



Bylaws of the DePaul University National Panhellenic Association

(Revised 11/2/05)

Article I. Finance

Section 1: Fiscal Year

The fiscal year of the DePaul University Panhellenic Association shall be from the first day of July and end on the last day of the following June.

Section 2: Contracts

The signature of the President or Director of Communications and the Programming Coordinator for Fraternity and Sorority Life shall be required to bind the DePaul University Panhellenic Association.

Section 3: Checks

The President or Director of Communications and the Programming Coordinator for Fraternity and Sorority Life shall sign all checks in the form of check requisition on behalf of the DePaul University Panhellenic Association.

Section 4: Payments

All payments due to the DePaul University Panhellenic Association shall be turned in to the Director of Communications, who shall record them. Checks for payments shall be made payable to DePaul University.

Section 5: Funds

Council funds may not be used for the purchase of alcohol or toward events where alcohol may be present.

Section 6: Membership Dues

1. Amount. The dues of each Panhellenic Association member fraternity/sorority shall be an assessment per initiated member and incoming member. The amount of such dues shall be determined annually by 2/3 vote approval of the Panhellenic Delegates at its first meeting of the new school year.

2. Time of Payment. The dues of each Panhellenic Association member fraternity/sorority shall be payable as designated by the Director of Communications. If a Chapter fails to pay at that time; they will be fined \$10, which will be added to their outstanding balance.

Article II. Selection of Officers

Section 1: Ballot

Officers shall be elected by written ballot.

Section 2: Supervision

The President and Programming Coordinator for Fraternity and Sorority Life shall supervise and execute all elections of the Executive Board and tabulate all of the votes.

A majority of full membership of all the Panhellenic Council is required to vote on a candidate. No proxy votes are allowed.

Section 3: Process

The process of attaining an office on the Executive Board of Panhellenic Council shall result from election to the position. Rotation shall be used as a last resort if no applicants result from request.

1. Candidates for an Executive Board position must complete application and submit to the Advisor by the said deadline. The deadline may be extended if no eligible applications have been received by the deadline.
2. There will be a special election meeting held during fall quarter with the meeting date to be determined by the Executive Board.
3. Candidates shall be elected in the following order: President, Vice-President of Internal Affairs, Vice President of Programming, Vice President of Recruitment, Director of Public Relations, and the Director of Communications. Each chapter must fill at least one position, the maximum being two. Two members from the same chapter may not hold the positions of President and Vice President of Recruitment during the same term.

Article III. Officers

Section 1: Requirements

To be eligible for an elected office or to remain in office, an active must:

- A. Be currently enrolled at DePaul University as a student, with a minimum of twelve credit hours.
- B. Not be on academic, disciplinary, or university probation.
- C. Not have had disciplinary action taken against her.
- D. Have and maintain a cumulative grade point average of at least a 2.8 / 4.0.
- E. Not be a current President or Recruitment Chair of their chapter. Except in the case of transition period when there is and overlap between terms until the end of the fall quarter.
- F. Be a member in good standing of a Regular member chapter recognized by DePaul University.

Section 2: Duties

1. The President shall:

- A. Have the overall responsibility for the operation of the Panhellenic Council.
- B. Call and preside at all regular business meetings of the DePaul Panhellenic Council.
- C. Preside at all regular business meetings of the Panhellenic Council and call / preside at its special meetings.
- D. Call and preside at all meetings of the Panhellenic Council's Executive Board and assume responsibility for the completion and accountability of executive board officer duties.
- E. Review, approve, and sign all Panhellenic Association Check requisitions and contracts involving DePaul University.
- F. Reports as required to the National Panhellenic Area Advisor
- G. Shall have a one-on-one meeting at least one a week with the Programming Coordinator for Fraternity and Sorority Life.
- H. Serve as a liaison between community events and the Panhellenic community.

- I. Serve as a liaison with the Presidents of NPC, IFC, and MGC and DePaul University.
- J. Maintain a complete and up-to-date President's file, which will include a copy of the current DePaul University Panhellenic Association Constitution, Bylaws, and Standing Rules; Code of Ethics, minutes, 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 other pertinent materials.
- K. Attend the annual MGCA conference and head efforts in completing MGCA Award applications and serve as the Head Delegate at MGCA.
- L. Review Executive Board officer standings quarterly with the Programming Coordinator for Fraternity and Sorority Life. (including, but not limited to: GPA, officer requirements and expectations)
- M. Head efforts in completing National Panhellenic Conference Awards.
- N. Serve a minimum of one officer hour per week.
- O. Perform all other duties pertaining to this office.

2. The Vice-President of Internal Affairs shall:

- A. Perform the duties of the President in her absence, inability to serve or at her call.
- B. Act as the Parliamentarian of the Council and enforce the Robert's Rules of Order during meetings.
- C. Head and direct the Panhellenic efforts for the Greek Week Committee.
- D. Serve as Judicial Affairs Chairman or Chief Justice, handling all disputes, and training and presiding over the Judicial Board, which is comprised of the Panhellenic delegates.
- E. Implement the risk management policies and procedures according to FIPG, Inc., each represented chapter's risk management policies and procedures, and the University's, to make sure that the Chapter's abide by these and prevent having to go through the Council's Judicial Procedures; in order to implement a set of standards that will ideally reflect all Panhellenic chapters.
- F. Maintain a complete and up-to-date binder which will include reports and documentation of events implemented by the chapters, other members of the Executive Board, any press releases or statements, National Panhellenic Council Judicial Procedures, Judicial Structure and Grievance Procedure, Code of Ethical Conduct, DePaul University Code of Conduct and copies of any documentation or correspondence produced as a result of judiciary procedures.
- G. Be responsible and approve that all Panhellenic related events are in compliances with the FIPG Policies as well as all other Risk Management documentations.
- H. Setup a "mock" trail to train the Judicial Board delegates every year along with the assistance of the Programming Coordinator for Fraternity and Sorority Life.

- I. Responsible for training the delegates and the Judicial Board in Robert's Rules of Order.
- J. Serve a minimum of one officer hour per week
- K. Perform all other duties pertaining to this office.

3. The Vice-President of Programming shall:

- A. Arrange all programs for weekly general business meetings.
- B. Coordinate all Panhellenic sponsored programs open to Fraternities and Sororities as well as the University.
- C. Work with the Vice President of Internal Affairs and respective IFC and MGC officers in planning major Panhellenic and Fraternity and Sorority events for the year.
- D. Head the Greek Awards Committee.
- E. Coordinate Badge Day Tea every year.
- F. Maintain a complete and up-to-date binder, which will include any programming resources, reports of previous programs, documentation of previous programs, and contacts for relevant constituencies to work with in programming.
- G. Serve a minimum of one officer hour per week
- H. Perform all other duties pertaining to this office.

4. The Vice-President of Membership Recruitment shall:

- A. Preside over both Regular Membership Recruitment and Continuous Open Recruitment.
- B. Be responsible for all Panhellenic Council matters related to Membership Recruitment and Extension.
- C. Be responsible for reviewing and developing Membership Recruitment rules and Code of Ethics, submitting them for discussion and approval to the Panhellenic Council, and distributing copies of them, when approved, to the delegates of the member fraternities and sororities.
- D. Be responsible for reviewing and developing Rho Mu applications, and in conjunction with the Program Coordinator for Fraternity and Sorority Life select and train the Rho Mus for the Partially Structured Recruitment process.
- E. Be responsible for establishing a working Rho Mu program (Including, but not limited to: Rho Mu Retreat, Rho Mu Workshops).
- F. Following each Membership Recruitment period, present a full report, including recommendations, to the Panhellenic Council.
- G. Conduct a survey of New Members, Current Members, Advisors, and women not completing, or failing to go through the process.
- H. Maintain a complete binder of all statistics and release figures pertaining to Recruitment for the past five years.
- I. Retain an ongoing list of Potential Members, Recruitment Chairs, Rho Mus, and Advisors contact information including name, position, chapter, phone number, and email address.
- J. Preserve all receipts and costs for Recruitment.
- K. Make available Rules and Regulations of Recruitment, Code of Ethics, and any other documentation pertaining to the Recruitment process or Expansion.

- L. Keep all information organized and available so as to apply for any award pertaining to Recruitment or Expansion.
 - M. Send National Panhellenic Area Advisor information on Expansion interest and maintain contact with interested chapters.
 - N. Maintain an ongoing file of information received from organizations in pursuit of Expansion.
 - O. Serve a minimum of one officer hour per week
 - P. Perform all other duties pertaining to this office.
5. *Assistant to the Vice President of Membership Recruitment shall:*
- A. Be appointed by the Panhellenic Council Executive Board.
 - B. Assist the VP of Membership Recruitment in all her endeavors.
 - C. Disaffiliate just as the Panhellenic Council Executive Board and Rho Mu's.
 - D. Be responsible for Compute-a-Rush (ICS).
 - E. Be in attendance at all Panhellenic Recruitment related events.
 - F. Be in charge of making sure all PR efforts are implemented.
- 6. The Director of Public Relations:**
- A. Attend all regular and special meetings of the Panhellenic Council and Executive Council.
 - B. Provide publicity for all Panhellenic events and functions including Recruitment or other programming
 - C. Design posters, flyers, brochures, and other publicity materials and have them approved by Student Life as well as the Panhellenic President or another available officer.
 - D. Utilize resources such as campus and community radio, television, and newspapers.
 - E. Assist the VP for Recruitment and VP of Programming in designing Recruitment and programming materials.
 - F. Work with the IFC and MGC Public Relations officers on joint projects.
 - G. Compile a quarterly newsletter
 - H. Serve as Public Relations Spokesperson. She shall be responsible for all forms of publicity dealing with DePaul Panhellenic Association.
 - I. Have and maintain a complete and up to date file on anything relating to the public relations aspect of the Panhellenic Council, including past press releases.
 - J. Serve a minimum of one officer hour per week
 - K. Perform all other duties pertaining to this office.
- 7. The Director of Communications:**
- A. Keep an up-to-date roll of the number of new and initiated members.
 - B. Create and maintain a current phone directory of all members.
 - C. Keep full minutes of all meetings of the Panhellenic Council and a record of all action taken by the executive board and distribute via e-mail to relevant constituencies.
 - D. Create and maintain a yearly calendar.
 - E. Reserve rooms for business meetings and any other events at the request of other officers.

- F. Maintain a complete file, which will include the minutes of the meetings, copies of all contracts, made by the Panhellenic Council, correct correspondence, contact information, reservation confirmations, and membership rosters.
- G. Be responsible for the official correspondence of the Panhellenic Council.
- H. Be responsible for the preparation of the annual budget.
- I. Receive all payments due to the Panhellenic Association, collect dues and give receipts.
- J. Apply to the funding boards when needed, completing applications, evaluations, and speaking at the hearings
- K. Be responsible for the prompt payment of all bills.
- L. Maintain an up-to-date financial record and give a weekly financial report, and an annual report.
- M. Review, approve and have the Program Coordinator of Fraternity/Sorority Life sign all Panhellenic Association check requisitions, transfers and reimbursements.
- N. Maintain an up-to-date binder containing copies of all transactions, a proposed annual budget, current budget figures, dues letters, funding requests, and receipts for any transaction completed by the Panhellenic Association.
- O. Serve a minimum of one officer hour per week
- P. Perform all other duties pertaining to this office.

Article IV. The Executive Board

Section 1: The Job Of

The Executive Board shall:

1. Appoint all Special Committees and their Directors and, in making these appointments, recognize representation from all member fraternities/sororities.
2. Administer routine business between meetings of the Panhellenic Council when advisable and such other business 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 respective officers overseeing the actions.

Article V. Board of Directors [This role will be the Junior Panhellenic]

The Board of Directors shall consist of: Director of the Academic Achievement Committee, Director of the Philanthropy Committee, Director of the Public Relations Committee, Director of the Awards Committee, Director of the Recreation Committee, Webmaster, and Greek Liaison.

Section 1: Requirements

The Director must have and maintain a cumulative G.P.A. of 2.5/4.0.

Section 2: Selection

Directors must submit an application to be considered for the position of Director. The council Executive Board will review and select directors at their discretion.

Section 3: Representation

If possible, equal representation from member chapters is preferred to constitute the Board of Directors.

Section 4: Duties

1. *The Director of the Academic Achievement Committee Shall:*

- A. Maintain current scholarship files for all member chapters including: All women's GPA, All Sorority GPA, Member Chapter's GPA, New Member GPA, and Percentage of sorority members above the all-women's average for each trimester.
 - B. Conduct a round-table meeting for all chapter scholarship chairs once each trimester.
 - C. Hold one academic program for new members.
 - D. Hold one general academic program for all members.
 - E. Promote and make University academic resources available to member chapters.
 - F. Hold one program with regards to career planning or graduate school preparation.
 - G. Recognize and reward chapters and individuals with academic achievement, improvement, and programming.
 - H. Formulate a plan of action to aid those chapters below the all-women's average, to improve all sorority G.P.A. and to provide incentive for academic improvement.
2. *The Director of the Philanthropy Committee Shall:*
- A. Conduct a round-table for all chapter philanthropy/service chairs once each trimester.
 - B. Aide in implementing and planning one philanthropy/service project for each term.
 - C. Work with the Vice President of Internal Affairs in planning the Philanthropy event for Greek Week.
 - D. Compile an annual report stating hours and money donated by the Greek community.
 - E. Inform member chapters of service opportunities on campus and throughout the community.
 - F. Reward those chapters with outstanding service/philanthropy programming.
3. *The Director of the Public Relations Committee Shall:*
- A. Produce a quarterly newsletter regarding the council and member chapter's accomplishments and highlights.
 - B. Help in compiling a yearly report of all council activities, accomplishments, and goals.
 - C. Initiate media coverage of council, chapter, and individual achievements and events.
 - D. Help in planning one program in the area of Public Relations for Member Chapters.
 - E. Promote Council events, achievements, and programs through the use of window painting, promo walls, posters, flyers, and advertisements.
 - F. Maintain inter-Greek relations through recognition of others accomplishments.
4. *The Director of the Awards Committee Shall:*
- A. Work with the Vice President of Programming in planning and implementing the Greek Awards Ceremony.
 - B. Monitor and conduct the application process for Greek Awards.
 - C. Aid in assembling application binders for MGCA Awards.

D. Shall institute and maintain a reward and recognition program throughout the year.

5. The Director of the Recreation Committee Shall:

- A. Oversee and promote Member Chapter participation in University intramural sports.
- B. Plan one all-sorority sisterhood/social.
- C. Plan one IFC/NPC/MGC Social activity.
- D. Work with the Vice President of Internal Affairs in planning Greek Week/Greek Olympics.

6. The Webmaster Shall:

- A. Maintain the website for the DePaul University Panhellenic Council.
- B. Link all Member Chapters to this website.
- C. Post current officers, calendars, contact information, and Recruitment information.

7. Greek Liaison Shall:

- A. Attend all Panhellenic General Business and special meetings.
- B. Be responsible for directly communicating with IFC/BGC/MGC and to report any pertinent information at the Panhellenic
- C. Council General Business meetings regarding the other Greek Councils.
- D. Attend all scheduled IFC meetings.

Article VI. Hazing

All forms of hazing on pledge day and/or pre-initiation activities, which are defined as hazing, are banned.

Hazing is defined as any action taken or situation created, intentionally, whether, on or off fraternity and university 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 any other activities which are not consistent with the regulations and policies of the educational institution.

All instances of hazing must be reported immediately to the Programming Coordinator for Fraternity and Sorority Life.

Article VII. Extension

Section 1: Total

When all NPC chapters at DePaul University are close to or over the established Total of 60, the Panhellenic Council shall consider raising Total or adding another chapter.

Section 2: Continuous Open Recruitment

A Panhellenic effort will be made to bring chapters to total before pursuing extension through Panhellenic Continuous Open Recruitment.

Section 3: Vote

The council must contact National Panhellenic for permission to extend and regular member chapters must extend a 2/3 vote in favor of extension.

1. The extension committee shall be chaired by the Vice President of Recruitment and comprised the council Executive Board.

2. Procedures in pursuing extension must include:

- A. Informational packets sent to those organizations, which have expressed interest.
- B. Review of all publications reflecting interested organizations by the extension committee.
- C. Presentations made by the selected organization to executive board, advisors, representatives of interest groups, University administration, and any other relevant constituencies.
- D. An additional chapter should be organized through colonization by an NPC fraternity/sorority or through organization of a local sorority which may petition an NPC fraternity/sorority for a chapter.
- E. Consideration should be given to NPC fraternities/sororities that have previously had chapters on the campus and to those NPC fraternities/sororities, which have filed letters expressing an interest in the campus.
- F. Organizations expressing interest in establishing a chapter may not promote their own organizations unless invited to do so by the National Panhellenic Council of DePaul University.

Article VIII. Violations

- 1. Any grievance, which is in direct violation of the Panhellenic Council Constitution, Bylaws, Recruitment Rules, and/or other governing documents of the Panhellenic Council, shall be referred to the Judicial Board.
- 2. Any dispute arising out of the violation of Panhellenic Association rules regulations shall be referred to the Judicial Board.
- 3. The Vice-President of Internal Affairs shall be responsible for overseeing the Judicial Board to handle all disputes.
- 4. All Membership Recruitment matters will be handled as described in the Panhellenic Membership Selection Rules and Regulations and/or as stated in the Panhellenic Council Judicial Structure and Grievance Procedure.
- 5. Any other matters shall be handled as directed by National Panhellenic Conference Judicial Procedures, University Code of Conduct, or council Judicial Policies.

Article VIII. Rules of Order

The DePaul University Panhellenic Association and its Panhellenic Council shall be governed by ROBERTS RULES OF ORDER NEWLY REVISED except in matters specifically provided in the Constitution, Bylaws, and Standing Rules.

Article IX. Amendment

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.