

Purdue University Panhellenic Association

**BYLAWS**

**2023**

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**ARTICLE I**

Name

The name of this organization shall be the Purdue University Panhellenic Association.

**ARTICLE II**

Purpose

Section A- Definition

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. To further intellectual, scholastic, and personal developments and achievements.
3. Cooperate with member fraternities, the university administration, and all Purdue communities in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with Purdue University policies and regulations.
6. Act in accordance with such rules established by the Panhellenic Delegates Council as to not violate the sovereignty, rights, and privileges of member fraternities.
7. Coordination and/or development programming that addresses the above purposes.
8. Act in accordance with the Purdue University, Interfraternity Council, and Panhellenic Association Fraternal Judicial Board bylaws
9. Act in accordance with the Purdue University, Interfraternity Council, and Panhellenic Association Joint Social Policy.

**ARTICLE III**

Membership

Section A – Equal Opportunity

Membership and participation in the Purdue University Panhellenic Association are free from discrimination on the basis of race, religion, color, age, national origin or ancestry, parental status, sexual orientation, or disability.

Section B- Women's Only Organizations

As stated in the National Panhellenic Conference Manual of Information (MOI), women's fraternities have the right to confine their membership to women, and their right to exist as single-sex organizations shall not be abrogated by any governmental agency or action (in accordance with the provisions of Title IX).

### Section C- Regular Membership

For member chapters to hold Regular Membership, they shall:

1. Be in good standing of National Panhellenic Conference fraternities at Purdue University
2. Receive a 3/4 affirmative vote by the Panhellenic Delegates Council to hold Regular Membership.
3. Provide a delegate to serve on the Panhellenic Delegates Council who has the right to vote on all matters pertaining to Panhellenic issues. The delegate, president, or alternate(s) must be present at all Panhellenic Delegates Council meetings.
  - a. After the 1<sup>st</sup> unexcused absence, a warning will be given to the chapter President.
  - b. After the 2<sup>nd</sup> unexcused absence, a fine of \$50 will be given to the chapter.
4. Have the right to hold office on the Panhellenic Association Executive Board, Panhellenic Association Board of Directors, any Panhellenic Standing Committee, and any Greek-related committee.
5. Pay the assessed dues each semester based upon the number of members and new members.

### Section D- Associate Membership

For member chapters to hold Associate Membership, they shall:

1. Be in good standing of National Panhellenic Conference organizations or pledged chapters, and all members in good standing of non-NPC national women's fraternities, local women's fraternities, or National Pan-Hellenic Conference women's organizations that wish to hold Associate Membership.
2. Provide a delegate to serve on the Panhellenic Delegates Council who shall be a voting member. Chapters must have a delegate and president or alternate(s) present at all Panhellenic Delegates Council meetings.
  - a. After the 1<sup>st</sup> unexcused absence, a warning will be given to the chapter President.
  - b. After the 2<sup>nd</sup> unexcused absence, a fine of \$50 will be given to the chapter.
3. In order to be approved for Primary Recruitment, all non-NPC organizations must submit a written email to the President and Vice President of Recruitment before Spring Break. Then, it would be a vote of the delegates at that time to either allow or deny the chapter from participating in primary recruitment."
  - a. If they do not participate in the primary Recruitment process, they shall not have a vote on Recruitment Rules and the establishment or the modification of Panhellenic total.
  - b. The written request would be denied
    - i. If the chapter is below 15% of the community's total number of members
    - ii. Do not have full status of having a charter with their national headquarters
    - iii. Refuse to pay full dues
4. Have the right to hold office on the Panhellenic Association Executive Board, Panhellenic Association Board of Directors, any Panhellenic Standing Committee, and any Greek-related committee.
5. Pay the assessed dues each semester based upon the number of members and new members.
  - a. All non-primary recruitment participants will pay half the rate of dues
6. Information on petitioning to become an Associate Member chapter of the Panhellenic Association is available from the Panhellenic Association Executive Board and the Office of the Dean of Students.
7. Associate Members will be able to vote after a ¾ affirmation vote from the Panhellenic Delegates Council.

### Section E- Provisional Membership

- The provisional membership of the Purdue University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Purdue University. 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.

Section F- Privileges and responsibilities of membership

- Duty of compliance.
  - All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Purdue College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section G - Reporting

Member chapters must report the following data to the Fraternity, Sorority, and Cooperative Life office by the end of each semester:

1. Current roster for the chapter including new members;
2. Community service hours for the entire chapter; and
3. Philanthropy dollars raised for the entire chapter.

**ARTICLE IV**  
Chapter Standing

Section A - Good Standing

Regular Member chapters that satisfy all requirements in Article III, Section C, are in good standing with the Panhellenic Association. Associate Member chapters that satisfy all requirements in Article III, Section D, are in good standing with the Panhellenic Association.

Section B - Loss of Good Standing

A member chapter may lose its good standing with the Panhellenic Association for the following reasons:

1. Violating the requirements in Article III, Section C for Regular Member chapters and Article III, Section D for Associate Member chapters.
2. Not meeting the financial obligations (see Article XV on Finances).

Section C - Consequences of Loss of Good Standing

Regular and Associate Member chapters losing good standing may result in:

1. Monetary fines.
2. Purdue Panhellenic Association Judicial Board action.
3. Full or partial loss of membership privileges.
4. Recommendation for removal from the Panhellenic Association.

Section D- Return to Chapter in Good Standing

Regular and Associate Member chapters can regain good standing by:

1. Pay all monetary fines.
2. Comply with Panhellenic Association Judicial Board actions and judgments.
3. Work with Panhellenic Association to regain full or partial membership privileges.
4. Reapply for membership to Panhellenic Association.

**ARTICLE V**  
Panhellenic Delegates Council

Section A – Definition

The voting body of the Purdue University Panhellenic Association shall be The Purdue University Panhellenic Delegates Council.

#### Section A. Membership

The Panhellenic Delegates Council is composed of one President (optional) and one delegate from each member chapter (Regular or Associate).

#### Section C—Selection of Delegates

Delegates to the Panhellenic Delegates Council shall be selected by their respective fraternity chapters to serve for a term of one year (January through December). The chapter must also provide a list of alternate representatives, at least one (1) and no more than three (3), in the event of a President or delegate cannot attend a Panhellenic meeting, event, etc.

#### Section D - Responsibilities of Delegates

It shall be the responsibility and duty of the Delegate to:

1. Provide the names and contact information of the chapter President, Delegate, and alternates one week prior to the first Panhellenic Delegates Council meeting;
  - a. Upon changes to any list, the chapter delegate has two (2) weeks to inform and provide an updated list to the Vice President of Administration.
2. Provide the Vice President of Administration with a complete list of chapter officers, advisors, and Corporation/Alumni Board presidents by the first meeting;
3. Notify the Vice President of Administration of an absence at least twenty-four (24) hours prior to the Panhellenic meeting or event;
4. Serve as a liaison between the Panhellenic Association and member fraternity, reporting all business, special meetings, and any other information that is pertinent to fraternity and Panhellenic Association relations; and

#### Section E - Delegate and President Vacancies

When a President or delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within one (1) week of the vacancy and to notify the Panhellenic Association Vice President of Administration of their name and contact information.

1. If the Panhellenic Delegates Council meets while a President or delegate vacancy exists, an official alternate member of the fraternity concerned shall fulfill the duties of the President or delegate in all cases.
2. In the event of a President or delegate vacancy while the Panhellenic Delegates Council regularly meets or calls a special meeting where a vote occurs, Regular and Associate chapters retain the right to vote.

#### Section E - Meetings

There are two types of Delegate Council Meetings:

1. Regular
  - a. The Purdue University Panhellenic Delegates Council shall hold regular bi-weekly meetings monthly during the months of January, February, March, April, September, October, November, and December.
  - b. The meetings shall be held at a time and place established at the end of each college semester for the following semester.
  - c. Absence of a Panhellenic Delegate or alternate at the Panhellenic Delegates Council meetings shall result in a \$50 fine to that chapter after their 1st unexcused absence
  - d. Chapter delegates may be called upon for additional meetings at the discretion of the President.
2. Special
  - a. A special meeting of the Purdue University Panhellenic Delegates Council may be called by the President when necessary and shall be called by the President upon the written request of any member of the Panhellenic Delegates Council.
  - b. If a vote is taken during the special meeting only chapters that are in good standing with the Panhellenic Association may vote.
  - c. The delegate, from each regular or associate member fraternity, shall be responsible for notifying their chapter members of all regular and special meetings of the Purdue University Panhellenic Delegates Council.
  - d. A special meeting may be called by the Panhellenic Association when deemed necessary with

24-hour advance notice

#### Section F - Quorum

A majority of the member fraternities in good standing shall constitute a quorum for the transaction of business.

1. A Quorum is defined as a majority vote or half of all chapters plus one chapter.

### ARTICLE VI

#### Selection of Executive Officers

#### Section A—Eligibility

To be eligible for the Executive Board, a candidate shall:

- a. Be an initiated member of a chapter holding Regular or Associate Membership with the Panhellenic Association
  - a. Per the NPC Manual of Information, members of Associate member organizations should not serve in the office of the Panhellenic President.
- b. Be a member of a chapter in good standing with Purdue University, the Panhellenic Association, and the inter/national organization.
- c. Maintain at least a 2.5 cumulative GPA and a 2.00 term GPA for the previous semester
- d. Served in any official capacity with the Panhellenic Association as a member of the Panhellenic Council, a Panhellenic Delegate, Recruitment Counselor or a chapter president. If applying for the position of VPRM, a member is additionally eligible if they have served as their chapter's Risk Management Chair.
- e. No more than two (2) members from a single chapter can be slated and/or elected to the Executive Board.
  - a. If two members from the same chapter are slated, they receive priority over a member from their chapter wishing to be nominated from the floor. For example: If two members from Alpha Alpha Chapter are slated and there is an additional member from Alpha Alpha who would like to be nominated from the floor, the priority is given to the members slated, and the nomination from the floor will not be received. If a member from Alpha Alpha who is slated is not elected and would not like to roll down to another position then a nomination from the floor for a member from the Alpha Alpha chapter will be accepted.

#### Section B - Nominating Committee

The Nominating Committee shall:

1. Consist of up to five Panhellenic Association representatives;
2. Be the standing committee that presents the slate for the new Panhellenic Executive Board in conjunction with the current Panhellenic Executive Board;
3. The Panhellenic Advisor will not be a member of the Nominating Committee but will be present for the interview process.

#### Section C - Selection of the Nominating Committee

Before the election process begins, the Panhellenic Delegates Council shall select a Nominating Committee.

1. The five representatives shall be from chapters that do not have individuals who have petitioned are placed on a ballot of possible Nominating Committee members.
2. The Panhellenic President and/or Vice President of Administration will request Chapter Presidents to volunteer for the Nominating Committee. Any Chapter President who is available during the interview time frame may volunteer, as long as they do not have individuals from their chapter petitioning to be on the board.
3. Absence of Executive Officer(s) during Executive Board interviews.
  - a. If a current Executive Officer is petitioning for a position on the Executive Board, they may select a Board of Directors member from their designated area to replace their position during the Nomination process if there is a need.

#### Section D - Nomination Process

1. Petitions
  - a. Each candidate for the Executive Board is required to submit a written petition. The current Panhellenic Executive Board will set the due date.
  - b. The current Panhellenic Executive Board, upon their discretion, may extend the deadline for petitions and the deadline shall not be extended over one week.
2. Interview Process
  - a. Interviews must be held before the last meeting of the Panhellenic Delegates Council in the fall semester.
  - b. The Nominating Committee, current Panhellenic Executive Officers, and the Panhellenic Advisor shall conduct the interviews for the Executive Board.
  - c. The interviews will take place in two separate rooms with the Nominating Committee in one room and the current Executive Board and Panhellenic Advisor in the other room. This will ensure that each candidate is interviewed twice.

Section E - Slating of the Officers  
The Nominating Committee shall:

1. Select the single slate by a group consensus for each candidate
2. Present the slate of Executive Board candidates to the Panhellenic Delegates Council for approval.
3. Nominations shall be requested from the floor at the meeting when the slate is presented. Only those individuals who had petitioned for the Panhellenic Executive Board and meet all other qualifications shall be eligible for nomination from the floor.
  - a. If a member who was slated by the nominating committee is not elected to their slated position, they are eligible to be nominated for any remaining positions.

Section F - Election Process

After the Nominating Committee has presented its slate to the Panhellenic Delegates Council, the council shall vote on the entire slate as a whole. If the slate is not passed as a whole, the Delegates shall vote on each office individually in the following order at the next regularly scheduled President Delegates Council: President, Vice President of Administration, Vice President of Operations, Vice President of Recruitment, and Vice President of Risk Management.

1. The order of voting shall also apply to the order in which campaign speeches are given.
2. The qualifications and goals for the candidate(s), if there is more than one candidate will be presented in alphabetical order.
3. For all positions, if more than one person is running, each candidate may not be in the room for the presentation of their goals and qualifications in the campaign speech for the other(s).
4. After the presentation(s) of qualifications and goals, all candidates return to the room for questions.
  - a. Every candidate must answer each question that is asked.
  - b. Questions shall only be posed to the candidates by the presidents and/or delegates.
5. All candidates shall then leave the election room and discussion shall occur.
6. The Nominating Committee shall set the time constraints for the presentation of qualifications and goals, and discussion.
7. A written ballot shall conduct voting, by voting members of the Panhellenic Delegates Council.
  - a. If on the first vote no candidate has received a majority, the candidate receiving the lowest number of votes shall be dropped from consideration and a re-vote among the remaining candidates shall be taken. This process may be repeated until one candidate achieves a majority.
  - b. The Panhellenic Advisor shall count the ballots.
  - c. The Vice President of Administration shall announce the outcome of the vote.

**ARTICLE VII**

Selection of Board of Directors and Associate Board

Section A - Eligibility for Board of Directors and Associate Board

To be eligible for the Board of Directors and Associate Board, a candidate shall:

1. Be an initiated and active member of a chapter holding Regular or Associate Membership with the Panhellenic Association
2. Be a member of a chapter in good standing with Purdue University, the Panhellenic Association, and the inter/national organization
3. Maintain at least a 2.5 cumulative GPA and a 2.00 term GPA for the previous semester
4. No more than three (3) members from a single chapter can be slated and/or elected onto the Board of Directors and/or Associate Board.
  - a. If members from a chapter have already been elected to the Executive Board, the number of members from that chapter eligible for the Board of Directors is subtracted from three (3).
    - i. This excludes the Chief Justice.
  - b. Similarly, if members from a chapter have already been elected to the Executive Board and Board of Directors, the number of members from that chapter eligible for the Associate Board is subtracted

#### Section B—Interview Process

Board of Directors interviewing committee shall consist of the presiding Executive Board, the newly elected Executive Board, and the Panhellenic Advisor.

#### Section C—Slating

The interviewing committee shall present a slate of the Board of Directors candidates to the Panhellenic Delegates Council for approval.

#### Section D—Election Procedures

The presiding Executive Board shall present the slated Board of Directors to the Panhellenic Delegates Council for approval within thirty (30) days of executive board elections.

1. In the event that the Panhellenic Delegates Council does not approve the slate, the Panhellenic Association President shall appoint a committee of chapter presidents or delegates to re-slate the officer positions. This slate shall be voted on in a special meeting of the Panhellenic Delegates Council, to be held before the end of the fall semester.

#### Section E—Associate Board

The Associate Board shall be chosen by petition and interviews with the Panhellenic Executive Board and Panhellenic Advisor.

## ARTICLE VIII

### Executive Officers and Duties

#### Section A – General Responsibilities

All Executive Board members shall:

1. Hold office for a term of one year, from December to December;
2. Attend all Executive, Board of Directors and Panhellenic Delegates Council meetings, as well as Panhellenic Events;
3. Act in Accordance with the Purdue University and Panhellenic Association Policies;
4. Promote a positive image of the Panhellenic, Fraternity, Sorority and Cooperative Life, and Purdue Communities;
5. Select the members of the Board of Directors and Associate Board;
6. Attend six office hours a week;
7. Notify the Panhellenic community at a *minimum of one week* in advance for *required, fineable* events
8. Comply with all duties associated with the individual position. For a complete list of duties please see below.

## Section B - President

The *President* is chiefly responsible for the overall operation of the Panhellenic Association and shall:

1. Have overall responsibility for the operation of the Panhellenic Association
2. Call and preside over all sessions of Executive Board meetings
  - a. Call special meetings on the Panhellenic Association when deemed necessary with 24-hour advance notice;
3. Serve on and/or represent the Panhellenic Association on any University or student committee as necessary;
4. Appoint and/or dissolve special committees;
5. Inform the Panhellenic Advisor of all Panhellenic Association business;
6. Bring business to the Delegates' Council when necessary and appropriate;
7. Work with the University and the Panhellenic Advisor to bring additional National Panhellenic Conference groups to campus;
8. Work with the President of the Interfraternity Council, National Pan-Hellenic Council, Purdue Cooperative Council, and Multicultural Greek Council as necessary to advance the interests of the Panhellenic Association, and to improve FSCL relations and visibility;
9. Review, approve, and sign all checks of the Panhellenic Association;
10. Report as required to the National Panhellenic Conference officials;
11. Compile the Panhellenic calendar with other members from the Executive Board; Seek opportunities to make the Panhellenic Association accessible, equitable, inclusive, and diverse.
12. Compile necessary documents to submit AFLV Award applications on behalf of their team
13. Oversee the development of any position statements; and
14. Update the *President's* manual and files which include:
  - a. A copy of the current Purdue University Panhellenic Association Constitution, Bylaws and Standing Rules
  - b. The current Panhellenic Association budget
  - c. The current NPC Manual of Information and related materials
  - d. Current correspondence and materials received from their NPC Area Advisor, their copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
15. Using their own discretion, make the executive decision of whether or not the Panhellenic Association will include an Executive Presidential Assistant for their term.

## Section C - Vice President of Administration

The *Vice President of Administration* is responsible for the accountability of the Panhellenic Association's chapters and shall:

1. Perform the duties of the President in their absence, inability to serve, or at their call;
2. Nominate members to serve on the Panhellenic Judicial Board and Community Standards Board;
3. Call and preside over all sessions of Delegate's Council and Board of Directors meetings
  - a. Call special meetings on the Panhellenic Association when deemed necessary with 24 hour advance notice
4. Oversee and manage the *Director of Finance, Director of Information Technology and Communications, Director of Public and Alumni Relations, Chief Justice, and Associate Vice President of Administration*;
5. Oversee and coordinate the writing and implementation of any new or revised policies for the Panhellenic Association and its entities including:
  - a. Purdue University Panhellenic Bylaws
  - b. Purdue University Panhellenic Judicial Board Guidelines and Procedures



6. Serve as the Panhellenic Association representative for the Accountability Team, and meet with the Director of Fraternity, Sorority, and Cooperative Life and the Office of Student Rights and Responsibilities once a week to review incidents in the Greek community;
7. Aid the Director of Fraternity, Sorority, and Cooperative Life and the Office of Student Rights and Responsibilities in their cases and investigations;
8. Conduct the Panhellenic Association Judicial Process for chapter infractions and violations of Panhellenic governing documents;
9. The Vice President of Administration will serve as the Judicial Board Prosecutor.
  - a. If a conflict of interest arises, the President will serve as the prosecutor.
10. Organize sanction forms and hold chapters accountable in completing said sanctions;
11. Coordinate the petition and interview process for all personnel including the Executive Board, Board of Directors, Associate Board, and Panhellenic Judicial Board;
12. Plan and organize Installation for the next term;
13. Oversee and organize all administrative work for the Panhellenic Association, including:
  - a. Ordering of apparel;
  - b. Organizing and enforcing office hours; and
14. Update the *Vice President of Administration's* manual and files and seek ways to make the Panhellenic Association accessible, equitable, and inclusive.

#### Section D - Vice President of Operations

The *Vice President of Operations* is responsible for the educational programming for the Panhellenic community and shall:

1. Oversee and manage the *Director of Diversity, Inclusion and Belonging, Director of Community Engagement, Director of Scholastic and Leadership Development, and Associate Vice President of Operations*;
2. Plan and coordinate Officer's Training, New Member Orientation, and RESPECT Events, the FSCL Leadership Summit, and all other Panhellenic programming efforts
3. Oversee and plan all programs conducted by or appointed by the Panhellenic Association;
  - a. Assist in the coordination of Health and Safety Initiative
4. Maintain communication with other working councils of FSCL;
5. Oversee diversity, equity, and inclusion efforts through Director of Community Engagement;
6. Assist the Director of Scholastic and Leadership Development with the planning and organizing of FSCL Honors Night ;
7. Work with the Order of Omega and any other Greek society to further the goals of the community; and
8. Update the *Vice President of Operations'* manual and files.

#### Section E - Vice President of Recruitment

The *Vice President of Recruitment* is responsible for all recruitment matters for Panhellenic chapters and shall:

1. Oversee and manage the *Director of Recruitment Logistics, Director of Continuous Recruitment and Personnel, and Associate Vice President of Recruitment*;
2. Oversee the operation of Primary Recruitment, and Continuous Recruitment;
3. Hold meetings with Chapter Recruitment Chairs;
4. Coordinate any all council wide recruitment programs;
5. Coordinates the logistics of Primary Recruitment in conjunction with the Fraternity & Sorority Staff;
6. Oversee marketing of the Greek community during fall and spring recruitment season; Work collaboratively with the Director of PR.
7. Coordinate any effort at fraternity expansion at Purdue University with the Director of Fraternity, Sorority, and Cooperative Life;

8. Update the *Vice President of Recruitment's* manual and files and seek opportunities to make Primary and Continuous recruiting processes accessible, equitable, and inclusive.

#### Section F – Vice President of Risk Management

The *Vice President of Risk Management* shall:

1. Work with the *Vice President of Administration* in regards to risk and safety issues;
2. Serves as Panhellenic representative in any capacity necessary for the implementation and enforcement of the Joint Social Policy;
3. Coordinates all special programs that deal with risk management;
4. Checks all completed forms as they are turned in. Reports any feedback that doesn't abide by Joint Social bylaws to the Vice President of Administration.
5. Plan and coordinate all alcohol, risk, and safety programs for the community, including:
  - a. Safer Sex Week
  - b. Sexual Assault Support, Education, and Empowerment (SASEE)
  - c. Health and Safety Initiative (HSI)
6. Plan and coordinate a social/risk manager roundtables throughout the semester;
7. Coordinate all function registrations on BoilerLink;
8. Keep chapters accountable for function registration by assigning a \$50 fine for each unregistered function
9. Work with the Vice President of Risk Management on Interfraternity Council to coordinate co-sponsored functions;
10. Have the option of electing a Student Advisory Committee and appoint the president of the Student Advisory Committee for their term to work with the planning of health and safety events for the community
11. Update the *Vice President of Risk Management's* manual and files.
12. Serve in a voluntary capacity as a co-president of SARMA, ensuring all events respectfully follow all diversity, equity, and inclusion initiatives making events accessible for all.

### ARTICLE IX

#### Board of Directors and Duties

#### Section A – General Responsibilities

All Board of Director members shall:

1. Hold office for a term of one year, the term of office to begin in December and last through December;
2. Attend all Board of Directors and Panhellenic Delegates Council meetings, as well as Panhellenic Events;
3. Act in Accordance with the Purdue University and the Panhellenic Association Policies;
4. Promote a positive image of the Panhellenic, Fraternity, Sorority and Cooperative Life, and Purdue Communities;
5. Comply with all duties associated with the individual Director position, for a complete list of duties please see below; and
6. Notify the Panhellenic community at a *minimum of one week* in advance for *required, fineable* events
7. Attend three office hours a week.

#### Section B – Director of Finance

The *Director of Finance* shall:

1. Aid and follow the direction of the *Vice President of Administration* on any Panhellenic matter;
2. Assemble the annual Panhellenic Association budget;
3. Make prompt payment on any bills, invoices, or amounts owed by the Panhellenic Association;
4. Organize an Officer Round Table at the beginning of their term;

5. Work with the Business Office of Student Organizations' staff, and comply with the procedures the required;
6. Send out semester dues to chapters;
7. Collect all fines;
8. Update the *Director of Finance's* manual and files.

#### Section C - Director of Information Technology and Communication

The *Director of Information Technology and Communication* shall:

1. Aid and follow the direction of the *Vice President of Administration* on any Panhellenic matter;
2. Create all recruitment publications including, but not limited to the Panhellenic website;
3. Maintain and update the calendar regularly with news and deadlines;
4. Update the FSCL website with pertinent information;
5. Collect and provide the necessary, updated information for the website;
6. Coordinate all technical aspects of Primary Recruitment, including MyCampusDirector;
7. Organize a training session for chapters on how to operate MyCampusDirector;
8. Assist the Board of Directors on any information technology matters;
9. Update the *Director Information Technology and Communications'* manual and files.

#### Section G - Director of Public and Alumni Relations

The *Director of Public and Alumni Relations* shall:

1. Aid and follow the direction of the *Vice President of Administration* on any Panhellenic matter;
2. Update all forms of social media associated with the Panhellenic Association; including the Instagram, Facebook, and LinkedIn pages
3. Market the Panhellenic community in a positive light;
4. Works with Purdue Panhellenic alumni to organize and coordinate events;
  - a. Purdue Day of Giving
5. Creates all internal Panhellenic publications; including alumni newsletters;
6. Update the *Director of Public and Alumni Relations'* manual and files.

#### Section D- Director of Scholastic and Leadership Development

The *Director of Scholastic and Leadership Development* shall:

1. Aid and follow the direction of the *Vice President of Operations* on any Panhellenic matter;
2. Establish and maintain programs that will improve the scholastic achievements of member chapters;
3. Plan and coordinate the FSCL Honors Night in conjunction with IFC, MGC, and NPHC;
4. Compile and distribute campus academic resources;
5. Meet and aid chapters with their academic performance;
6. Hold a Scholastic Chair meeting with chapters;
7. Organize, plan, and serve as Panhellenic Advisor to Future Greek Leaders;
8. Provide leadership opportunity information for the Greek community; and
9. Update the *Director of Scholastic and Leadership Development manual* and files.

#### Section E - Director of Diversity, Inclusion, and Belonging

The *Director of Diversity, Inclusion, and Belonging* shall:

1. Aid and follow the direction of the *Vice President of Operations* on any Panhellenic matter;
2. Represent the Panhellenic Association on the FSCL Diversity and Equity Task Force;
3. Have a partnership between Panhellenic and the cultural centers and activism groups on campus;
4. Maintain contact, oversee and provide resources to chapter diversity and inclusion chairs;
5. Coordinate monthly Diversity and Inclusion Chair Roundtables with the community;

- a. At least one joint roundtable with other DEI chairs in FSCL each semester
6. Oversee the Inclusion, Diversity, Equity and Activism Committee
  - a. Biweekly meetings with the committee
  - b. Oversee application and process for committee members
7. Plan and coordinate any community-wide Diversity and Inclusion Events
8. Facilitate DEI training for the Panhellenic community
9. Update the *Director of Diversity, Inclusion, and Belonging* manual and files.

#### Section G - Director of Community Engagement

The *Director of Community Engagement* shall:

1. Aid and follow the direction of the *Vice President of Operations* on any Panhellenic matter;
2. Coordinate date reservation of philanthropy and community events for Panhellenic chapters;
3. Complies Joint Philanthropy calendar events;
4. Utilize BoilerLink to compile community service hours;
5. Plan and coordinate any community-wide philanthropic events;
6. Communicates community service information to chapters and coordinates volunteer opportunities with community organizations including the United Way and Circle of Sisterhood;
7. Work with the *Vice President of Operations* to plan events during Mental Health Action Week
8. Oversee and assist the Associate Board in the planning and organizing of the Panhellenic Block Party and PHA spirit week;
9. Build morale by planning and executing monthly bonding events for the Board
  - a. Work with the entirety of FSCL to plan joint bonding events
10. Putting on at least two Panhellenic community-wide events to foster better relations during term
11. Work with sisterhood and mental health and wellness chairs to foster a positive community environment
12. Update the *Director of Community Engagement's* manual and files

#### Section H - Director of Continuous Recruitment and Personnel

The *Director of Continuous Recruitment and Personnel* shall:

1. Aid and follow the direction of the *Vice President of Recruitment* on any Panhellenic matter;
2. MUST have served as a Recruitment Counselor in previous years;
3. Oversee the selection and training of Recruitment Counselors;
4. Plan and organize Gamma Chi meetings and Gamma Chi Recruitment Preparation week.
5. Serve as chair for all Continuous Recruitment meetings
6. Coordinate Continuous Recruitment Callouts;
7. Work with *Director of Public and Alumni Relations* to plan all Continuous Recruitment Advertising;
8. Collect New Member Information and Membership Recruitment Acceptance Binding Agreements (MRABAs) for chapters that participate in COB
9. Update the *Director of Continuous Recruitment and Personnel manual* and files.

#### Section I - Director of Recruitment Training & Programming

The *Director of Recruitment Training & Programming* shall:

1. Aid and follow the direction of the *Vice President of Recruitment* on any Panhellenic matter;
2. Coordinates all Primary Recruitment callouts, forums, and convocations, including:
  - a. New Member Recruitment Education Convocation (NMREC)
  - b. Potential New Member Orientation
  - c. Fall and Spring Meet the Greeks
  - d. BGR and University Informational sessions
  - e. Bid Day

3. Represents Panhellenic at Purdue's incoming student presentations by giving a presentation and answering questions;
4. Holds round tables for New Member Educators following Primary Recruitment
5. Handles all logistical arrangements for recruitment and creates a timeline to meet deadlines;
6. Coordinates all publicity for recruitment working with the *Director of Public and Alumni Relations*, ensuring they reflect the values of the Panhellenic Community, including:
  - a. Video
  - b. Reaching out to Residence Halls
  - c. Chalking;
7. Update the *Director of Recruitment Training & Programming's* manual and files.

#### Section J - Chief Justice

The *Chief Justice* shall:

1. Be the primary executor on all judicial matters;
2. Serve as the primary officer at hearings;
3. Request evidence necessary to reach a decision in any hearing;
4. Lead in the drafting of any opinions or decisions of responsibility the Panhellenic Judicial Board may release;
5. Keep confidential all information regarding investigations, hearings, and decisions;
6. Work with the *Vice President of Administration* in the justice recruitment process, when applicable;
7. Coordinate the interview process and training of Panhellenic Judicial Board Justices;
8. Oversee the selection of justices for each hearing;
9. Update the *Chief Justice's* manual and files to ensure fair and equitable hearings.

### ARTICLE X

#### Associate Board of Directors and Duties

#### Section A – General Responsibilities

All Associate Board members shall:

1. Hold office for a term of one year, the term of office to begin in December and last through December;
2. Attend all Board of Directors and Panhellenic Delegates Council meetings, as well as Panhellenic Events;
3. Act in accordance with the Purdue University Panhellenic Association Policies;
4. Promote a positive image of the Panhellenic Community, the Fraternity and Sorority Life Community, and the Purdue Community;
5. Comply with all duties associated with the individual Associate Directors position, for a complete list of duties please see below;
6. Attend three office hours a week;
7. Create and plan the Panhellenic Block party for Chapters to attend after recruitment in collaboration with the *Director of Community Engagement*;
8. Compile necessary documents to submit AFLV Award applications on behalf of their team.

#### Section B - Associate Vice President of Administration

The *Associate Vice President of Administration* shall:

1. Aid and follow the direction of the *Vice President of Administration* on any Panhellenic matter;
2. Create and distribute the agenda for each Board of Directors and Delegates Council meetings;
3. Serve as *Clerk* on the Panhellenic Judicial Board;
4. Serve on the Community Standards Board;
5. Take minutes of all Board of Director and Delegates Council meetings; and

6. Update the *Associate Vice President of Administration's* manual and files.

#### Section C - Associate Vice President of Operations

The *Associate Vice President of Operations* shall:

1. Aid and follow the direction of the *Vice President of Operations* on any Panhellenic matter;
2. Assist the *Vice President of Operations* and other Executive members applying for any applicable NPC awards;
3. Help in the planning and organization of:
  - a. FSCL Leadership Seminar
  - b. New Member Orientation
  - c. Future Greek Leaders
  - d. FSCL Honors Night
  - e. RESPECT Events
  - f. Other FSCL Community activities
4. Update the *Associate Vice President of Operations'* manual and files.

#### Section D - Associate Vice President of Recruitment

The *Associate Vice President of Recruitment* shall:

1. Aid and follow the direction of the *Vice President of Recruitment* on any Panhellenic matter; keep minutes, attendance, and agenda of said meetings;
2. Plan all meals provided to Panhellenic Officers and Gamma Chis throughout the Primary Recruitment process;
3. Update the *Associate Vice President of Recruitment's* manual and files.

#### Section E - Associate Vice President of Risk Management

The *Associate Vice President of Risk Management* shall:

1. Aid and follow the direction of the *Vice President of Risk Management* on any Panhellenic matter;
2. Check functions lists;
3. Help in the planning and organization of:
  - a. Health and Safety Week
  - b. Health and Safety Forum
  - c. Safer Sex Week
  - d. Grand Prix Risk Management
  - e. Sexual Assault Support, Education, and Empowerment (SASEE)
4. Help to plan and lead committees pertaining to risk management
5. Update the *Associate Vice President of Risk Management's* manual and files.

#### Section E – Executive Presidential Assistant

1. Aid and follow the direction of the *Panhellenic President* on any Panhellenic matter;
2. Organize and Develop the Delegates Council through communication with the Panhellenic President and Executive Council
3. Coordinate events for the Panhellenic community in conjunction with the rest of the *Associate Board of Directors*

## **ARTICLE XI**

### Removal From or Forfeiture of Office

#### Section A—Forfeiture

An Executive officer or a Director of the Board of Directors shall forfeit office if:

1. This member becomes president or delegate of their own organization; or
2. This member's grades fall below the requirement of 2.5 cumulative GPA of 2.0 term GPA

#### Section B—Removal of Executive Officer

An Executive officer shall be removed for failure to complete the duties of their Position:

1. The voting chapters in good standing of the Panhellenic Delegates Council hold the power to remove this member from office by a quorum vote.
2. If this member fails to uphold the duties of their position as listed in these bylaws.
3. If the President deems it is necessary with the majority of the Panhellenic Executive Council for the benefit of the board and community at large.

#### Section C—Removal of a Director

A Director shall be removed for failure to complete the duties of their position:

1. The Executive Board has the power to remove this member from office after an appropriate warning and a unanimous vote.
2. If this member fails to uphold the duties of their position as listed in these bylaws.
3. If the President deems it is necessary with the majority of the Panhellenic Executive Council for the benefit of the board and community at large.

## **ARTICLE XII**

### Vacancies

#### Section A—Vacancy of an Executive Board Position

If a position on the Panhellenic Association Executive Board opens for any reason, with the exception of the President:

1. The Executive Board must assume/share the responsibilities that the former member had;
2. Nominations will be received by the Panhellenic President from the chapter Presidents, delegates, members on Panhellenic Executive Board or Board of Directors, and/or the Panhellenic Advisor;
  - a. Nominations will be received up to twenty-four (24) hours before the next President's Delegates Council meeting and/or before a special meeting is called.
  - b. A member of the Board of Directors may be nominated to fill the vacant position.
  - c. All eligibility requirements still apply.
3. Election process of new members of the Executive Board should follow the formal nomination process.

#### Section B—Vacancy of Director or Associate Board

If a position on the Panhellenic Association Board of Directors or Associate Board opens for any reason:

1. Priority is given to the members of the Panhellenic Associates Board
2. If no Associate Board member accepts the position, a replacement will be found using the formal process delineated previously.
  - a. All eligibility requirements still apply.

#### Section C—Presidential Vacancy

Should the position of Panhellenic President be vacated:

- a. Vice President of Administration shall become President
- b. The replacement for the Vice President of Administration will be found using the formal process

delineated under Section A above.

### **ARTICLE XIII**

#### Panhellenic Advisor

##### Section A – Selection of Panhellenic Advisor

The Panhellenic Advisor(s) shall be appointed by the University Administration. Adjunct advisors may be appointed by the Panhellenic Council to assist with special operations or projects.

##### Section B – Duties and Responsibilities

The Panhellenic Advisor(s) shall:

1. Act in accordance with all Purdue University policies and regulations; and
2. Serve in an advisory capacity to the Purdue University Panhellenic Association and its Delegates Council.

### **ARTICLE XIV**

#### Standing Committees

Standing committees and special officers needed to carry out the work of the Purdue Panhellenic Delegates Council shall be appointed by the Panhellenic Association Executive Board to serve during the tenure in office of the Executive Board that appoints them.

The Standing Committees of the Purdue University Panhellenic Association shall be, Panhellenic Association Judicial Board Justices, Primary Recruitment Counselors (Gamma Chi), and Future Greek Leaders, Sexual Assault Support, Education, and Empowerment (SASEE). Other Panhellenic committees may be considered Standing Committees if approved by the Panhellenic Delegate's Council.

For descriptions of the Panhellenic Judicial Board Justices please refer to the Purdue University Panhellenic Association Judicial Board Guidelines and Procedures document.

For descriptions of Panhellenic Primary Recruitment Counselors please refer to the Purdue University Panhellenic Association Primary Recruitment Policies.

##### Section A – Judicial Board

###### 1. General

To be eligible to serve on the Panhellenic Judicial Board, members:

- a. Must be an undergraduate, active member of their chapter;
  - b. Must be a member of a chapter in good standing;
    - i. In the event of a chapter becoming not in good standing with the Panhellenic Association the chapter cannot serve on the Panhellenic Judicial Board.
  - c. May serve more than one one-year term;
  - d. May be removed by a three-fourths vote (3/4) for failure to fulfill the duties and responsibilities of their position or for failure to maintain confidentiality;
- ###### 2. Chief Justice

The *Chief Justice* of the Panhellenic Association shall:

- a. Serve as chief administrative officer of the Panhellenic Judicial Board by appropriating funding, establishing communication, and calling hearings of the Panhellenic Judicial Board;
- b. Educate and determine the qualifications for all *Justices* and *Clerk*;



- c. Coordinate Panhellenic Judicial Board and Community Standards Board training for the *Justices*;
  - d. Serve as liaison between the Panhellenic Judicial Board and the Panhellenic Association;
  - e. Coordinate any other programs or special planning of the Panhellenic Judicial Board;
  - f. Maintain accurate and detailed hearing records;
  - g. Not have the power to vote;
  - h. File and send all official findings of the Panhellenic Judicial Board;
  - i. Fulfill all duties of *Justices* as stated below in Article XVIII §A2;
  - j. Abide by the Panhellenic Association Judicial Board Bylaws; and
  - k. Update the *Chief Justice's* manual and files. Understand and be up to date with the National Panhellenic Conference Manual of Information, in regards to the judicial process.
3. Justices
- The *Justices* shall:
- a. Attend all hearings and trainings as coordinated by the *Chief Justice*;
  - b. Maintain the standards of the board as set by the *Chief Justice*; and
  - c. Abide by the Panhellenic Association Judicial Bylaws.
4. Clerk
- The *Associate Vice President of Administration* for the Panhellenic Association shall serve as the *Clerk* and shall:
- a. Aid and follow the direction of the *Chief Justice* on any Panhellenic Judicial Board matter;
  - b. Not have the power to vote;
  - c. Attend all hearings and trainings as coordinated by the *Chief Justice*; and
  - d. Record accurate minutes, testimonies, and evidence as presented in Panhellenic Judicial Board hearings.

**Section B Future Greek Leaders**

- 1. Title of Organization
  - a. This organization shall be named the Purdue University Panhellenic Association Future Greek Leaders.
- 2. Purpose
  - a. Future Greek Leaders will serve as an open space for new members to talk about current issues going on in our society and ask questions pertaining to Greek life. This organization's purpose is to instill leadership skills in the group and figure out how they can leave their mark.
- 3. Membership
  - a. Each Panhellenic chapter will have at least 2 new members serve on Future Greek Leaders.
- 4. Advisors
  - a. FGL will be overseen by the Directors of Scholastic and Leadership Development.

**ARTICLE XV**

Finance

**Section A—Fiscal Year**

The fiscal year of the Purdue University Panhellenic Association shall be from January 1 to December 30 of the following year.

**Section B—Contracts**

The Panhellenic President and the Director of Finance must be aware of any impending purchases. An Activity Planning Form must be submitted through Boilerlink for the appropriately designated University signatory through BOSO to review and sign. This shall be required to bind the Purdue University Panhellenic Association in any contract or agreement.

#### Section C—Checks

All checks issued on behalf of the Panhellenic Association shall be signed by the Purdue University Business Office for Student Organizations.

#### Section D –Payments

1. All payments due to the Panhellenic Association shall be given to the *Director of Finance*, who shall record them.
2. Checks shall be made payable to the Purdue University Panhellenic Association. Checks may be made payable to a special Purdue University Panhellenic Association account in certain circumstances, pending the name “Panhellenic Association” is included on the check.

#### Section E. Membership Dues

1. The Executive Board shall set the amount of dues owed to the Panhellenic Association by member fraternities, and shall announce the amount of dues subject to a majority approval of the Delegates Council.
  - a. Additional fees shall be determined as seen fit but will be provided to the chapters for a vote. Such fees can be used for but not limited to Recruitment, other unforeseen expenses.
2. The Executive Board shall assess dues on every member fraternity on a per member basis.
3. The *Director of Finance* shall base the assessment of members based on the member fraternity’s roster of members and new members as recorded during the sixth week of the current semester by the Fraternity, Sorority, and Cooperative Life office.
4. Member chapters must pay their dues no later than two (2) weeks after they are invoiced.
  - a. Each chapter will receive two (2) weeks, and one (1) day grace period, each following week the chapter will receive a late fee in the amount of up to 10% of the chapter dues.
  - b. If a chapter has not paid dues three (3) weeks after the due date, the chapter will become not in good standing with the Panhellenic Association.

#### Section F - Fines

The Panhellenic Association shall assess fines upon member chapters for not fulfilling attendance policies, timely payment of semester membership dues, violations of policies stated in these bylaws, or as assessed by the Fraternal Judicial Board.

1. The fine schedule shall be presented by the *Director of Finance* when the annual budget is presented. Incidental fines shall be assessed as needed by the Purdue University Panhellenic Association Executive Board or the Purdue University Panhellenic Association Judicial Board.
2. Member chapters that do not pay fines as assessed by the Panhellenic Association within two weeks will become a not in good standing with the Panhellenic Association.

### ARTICLE XVI

#### Philanthropy and Community Service

##### Section A - Definition of Philanthropy and Joint Philanthropy Events

1. Philanthropy Events are defined as one (1) to three (3) day events sponsored by a member organization of the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic Association, or Purdue Cooperative Council with the objective of raising money for charitable organizations. A philanthropy event can be longer than three (3) days with the written approval of the Panhellenic Association Director of Philanthropy and Community Service.
2. Joint Philanthropy Events are defined as one (1) to three (3) day events sponsored by more than one member organization of the Interfraternity Council, Multicultural Greek Council, National Panhellenic Council, Panhellenic Association, and/or Purdue Cooperative Council.

## Section B - Date Reservation

The Interfraternity Council and Panhellenic Association will set a philanthropy registration period for all member fraternities to reserve their philanthropy for the subsequent semester.

1. Date selection priority is given to joint events, and the date cannot conflict with any Interfraternity Council or Panhellenic Council hosted/sponsored event.
2. Duplicate Ideas
  - a. A chapter and/or group of chapters will retain their event idea for four (4) semesters from the last semester in which their philanthropic event was completed.
  - b. If a chapter and/or group of chapters fail to conduct their philanthropic events for four (4) consecutive semesters, then that chapter and/or group of chapters forfeit their claim to the aforementioned philanthropic event.
  - c. Conflicts regarding philanthropic events will be settled at the discretion of the Panhellenic Association Directors of Philanthropy, other Greek Organizations if involved, and Panhellenic Association Executive Board.

## Section C - Date Reservation Procedures

Member chapters shall:

1. Complete a philanthropy reservation form before reserving a philanthropy date;
2. Have a theme and set of activities planned for their philanthropy upon the date reserving their event;
3. Have any changes in activities, theme, or dates approved by the *Director of Philanthropy and Community Service* at least two weeks prior to the previously agreed upon date for the event;

If a member chapter fails to meet the registration requirements but still wishes to hold the event, their proposal is subject to the approval of the *Director of Community and Sisterhood*.

## Section D—Denial of Philanthropy Event

The *Director of Community and Sisterhood* reserves the right to deny any philanthropy event that is deemed necessary. Any decision is subject to review by the Fraternity, Sorority, and Cooperative Life office.

## Section E—Community Service

Community Service is defined as unpaid, voluntary work intended to help the local community. This excludes any service that is the basis for general membership in an organization, any service required by school or major, and any court mandated service. All member chapters must:

1. Average three community service hours per member as defined as total number of community service hours for the chapter divided by the total number of members of the chapter (including new members)
  - a. The community service hours reported by the chapter to the Fraternity, Sorority, and Cooperative Life office by the end of each semester is used in these calculations
  - b. The total number of members used for these calculations comes from the chapter's roster.
2. Report the number of community service hours completed by the chapter to the Fraternity, Sorority, and Cooperative Life office by the end of the semester.
3. Failure to average three hours per member will result in a \$5 fine for every hour under the required number of service hours to produce an average of three hours per member with a maximum fine of \$500.
  - a. This rule applies when it has been communicated that service hours are being tracked.

## Section F - Reporting

1. Chapters are required to report the total philanthropy dollars raised each semester to the Fraternity, Sorority, and Cooperative Life office before the end of the semester.
  - a. Failure to report philanthropy dollars raised, regardless of the dollar amount, will result in a \$1,000 fine.
2. Chapters are required to report the total community service hours completed by the chapter each semester to the Fraternity, Sorority, and Cooperative Life office before the end of the semester.
  - a. Failure to report community service hours, regardless of the hours completed, will result in a

\$1,000 fine.

## **ARTICLE XVII**

### **Membership Recruitment**

Please refer to the Purdue University Panhellenic Association Primary and Continuous Recruitment Policies.

## **ARTICLE XVIII**

### **Extension**

#### **Section A—When to Consider Extension**

If all NPC chapters at Purdue University are close to or over Total/Average Chapter Size, the Panhellenic Delegates Council shall consider raising Total/Average Chapter Size or adding another chapter. Before any action is taken, the Panhellenic must declare the campus is “open” for extension.

#### **Section B—Open for Extension**

Purdue University Panhellenic declares the campus is open for extension, an NPC fraternity shall organize such a chapter following the NPC procedures for colonization, or through organization of a local sorority that may petition an NPC fraternity for a chapter. Consideration should be given to NPC sororities/fraternities that have previously had chapters on the campus.

#### **Section C—Voting**

Three-quarters (3/4) of the voting members, both Regular and Associate members, of the Panhellenic Council shall be required to approve the addition of a chapter.

## **ARTICLE XIX**

### **NPC Unanimous Agreements and Purdue University Policies**

All members of the Purdue Panhellenic Association and its chapters shall act in accordance with the following, which can be obtained in the NPC Manual of Information, 25<sup>th</sup> edition.

#### **Section A- NPC Unanimous Agreements**

The UAs contain the following:

1. The Panhellenic Creed
2. Jurisdiction of Panhellenic Associations
3. The Panhellenic Compact
4. Standards of Ethical Conduct
5. Agreement on Extension
6. College Panhellenic Association Agreement
7. College Panhellenic Association Judicial Procedure
8. Agreement on Questionnaires
9. NPC Declaration of Freedom
10. Protecting the Right of NPC Members to Remain Women-Only Organizations
  - a. The women’s sororities of the National Panhellenic Conference have the right to confine their membership to women and shall defend their right to exist as single-sex organizations;
  - b. Auxiliaries. The Purdue University Panhellenic Association shall denounce the participation of undergraduate Panhellenic women in auxiliary groups to men’s fraternities. This includes, but is not limited to:
    - i. Lavaliering;

- ii. Big Sis and/or Pledge Moms;
- iii. Little Sis/Pledge Daughter
- c. Men’s Recruitment. The Purdue University Panhellenic Association shall denounce the participation of Panhellenic women in men’s fraternity events when or where the primary purpose is recruitment. This includes, but is not limited to:
  - i. “Rush Tanks”;
  - ii. Attending recruitment events;
  - iii. Signing potential new members into events

Section B- Purdue University Panhellenic Association Policies

- 1. Primary Recruitment Policies
- 2. Continuous Recruitment Policies
- 3. Joint Social Policy
- 4. Judicial Board Guidelines and Procedures
- 5. Panhellenic Association and Interfraternity Council Joint Judicial Bylaws
- 6. Code of Ethics
- 7. Panhellenic Association Bylaws
- 8. Any other agreement or policy established by NPC or the Panhellenic Association, and/or voted upon by the Panhellenic Delegates Council

Section C- Purdue University Rules and Regulations

Purdue University has its own set of rules and regulations student organizations must abide by. These can be found at [www.purdue.edu/univregs](http://www.purdue.edu/univregs). All Purdue Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference and Purdue University.

Section D- State and National Laws

Purdue Panhellenic Association must adhere to all state and national laws, which override all policies set by Purdue Panhellenic Association.

**ARTICLE XX**

Judicial Self-Governance

Any dispute growing out of the violation of National Panhellenic Conference UNANIMOUS AGREEMENTS and/or Purdue Panhellenic Association rules and regulations shall be addressed according to the NPC Manual of Information and the Purdue University Panhellenic Association Judicial Board Guidelines and Procedures document.

Section A—Judicial Board

For complete information on the Panhellenic Judicial Board, please refer to the NPC Manual of Information

- 1. Duties and Authority
  - a. The judicial authority of Purdue University Panhellenic Association shall be vested in the Judicial Board.
  - b. The Judicial Board is responsible for handling violations of NPC UNANIMOUS AGREEMENTS, the Purdue University Panhellenic Association Constitution, Purdue University Panhellenic Association Bylaws, Purdue University Panhellenic Association Primary Recruitment Policies, Purdue University Panhellenic Association Continuous Recruitment Policies, and Purdue University Panhellenic Association Standing Rules.
  - c. Judicial Board guidelines and procedures are set forth in the current NPC Manual of Information and in the Purdue University Panhellenic Association Judicial Board Guidelines and Procedures document.
- 2. Judicial Board Members
 

The Purdue University Panhellenic Association Judicial Board is comprised of seven members:

- a. One Chief Justice
  - b. One Clerk
  - c. A minimum of three (3) justices, but no more than five (5)
    - i. No more than two (2) justices for the Judicial Board may represent the same chapter affiliation during a hearing.
    - ii. The justices serving on the Judicial Board cannot be from the same chapter affiliation as the Chief Justice.
3. Members must
- a. Be an initiated and active member of a chapter holding Regular or Associate Membership with the Panhellenic Association.
  - b. Be a member of a chapter in good standing with Purdue University, the Panhellenic Association, and the inter/national organization.
  - c. Maintain at least a 2.5 cumulative GPA and a 2.00 term GPA for the previous semester.

#### Section C - Informal Discussion

A chapter may be called into an Informal Discussion if the Panhellenic Association receives news or word that a possible violation has occurred. This is the first step in the Judicial Process. Should the Panhellenic Association and the chapter come to an agreement in this phase, the Judicial Process does not have to proceed.

1. Informal Discussions will be lead by the *Panhellenic President* and *Vice President of Administration*
  - a. If a possible recruitment related violation had occurred, the Vice President of Recruitment may be present for the informal discussion.
2. Chapters may have up to three (3) members present at the discussion.
3. An advisor may be present, but is to be counted in the three (3) person limit.
4. The goal of the Informal Discussions is to come to an agreement and discuss issues that are facing our community, while holding chapters accountable.
5. The transportation of a Purdue Panhellenic member or any individual from a Purdue Panhellenic event will automatically result in an informal discussion between the Panhellenic Council and the involved chapter.
6. The outcome of an informal discussion is strictly private.

#### Section D - Mediation

When a dispute arises and College Panhellenic Violation Form and College Panhellenic Notice of Infraction Form have been filled with the Panhellenic Association, the accused party has the option of choosing preliminary mediation or to proceed to Judicial Board Hearings.

1. Mediation is a possible first step in resolving infractions and it is in the best interest of all NPC member and associate member groups to resolve any infraction in a timely, mature and professional manner. Mediation shall be closed to the public. All participants shall keep strict confidentiality.
2. The participants in the mediation shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity, as well as a pre-selected mediator, Panhellenic President and Vice President Administration, who are neutral and have no vested interest in the outcome of the case.
  - a. If a possible recruitment related violation had occurred, the Vice President of Recruitment may be present for the mediation.
3. If a resolution cannot be agreed upon the chapter will proceed with the judicial process having a Judicial Board Hearing.
4. Each party involved will be contacted by the Vice President of Administration preceding the mediation with further details about the process and implications of agreements or outcomes.

#### Section E—Judicial Board Hearing Procedures

1. The following must be upheld during a Judicial Board Hearing:

2. At no hearing may more than two members of the same affiliation serve on the Purdue University Panhellenic Association Judicial Board.
3. Judicial board hearings shall be closed to the public.
4. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the Vice President of Recruitment.
5. Chapters involved in a hearing have the right to consult with a representative from their National/International organization. However, while a local alumna advisor may attend and participate in the hearing
  - a. A representative from the National/International organization may not attend the hearing unless they are acting in the role of a witness.
  - b. The National/International representative may be outside of the hearing room available to consult with their chapter representatives during the hearing if the chapter representatives so desire.
6. Witnesses will be called one at a time and may only remain in the hearing room during their testimony.
  - a. A witness list must be provided to the Chief Justice and any other chapters in questions at least twenty-four (24) hours prior to the Judicial Board meeting.
7. Following the completion of the hearing, the Judicial Board members hearing the case and the Panhellenic Advisor will go into “Executive Session” for the purpose of deliberations.
8. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the “*College Panhellenic Record of Mediation or Judicial Hearing Form*” and the official oral statement given by the Chief to the parties.
9. Penalties should be assessed to fit the nature and degree of the offense.
10. Information on the appeal process shall be presented at the close of the judicial board hearing.
11. All documents associated with an investigation or judicial board hearing shall be kept by the *Vice President Administration* in a locked file cabinet with the Panhellenic Advisor for a period of three years. The *Vice President Administration* will also keep a copy of the hearing minutes and the decision in the Panhellenic files in their office.

#### Section F—Appeals

Final Judicial Board decisions may be appealed to the NPC College Panhellenic Judicial Appeals Chairman in accordance with the procedure outlined in the NPC UNANIMOUS AGREEMENT.

#### Section G—Sanctions and Completion Of Sanctions

All sanctions, either agreed upon or given, must fit the nature and the degree of the offense, and must be completed by the date specified. Failure to complete the sanctions or to complete them on time may result in further penalties.

## ARTICLE XXI

### Hazing

#### Section A - New Members

1. All forms of hazing, Bid Night and/or pre-initiation activities that are defined as hazing, are prohibited.
2. All new member classes will partake in a New Member Orientation presentation during their new member period before initiation.

#### Section B - Definition of Hazing

1. Hazing is defined as any action or situation with or without consent which 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 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 fraternity or a member of the Purdue

University Panhellenic Association.

2. Such activities and situations include, but are not limited to: Creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which 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 which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution.

#### Section C - National Panhellenic Conference

All NPC member fraternities will affirm their policies on hazing and inform their adherence to this NPC position on hazing through mailings and through their inter/national magazines.

#### Section D. Purdue University

All Purdue Panhellenic Regular and Associate member chapters found to be hazing will be reported directly to the University and their national organization.

1. A member fraternity may not permit or induce a new member to endure any unreasonable mental or physical fatigue, or permit or induce him to submit to any public, private, or social degradation.
2. All member fraternities must outlaw any and all forms of hazing as outlined in Purdue University Regulations.
3. Each new member class must partake in any and all mandatory presentations by the Panhellenic Association, Purdue University, and/or its affiliates.

### ARTICLE XXII

#### Rules of Order

The Purdue University Panhellenic Association and its Panhellenic Delegates Council shall be governed by parliamentary procedure as set forth in Robert's Rules of Order Newly Revised except in matters specifically provided for in the Panhellenic Association Constitution and Purdue University Panhellenic Association Bylaws.

### ARTICLE XXIII

#### Amendments

#### Section A - Purpose

The Purdue University Panhellenic Association Bylaws may be amended by a three-fourths (3/4) vote of the voting member chapters of the Purdue University Panhellenic Association, provided notice of the proposed amendment has been given in writing at least one week prior. All amendments to the Purdue University Panhellenic Association Bylaws are subject to the approval of the Office of the Dean of Students.

### ARTICLE XXIV

#### Dissolution

**Should this Panhellenic be disestablished, the remaining funds in the treasury shall first be used to pay all liabilities of the Purdue Panhellenic Association. Any funds remaining thereafter shall be transferred to the National Panhellenic Conference which shall hold those funds in trust for a period of ten years. Should a College Panhellenic be reestablished at Purdue University during that time, the funds held in trust shall be returned to the College Panhellenic.**

If after 10 years the College Panhellenic has not been reestablished, the National Panhellenic Conference shall distribute the funds equally to all National Panhellenic Conference members that maintained chapters at any time at



Purdue University for a period of at least 25 years.

**ARTICLE XXV**  
Adjoining Documents

Section A - Adjoining Documents

Member chapters must abide by these Bylaws and the following documents that are enacted by these Bylaws.

1. NPC Manual of Information
2. Panhellenic Primary and Continuous Recruitment Policies
3. Panhellenic Judicial Board Bylaws
4. Interfraternity Council and Panhellenic Association Joint Social Policy on Party Management

**ARTICLE XXVI**  
Voting Procedures

Section A- Voting Procedures

- **Bylaw Change Voting Process**

**Week 1:** New bylaw proposal and explanation

- The new bylaw will be proposed and explained to the legislative body by the person suggesting the change

**Week 2:** Legislative body discussion

- I. The Panhellenic delegates come with discussion points and questions from their respective chapters regarding the proposed bylaw changes
- II. Discussion occurs amongst delegates – PHC executive council does not participate unless there are specific questions directed to them

**Week 3:** Legislative body vote

- I. Panhellenic delegates vote on bylaw changes on behalf of their respective chapter
- II. Delegates first vote on all the bylaw and Addendum changes as a whole
  - A. Needs 2/3 vote of approval to pass
    1. If the entire document passes, the voting ends
    2. If it does not pass, bylaw changes are voted on individually

**Other Voting Processes**

a. **Week 1:** Proposal and Explanations

The proposal will be explained to the legislative body by the person suggesting the change.

b. **Week 2:** Legislative Body Discussion

- I. The Panhellenic delegates come with discussion points and questions from their respective chapters regarding the proposed changes in bylaw
- II. Discussion occurs amongst delegates – PHC executive council does not participate unless there are specific questions directed to them

c. **Week 3: Legislative Body Vote**

- I. Panhellenic delegates vote on proposal on behalf of their respective chapter
- II. Percentage needed to pass will be based on a simple majority.
- III. If it does not pass, the proposal needs to be edited and when editing is complete, proposed to the legislative body. At this point the process would begin from week 1.