- c. Where an NPC fraternity has had a chapter at USI reactivation of that chapter shall be given consideration.
- d. Consideration shall be given to NPC fraternities which have filed letters expressing an interest in the campus.
- e. The NPC Manual of Information shall serve as the guide to how

*Section F: Chapter Delegates Qualifications*

- a. Must be in good standing with the University and must be in social, scholastic, and financial good standing with their respective chapter
- b. May not hold an Panhellenic Executive Board Office
- c. Chapters must submit Senior and Junior Delegate's names and contact information at the beginning of each semester to the President, Executive Vice President and Vice President of Records and Finance.
- d. Any member sorority shall have the power to recall their delegate for misconduct or neglect of duty. The sorority shall provide a replacement immediately.

**Article II: Duties of Membership**

- a. The Panhellenic Council Senior Delegate shall be responsible for the following:
  - i. Attend meetings regularly
  - ii. Remain informed on Panhellenic issues, and report and present regular Panhellenic reports at chapter meetings.
  - iii. Delegates shall vote on Panhellenic resolutions and amendments
  - iv. Be responsible for notifying her chapter of all regular and special meetings of the Panhellenic Council.
  - v. Bring suggestions to Panhellenic concerning its government and activities
  - vi. Represent the interests of the sororities at USI
  - vii. Delegates shall represent the interests of her chapter
  - viii. Delegates shall act a liaison between Panhellenic and her chapter
  - ix. Possess a notebook including:
    - a. Panhellenic Constitution and Bylaws
    - b. NPC Unanimous Agreements
    - c. Minutes of all Panhellenic meetings

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- d. Panhellenic phone list
- e. Panhellenic policies and procedures
- x. Be knowledgeable of and maintain the current NPC Unanimous Agreements
- b. Responsibilities of Member Chapters
  - i. 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.
  - ii. All chapters must have 90 percent of their chapter in attendance at risk management and scholarship enrichments sponsored by the Panhellenic Council.
    - a. Chapters not meeting the 90% in attendance will be sent to the Judicial Board
    - b. Judicial board will oversee all fines and sanctions if expectations are not met

**Article 3: Meetings**

The Panhellenic Council shall meet regularly during the academic year at a time designated by the President and approval of the Panhellenic Council.

- a. To be considered present at a meeting of the Panhellenic Council, a member sorority must have one undergraduate members present. A Panhellenic executive board member does not constitute a delegate for the member sorority.
- b. Voting shall be on the basis of one vote per member sorority in good standing. In event of a tie, the President shall have the deciding vote.
- c. Special meetings can be called by the President or at the request of at least two thirds of the delegates, provided that twenty-four hours notice is given to all of the Panhellenic Council members and the Panhellenic Council advisor.
- d. Regular meetings of the council shall be held once a week. Meetings may be canceled by a two-thirds vote of the representatives at a previous meeting or by a unanimous decision of the executive council 24 hours in advance.
- e. The following shall be the order of business of the meetings of the Panhellenic Council:
  - i. Call to Order
  - ii. Roll Call
  - iii. Reading of the Minutes
  - iv. Officer Reports
  - v. Greek Advisor's Report
  - vi. Chapter Reports (In Alphabetical Order)
  - vii. Unfinished Business
  - viii. New Business
  - ix. Announcements
  - x. Adjournment

**Article 4: Penalties for Chapter Delegate Breach of Duty**

- a. Unexcused Absence from two or more meetings in a semester will result in a chapter fine of \$25 each time thereafter.
  - 1. After first absence the chapters will receive a written warning.

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- b. Chapters lose their voting privileges for the number of weeks equal to the number of weeks missed by the delegate (after 2 excused absences).
- c. Chapters may obtain an excused absence that will not count toward their two absences, but only if a written excuse is approved by the President at least twenty-four hours in advance to the Greek Advisor and VP of Finance and Records as well.

**Article 5: Chapter Dues**

- a. Dues and fees shall be charged to each recognized affiliate member as determined by the number of members awaiting initiation, associate and full active members of each chapter.
- b. The Panhellenic dues will be \$10 per active member and per member awaiting initiation of each chapter.
- c. Affiliate chapter dues are to be paid at the second Panhellenic meeting of each semester, and all new member dues at the Panhellenic meeting immediately following their bid acceptance
- d. Dues and fees shall be set by a majority approval of the affiliate members of the Panhellenic Council.
- e. Special assessments, approved by a majority vote of the Council, to cover operating expenses shall be prorated among the regular member chapters.
- f. Any sorority not in good financial standing with the Panhellenic Council will not be permitted to vote on any Panhellenic matters.

**Article 6: 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 of 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 this campus. Any member sorority found doing so will be subject to the laws of NPC and the University of Southern Indiana.

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**CHAPTER IV: FINANCE**

Article 1: 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.

Article 2: 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.

Article 3: 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.

Article 4: 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 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.

Article 5: 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 prior to the end of the spring semester.

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**CHAPTER V: LEGISLATION**

**Article 1: Resolutions**

- a. Defined as an action proposed and voted on in a regular Panhellenic meeting or Executive Board meeting
- b. In Panhellenic meeting, must receive a minimum 66% of the votes cast by chapters in good standing in attendance to pass
- c. In Executive Board meeting, must receive 51% vote of officers in attendance
- d. Executive Board resolutions may be overturned in a Panhellenic meeting
- e. Valid for the duration of a semester in which they are passed

**Article 2: Amendments**

- a. Permanent change to the Panhellenic bylaws, must be proposed at a regular meeting of Panhellenic Council, but cannot be voted on until the next week
- b. All Amendments must be submitted in writing to all chapter Presidents and Delegates 48 hours in advance of the Panhellenic meeting which the Amendment(s) will be voted upon.
- c. Must receive 66% of votes cast by chapters in good standing in attendance to pass.

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**CHAPTER VI: SCHOLASTIC POLICY**

**Article 1: GPA**

- a. All Chapters must maintain a semester chapter GPA of 2.6.

**Article 2: Chapters That Fail to Meet the Minimum Grade Standard**

- a. Chapters that fail to meet the required GPA in Chapter V, Article I will be placed under social probation.
- b. The chapter will have its members collect grades during the fifth and twelfth weeks, calculate the total chapter GPA, and bring that GPA to Panhellenic so that the VP of Scholarship and Education can see where the chapter is GPA wise. Failure to do so will result in a chapter fine of \$50.00.
- c. The chapter president and/or the scholastic chair must meet with the Panhellenic VP of Scholarship and Education after the grades have been collected to discuss the chapter's progress. The things discussed at this meeting will be e-mailed to the chapter's faculty advisor.
- d. After Two (2) consecutive semesters of failure to meet the cumulative GPA of 2.6, the chapter will be brought before the Panhellenic Executive Board to discuss what is going on and how they plan to remedy it.

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**Chapter VII: Recruitment Policy**

**Article 1: 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 (those who chapter participates in recruitment)
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.
3. No contact is defined as: no communication between the chapter members, no cards from the chapters, no emails, and no mail. Recruitment counselors are strongly encouraged not to reside in their chapter's housing. However, 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 anytime.
4. If Recruitment Counselors are out over the summer they can be with no more than two sisters from one chapter at a time and should never be with sorority sisters who are wearing letters. No more than two sisters from the same chapter with a Recruitment Counselor unless there is as 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.
5. Job Description
  - a. Counselors shall assist the Panhellenic Counselor 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. Counselors should promote and recruit for formal recruitment.
  - e. Counselors should be a friend and impartial guide for the potential new members.
  - f. Counselors should be knowledgeable of all USI sororities.

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- g. Counselors should promote Greek Life and Greek Unity.
  - h. Counselors will also be required to sign a Rho Gamma contract at the beginning of their term which includes additional information about their responsibilities.
6. Dismissal: 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.

**Article 2: 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 ICS Recruiter Software.
- 5. All formal recruitment selection events shall be held on the USI campus.
- 6. Continuous Open Bidding shall be in effect beginning 8 a.m. the morning following Bid Day.
- 7. Any regularly enrolled new member or initiated member 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.
- 8. Panhellenic Recruitment will follow adopted Panhellenic Recruitment Policies.

**Article 3: 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.

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**CHAPTER VIII: SOCIAL POLICY AND RISK MANAGEMENT**

The University of Southern Indiana's Panhellenic Council shall follow the *Social Responsibility Guidelines for Fraternities and Sororities* as established by the Office of Student Development Programs and approved by the Interfraternity and Panhellenic Councils. Any member chapter that is found in violation of these policies will be brought before the judicial board and other university agencies.

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**CHAPTER IX: JUDICIAL BOARD**

*Section 1: Purpose*

The Judicial Board of Review (from this point on referred to as the JBR) will function to enforce Panhellenic policies, university rules and regulations, and to maintain appropriate standards of conduct within the University of Southern Indiana sorority community.

*Section 2: Jurisdiction*

- a. The JBR has jurisdiction over all recognized sorority chapters at USI
- b. The JBR has original jurisdiction over all sorority activities involving:
  - i. Violation of the Panhellenic rules and regulations
  - ii. Violation of the USI student code of conduct
  - iii. Problems between two or more sororities
  - iv. Actions that bring disrepute or injury to the name and standing of any fraternity or sorority, the Greek community, or the University.
- c. The JBR may hold hearings concerning the following:
  - i. Disorderly conduct.
  - ii. Hazing.
  - iii. Violations of sanctions imposed by Panhellenic.
  - iv. Violations of State and local law.
  - v. Recruitment infractions.
  - vi. Violations of academic sanctions imposed by the university administration.
  - vii. Violations of the University of Southern Indiana Student Handbook.
  - viii. Actions directed towards a specific chapter or member with the sole intention of maliciousness or the intention to create a breakdown of relations within the sorority system.
- d. The JBR may hear any case which the Chief Justice and the Greek Advisor deem appropriate if jurisdiction applies and/or if charges are filed.
- e. The university may find it necessary to take immediate action if they feel that the incident may disrupt the normal academic process of the university. Upon investigation of charges by the university, the case may then be referred back to the JBR.
- f. The jurisdiction of the JBR is not necessarily limited to the original complaint; it may include other offenses revealed during a hearing. If a new offense is revealed, the individual(s), or the chapter involved may waive the right to four-day advance notification of a hearing and have the decision rendered at the hearing.

*Section 3: Composition*

- a. The Panhellenic Executive Vice President shall serve as Chief Justice of the JBR.
- b. The JBR Justice pool shall consist of members selected by the Panhellenic Executive Board by means of an application process.

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- c. The number of Justices chosen shall coincide with the number of the Panhellenic member organizations. Each Justice shall serve a term of one academic year. They shall be selected and installed by the second Panhellenic meeting of each fall semester.
- d. Each member selected through the application process must have a cumulative G.P.A. of 2.5 or higher and be an initiated member of a Panhellenic member organization
- e. A Panhellenic executive officer may not serve as a voting Justice for the JBR.
- f. When a hearing is called, in addition to the Chief Justice, the JBR will consist of one Justice from each chapter, minus the chapter(s) involved.
- g. A member of the Justice pool may be removed from the Justice pool by a two-thirds (2/3) vote of all justices or for breaking the confidentiality of the proceedings. If a justice does break confidentiality, she will be brought before the Panhellenic Executive Board.
- h. The Greek Advisor shall serve as an ex-officio member of the JBR and shall serve in an advisory capacity concerning Panhellenic and university guidelines.
- i. Each justice must go through a Panhellenic training program after her selection. This training program will be done in conjunction with the Interfraternity Judicial Board and will be facilitated by the Dean of Students.

*Section 4: Pre-Hearing Procedures*

- a. An individual wishing to report an alleged violation should fill out the JBR Incident Report Form and turn it into the Office of Student Development Programs (Refer to Appendix A)
- b. The Greek Advisor, any fraternity or sorority member, or any USI student or faculty member may bring charges against a sorority or sorority member(s).
- c. Upon receiving an Incident Report Form, the Chief Justice will meet with the Greek Advisor to discuss the case and determine whether a case shall be brought before the JBR. It is at the discretion of the Chief Justice and the Greek Advisor whether charges will be brought before the JBR.
- d. The Chief Justice and the Greek Advisor have the right to conduct pre-hearing investigations at their discretion.
- e. If a case is brought before the JBR, the Chief Justice shall, by way of letter, notify the chapter(s) and/or member(s) of the charges **no more than 72 hours after receiving the alleged incident report form.**
- f. The letter shall specify a hearing date four school days after the date the letter is received and shall direct the organization (throughout its appointed representatives) to appear at the hearing.
  - i. Specify what rule was broken
  - ii. Describe the alleged violation.
  - iii. Advise the organization of its rights to the following
    - a) Private hearing
    - b) Appear at the hearing with an advisor
    - c) Present testimony of witnesses

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- d) Present documentary and other evidence
- e) Argue on its own behalf
- f) Appeal.

*Section 5: Hearing Procedures*

The Chief Justice shall serve as the spokesperson and moderator of the JBR. The Chief Justice shall also be responsible, when requested, for informing any member of the JBR or the organization(s) involved in the case about the judicial process.

- a. The VP of Records for the Panhellenic Council shall serve as Recording Secretary for all JBR hearings. Audio and written Records from all hearings will be kept on file in the Office of Student Development Programs, and will be made available only to official representatives of those parties involved.
- b. The president of the sorority charged with misconduct, or another member designated as spokesman for the chapter, has the right to be present to hear and question all witnesses and to examine all evidence. Only the spokesperson can question witnesses and/or examine evidence.
- c. There must be a minimum of three justices present during a hearing.
- d. The sorority/individual charged with misconduct has the right to have an advisor, who is not an undergraduate student affiliated with the chapter, present during the hearings. An advisor, even if he/she is an attorney, may not present evidence, question witness(es), or address the JBR; his/her role is to simply advise the sorority/individual.
- e. The aggrieved party shall have the same rights as the sorority/individual charged with misconduct (the right to have the fraternity/sorority president present during the hearings, the right to call witness(es), and the right to have an advisor present).
- f. Witnesses are permitted to be present during the hearing only while presenting evidence.
- g. The JBR has the right to call before it all witness(es) and/or documentary evidence it considers to be essential to rendering a decision. Penalties may be assigned to chapters and/or individuals which fail to appear or provide evidence before the JBR. In the event an individual fails to appear before the JBR at the JBR's request, the JBR reserves the right to handle these situations on a case by case basis.
- h. Witnesses will be asked to repeat the following oath: "Under penalty of perjury, I declare the following statements to be true to the best of my knowledge." If it can be proved that a member of a sorority deliberately and knowingly falsified testimony before the JBR, the JBR may take disciplinary action against the individual or her sorority.
- i. If a chapter's or an individual's representative fails to appear at the hearing, the JBR, by way of a majority vote, will select one of the following courses of action:
  - i. Reschedule the hearing
  - ii. Render a decision based on the available information.
- j. The agenda for a typical hearing includes the following:
  - i. Pre-hearing discussion in an executive session by the JBR.

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- ii. Introductions.
- iii. Clarification of the judicial process.
- iv. Explanation of the charges.
- v. Presentation of evidence and testimony of witness(es) against a chapter/individual (witness(es) placed under Oath).
- vi. Cross-examination of witness(es).
- vii. Recross-examination of witness(es).
- viii. Presentation of evidence and testimony of witness(es) on behalf of a chapter/individual
- ix. Cross-examination of witness(es).
- x. Recross-examination of witness(es).
- xi. Concluding statements by the spokespersons for the parties involved, defendants speaking last.
- xii. Deliberations by the JBR in an executive session.
- xiii. The Pre-hearing discussion and post-hearing deliberation are private, and only the Greek Advisor and the Justices may be present.
- k. The agenda may be modified at the Chief Justice's discretion.
- l. A chapter/individual will be found guilty of a violation when, in the determination of the justices, there is clear and convincing evidence substantiating a decision of guilty.
- m. The chapter/individual(s) shall be sent written notification of the results of the JBR hearings within four (4) school days of the hearing by the JBR. The decision letter shall also contain information about sanctions and the process of appealing.
- n. If a chapter/individual is found guilty of violating a university policy, a notice of the decision and a recommended sanction will be sent to the Greek Advisor and the Dean of Students.

*Section 6: Disciplinary Sanctions*

- a. After hearing the case, the JBR shall render one of two decisions.
  - i. First, the JBR may determine that the chapter or individual is not guilty of its alleged violations. A finding of "not guilty" will not be considered when making future disciplinary decisions.
  - ii. Second, the JBR may determine that the chapter or individual is guilty of violation. If chapter or an individual is found guilty, a disciplinary sanction will be imposed. A finding of "guilty" may be used in future cases brought before the JBR for purposes of evidence for determining a sanction.
- b. The JBR shall have the authority to issue any one or a combination of sanctions.
  - i. Probation, defined as a period of time not to exceed one year, during which a chapter or individual is ordered to conform to established policies and regulations and/or adhere to certain conditions, with the consequences of failure to comply with probationary requirements specified in advance

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- ii. Monetary fines not to exceed \$750.00 per chapter per semester (fines may be paid to either Panhellenic or a non-profit organization, at the discretion of the JBR).
- iii. A social service sanction, with the JBR determining the total man-hour requirement and the compliance period.
- iv. Suspension of Panhellenic voting rights for one year.
- c. Letter to National Sorority headquarters stating the crime and the punishment for it shall always be sent in conjunction with any university letter.

*Section 7: Method for Appeals*

- a. A chapter or individual found guilty by the JBR may appeal the decision to the Panhellenic Executive Board (minus officers affiliated with the offending chapter).
- b. A chapter or individual desiring to appeal must submit a properly completed "Notice of Appeal" form to the Greek Advisor within (10) school days after receiving the written decision. (Refer to Appendix B)

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**CHAPTER X: SOCIAL PROBATION**

Any member chapter that is placed on social probation will be allowed only one social event per semester, and will not be able to participate in intramurals as a chapter. A chapter social event is defined as a mixer with one or more fraternities or sororities, a date party, a formal, or any other chapter event that is purely social in nature. The Panhellenic Executive Board and the Greek Advisor must approve the event. Chapters will be allowed to attend events that are philanthropic. The minimum length of social probation will be one semester. The Panhellenic Executive Board, the Greek Advisor, and the Panhellenic Judicial Board will determine probationary periods for member chapters on a case-by-case basis.