

## **PANHELLENIC ASSOCIATION CONSTITUTION**

### **Article I. Name**

The name of this organization shall be the Westminster College Panhellenic Association.

### **Article II. OBJECTIVE**

The objective of this Panhellenic Association shall be to develop and maintain fraternity life and inter-fraternity 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. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and the college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rules established by the Panhellenic Council and do not violate the sovereignty, rights, and privileges of member fraternities.

### **Article III. Membership**

There shall be two classes of membership: Regular and Associate.

1. The REGULAR membership of the Westminster College Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Westminster College.
2. The PROVISIONAL membership of the Westminster College Panhellenic Association shall be composed of all chapter members in good standing with National Panhellenic Conference fraternities at Westminster College.

### **Article IV. Officers**

1. The officers of the Westminster College Panhellenic Association shall be President, Vice President- Recruitment, Vice President- Programming, Recording Secretary, Treasurer and Communication Coordinator.
2. The officers shall be delegates from fraternities holding regular membership in the Westminster College Panhellenic Association. Delegates from fraternities holding provisional membership shall not be eligible to hold office.
3. The officers shall serve for a term of one year, the term to begin no later than six weeks before the end of the college year.
4. Any officer failing to perform her duties as outlined shall resign and a successor shall be designated by election or as provided in Article VI, Section 3.
5. If an officer is unable to complete her term her successor shall be designated by election or as provided in Article VI, Section 3.

### **Article V. Meetings**

1. Regular: The Westminster College Panhellenic Association shall hold at least one regular meeting weekly.
2. Special: A special meeting of the Westminster College Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity at Westminster College.
3. The delegates from each regular and associate member fraternity are responsible for notifying her chapter members of all regular and special meetings of the Westminster College Panhellenic Association.

### **ARTICLE VI. The Panhellenic Council**

The administrative body of the Westminster College Panhellenic Association shall be The Westminster College Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the welfare of the Westminster College Panhellenic Association and to compile rules governing the Panhellenic Association, including recruitment and pledging, which do not violate the sovereignty, rights, and privileges of member fraternities.

1. **Membership.** The membership of the Westminster College Panhellenic Council shall be composed of one delegate from each National Panhellenic Conference fraternity chapter at Westminster College and from such National Panhellenic Conference colonies or national sororities at Westminster College as the Council may approve for membership in the Westminster College Panhellenic Association.

2. **Selection of Delegates & Advisors.** Delegates to the Panhellenic Council shall serve a term of one year. They shall be selected by their respective fraternities. Their term is to begin no later than six weeks before the end of the college year.

3. **Delegate Vacancies.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Recording Secretary of her name, address, and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of President. The Vice President shall fulfill the duties of President.

4. **Officers.** The officers of the Panhellenic Association shall serve as the officers of the Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Westminster College Panhellenic Association.

5. **Meetings.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.

**Special Meetings** of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate to the Panhellenic Council.

**Quorum.** Two-thirds of the member fraternities shall constitute quorum for the transaction of business.

6. **Voting.**

a. The voting body of the Westminster College Panhellenic Association shall be its Panhellenic Council.

b. The voting members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership in the Westminster College Panhellenic Association. If a delegate is absent, the vote for her fraternity shall be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting.

c. All voting members of the Panhellenic Council shall be required to establish recruitment rules, to determine quota, and to establish Total Chapter Size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.

7. **Voice.** The alternate delegates and members of the Alumnae Advisory Council shall have voice but no vote.

**ARTICLE VII. Panhellenic Advisor**

1. The Panhellenic Advisor shall be chosen by:

a. The Administration; and

b. The Alumnae Advisory Council

2. He/She shall serve in an advisory capacity to the Westminster College Panhellenic Association and its Council.

**ARTICLE VIII. Standing Committees**

Such Standing Committees and special officers as may be necessary to carry out the work of the Westminster College Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board that appoints them.

#### **Article IX. Unanimous Agreements & Policies**

1. All members of the Westminster Panhellenic Association shall act in accordance with fundamental Panhellenic rules and policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All Westminster College Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

#### **Article X. Violations**

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

#### **Article XI. Amendments**

This Constitution may be amended by a unanimous vote of the voting members of the Westminster College Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

### **BYLAWS**

#### **Article I. Finance**

1. FISCAL YEAR. The fiscal year of the Westminster College Panhellenic Association shall be from July 1 to June 30 inclusive.
2. CONTRACTS. The signature of the President and the Treasurer shall be required to bind the Westminster College Panhellenic Association.
3. CHECKS. All checks issued on behalf of the Westminster College Panhellenic Association shall be signed by the President or the Treasurer.
4. PAYMENTS. All payments due to the Westminster College Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Westminster College Panhellenic Association.
5. MEMBERSHIP DUES.
  - a. Amount. The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member. The amount of such dues shall be determined annually by Panhellenic Council at its first meeting during Spring Semester.
  - b. Time of Payment. The dues of each Panhellenic Association member fraternity shall be payable by the end of the first semester term.

#### **Article II. Selection of Officers**

1. The offices of President, Vice-President Recruitment, Vice-President Programming, Recording Secretary, and Treasurer shall be held in rotation by each National Panhellenic Conference fraternity chapter.
2. The order of rotation shall be Kappa Alpha Theta, Kappa Kappa Gamma and Alpha Gamma Delta. The schedule of officers through 2012-2013 is included in the appendix to this constitution.

#### **Article III. Officer Duties**

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.

2. Preside at all meetings of the Panhellenic Council, Executive Board and special meetings.
3. Supervise Recruitment.
4. Collect Recruitment fees and distribute Recruitment applications to member groups.
5. Review and approve all Panhellenic Association checks and contracts involving the Westminster College Panhellenic Association.
6. Serve as member ex-officio of all Panhellenic Council Committees with voice but no vote.
7. Report as required to the National Panhellenic Conference Area Advisor.
8. Maintain a complete and up-to-date Presidents file which will include a copy of the current Westminster College Panhellenic Association Constitution, By-laws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and all other pertinent materials.
9. Perform all other duties usually pertaining to this office.

The Vice-President Recruitment shall:

1. Serve as the Chairman of the Judiciary Committee.
2. Plan and execute all Recruitment events.
3. Supervise the publication of the Panhellenic Recruitment booklet and see to its distribution.
4. Educate Rho Chis and chapter members about infraction procedures including the mediation process.
5. Maintain a complete and up-to-date Vice-President's file which will include: current members of the judiciary committee (names, addresses, phone numbers, E-mail), current NPC guidelines for handling infractions, and current correspondence regarding violations of the Constitution, Bylaws, Standing Rules and Rushing regulations.

The Vice-President Programming shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Supervise all public relations activities and committees.
3. Plan and Execute all Greek Week events, or any event pertaining to maintain positive panhellenic atmosphere between fraternities.
4. Promote relations with all publics.
5. Serve concurrently as active voice along with the President and Vice-President Recruitment to maintain operations of the Westminster Panhellenic Council.
6. Maintain a complete and up-to-date Vice President's file which will include: a file of media resources including past communications documents, names and addresses of the editors of local media, cost estimates for new publications, including postage and supplies, committee action plans and master calendar.

The Recording Secretary shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and call this roll at regular and special meetings.
2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
3. Keep full minutes of all meetings of the Westminster College Panhellenic Association, the Panhellenic Council and record of all action taken by the Executive Board.
4. Distribute copy of manuals to members of the Panhellenic Council, chapter Advisors, and Panhellenic Advisor.
5. Maintain a complete and up-to-date file which will include the minutes of the meeting of the Westminster College Panhellenic Association and its Panhellenic Council from the date of its organization; copies of all contracts made by the

- Panhellenic Council; current correspondence.
6. Be responsible for the official correspondence of the Panhellenic Council unless otherwise provided for.
  7. Perform all other duties usually pertaining to this office.

The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Westminster College Panhellenic Association.
2. Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, for providing a copy to each Westminster College Panhellenic Association member fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
4. Be responsible for the prompt payment of all bills of the Westminster College Panhellenic Association.
5. Maintain up-to-date financial reports, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term in office.
6. Perform all other duties pertaining to this office.

The Communications Coordinator shall:

1. Work closely with the Vice-President Recruitment in regards to all technology uses such as ICS for recruitment registration and maintaining summer networking with potential new members.
2. Responsible for establishing a time and place for weekly Panhellenic meetings at the beginning of each college semester.
3. Coordinate all communications between campus and the Westminster Panhellenic council including interfraternity relations.

#### **ARTICLE IV. THE EXECUTIVE BOARD**

The Executive Board shall:

1. Appoint all standing committees and Special committees and their Chairman and, in making these appointments, recognize representation from all member fraternities.
2. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.

#### **ARTICLE V. JUDICIARY COMMITTEE**

1. The Judiciary Committee shall consist of the Vice-President Recruitment as chairman, the Executive Board, and the Panhellenic Advisor as an ex-officio member.  
\* Depending on severity of circumstances, an alumnae advisor from each sorority may be called upon to attend judicial committee meetings.
2. It shall be the duty of the Judiciary Committee to deal with violations of the Constitution, Bylaws, Standing Rules and Recruitment regulations of the Westminster College Panhellenic Association.
3. A final decision of the judiciary committee is carried by simple majority vote.

#### **Article VI. Membership Selection**

1. An early fall recruitment shall be held.
2. The National Panhellenic Conference QUOTA-TOTAL-SYSTEM shall be followed mentioned in the Membership Recruitment Handbook of the NPC Manual.
3. The PREFERENTIAL BIDDING SYSTEM shall be used.

4. Except during the formal recruitment period, Open Continuous Bidding shall be in effect during the college year (fall through spring) for all eligible women.
5. If a chapter has not filled quota during formal recruitment, it may do so in continuous open bidding up to chapter total.
6. All recruitment events shall be held in the Marsh/ Jones Room, Hermann Lounge, other locations determined by the Panhellenic Council or the chapter lounge.
7. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the chapter total.
  - a. A list of new members, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisors immediately after recruitment.
  - b. Any depledging, termination or any other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor.
8. Summer Contacts. The only summer contacts regarding potential new members that may be made shall be made in the name of Westminster College Panhellenic Association.

#### **ARTICLE VII. NEW MEMBER EDUCATION & INITIATION**

1. A woman must be a regularly matriculated student to be eligible for recruitment.
2. A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during the summer period.
3. A new member may be initiated whenever she has met the requirements of the fraternity to which she has pledged.

#### **Article VIII. Hazing**

All forms of hazing, pledge day and/or pre-initiation activities which are defined as hazing shall be banned. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include 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; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities, and other activities which are not consistent with fraternal law, ritual or policy, or the regulations and policies of Westminster College.

#### **Article IX. Extension**

1. When all NPC chapters at Westminster College are close to or over total the Panhellenic Council shall consider raising total or adding a new chapter.
2. 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.
3. Consideration shall be given to those NPC fraternities which have filed letters expressing an interest in Westminster College.

#### **RECRUITMENT RULES & PROCEDURES**

1. Refer to the Westminster College Panhellenic Compact regarding any rules and regulations that must be followed during Recruitment.
2. Recruitment Rules and Procedures will also follow all NPC UNANIMOUS AGREEMENTS.

#### **APPENDIX**

**Panhellenic Association Officer Rotation Schedule**

<p><b>2010-2011</b>            President                Kappa Alpha Theta            Vice President Recruitment                Kappa Kappa Gamma            Vice President Programming                Alpha Gamma Delta            Secretary                Kappa Alpha Theta            Treasurer                Kappa Kappa Gamma            Communications Coordinator                Alpha Gamma Delta</p>	<p><b>2011-2012</b>            President                Alpha Gamma Delta            Vice President Recruitment                Kappa Alpha Theta            Vice President Programming                Kappa Kappa Gamma            Secretary                Alpha Gamma Delta            Treasurer                Kappa Alpha Theta            Communications Coordinator                Kappa Kappa Gamma</p>	<p><b>2012- 2013</b>            President                Kappa Kappa Gamma            Vice President Recruitment                Alpha Gamma Delta            Vice President Programming                Kappa Alpha Theta            Secretary                Kappa Kappa Gamma            Treasurer                Alpha Gamma Delta            Communications Coordinator                Kappa Alpha Theta</p>
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