**Bylaws of Rutgers University Panhellenic Council**

Article I. Name

The name of this organization shall be the Rutgers University Panhellenic Council.

Article II. Object

The object of the Panhellenic Council shall be to develop and maintain women’s sorority 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 and basic intellectual development.
3. Cooperate with member women’s fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.

Article III. Membership

Section1. Membership

Membership of the Panhellenic Council shall be composed of all women’s socially based fraternities and sororities at Rutgers University. Members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each member shall have a voice and one vote on all matters.

Section 2. Privileges and the Responsibilities of Membership

Duty of Compliance. All members shall comply with all NPC Unanimous Agreements and be subject to these Rutgers College Panhellenic Council Bylaws, Student Code of Conduct, and any other additional rules and policies that this Panhellenic Council may adopt. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Rutgers University Panhellenic Council shall be President, Vice President of Finance and Communication, Vice President of Recruitment, Vice President of Programming, and Vice President of Community Enrichment.

Section 2. Eligibility

In order to hold office, the Officer must meet the following qualifications:

1. Must be enrolled for at least 12 credits and have at least a 2.5 cumulative GPA.
2. Must maintain at least a 2.5 cumulative GPA for the length of your term to retain your office.
3. Must be an initiated member of her own chapter for least one complete semester.
4. Must be in good standing in her own chapter. Good standing is defined by Rutgers Panhellenic Council, as having a cumulative GPA at or above a 2.5, and being a member of her sorority who is up to date in her financial obligations, has an acceptable attendance record in accordance with her own chapter’s policies, and has no disciplinary action pending against her.
5. Her chapter must be in good standing with Panhellenic and the Office of Fraternity and Sorority Affairs before the election meeting is called to order.
6. May not serve your chapter as President, Director of Recruitment/Membership, or Panhellenic Delegate because of potential conflict of interest.
7. Must attend bi-weekly Panhellenic Council Meetings
8. Must attend weekly executive board meetings
9. Must be able to attend the Panhellenic retreat held yearly
10. Must not participate in her chapters recruitment activities and shall assist in the Panhellenic Recruitment process, aiding in the resolution of conflicts active as a Recruitment Counselor.
11. Candidates for President:
    1. Must have served as chapter President and/or a member of the PH Executive Board or a Panhellenic Committee/Team. If this does not apply a candidate may submit a letter of recommendation from two women serving on the executive board of their perspective chapters within the Panhellenic Community.

Section 3. Elections

The offices of President, Vice President of Finance and Communication, Vice President of Recruitment, Vice President of Programming, and Vice President of Community Enrichment of the Rutgers University Panhellenic Council shall be elected by ballot.

1. Procedures of Election Committee
   1. Only candidates that submit an Executive Council applications by the date announced within the application are eligible for Office. A Candidate shall only contend for a maximum of two (2) Offices and shall indicate these Offices in her application.
   2. Alphabetical order shall determine the order in which each set of candidates delivers her speech. The Vice President of Finance and Communication shall explain the time limits to the candidates. All candidates shall leave the room and shall be present only when they speak.
   3. Each candidate may invite one (1) person to speak on her behalf. This speaker shall present within a time limit of one (1) minute. The speaker will deliver her speech directly before the candidate. Members of the outgoing Panhellenic Executive Board are not eligible to speak on behalf of any candidate.
   4. Each candidate shall present her qualifications and goals for the Office for which she is contending within a time limit of three (3) minutes.
   5. The Panhellenic Council may then question the candidates within a time limit of five (5) minutes.
   6. After all Candidates for an Executive Council Office have presented, the Panhellenic President shall open the floor to discussion. The period of discussion shall exceed no longer five (5) minutes for each position. The candidates shall not be present for this discussion.
   7. Following the discussion, the Panhellenic President will call for a vote.
   8. Candidates must be physically present.
2. Voting Procedure
   1. Only Member Chapters in Good Standing are permitted to cast ballots.
   2. Voting shall be conducted by written ballot.
   3. If only one candidate is nominated for an Executive Council Office, the Panhellenic President may allow discussion on whether to have a vote or to keep the position vacant. However, the candidate shall still present her qualifications and goals for the Office for which she is contending.
   4. Executive Council Officer candidates shall be elected by a simple majority vote of Member Fraternities in Good Standing. If a simple majority vote is not reached on a ballot, then the candidate with the least number of votes on each ballot shall be eliminated from contention until one candidate receives a simple majority vote.
   5. A member of the Department of Fraternity and Sorority Affairs and a current Executive Council Officer appointed by the Panhellenic President shall tabulate the ballots.
   6. If a tie occurs, the Panhellenic President shall cast one (1) vote to break the tie. The member of FSA and the current Executive Council Officer appointed by the Panhellenic President to tabulate the votes shall then announce the new Executive Council Officer.

Section 4. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election.

Section 5. Vacancies

When a vacancy exists on the Executive Board, within 2 months of elections, replacement must be appointed within one week. The Executive Board will be able to appoint a member of the Panhellenic community to fill the vacancy. In the case of a vacancy after 2 months of elections, a second election will be held at the Delegate’s bi-weekly meeting.

Section 6. Duties of Officers

1. As a part of the Panhellenic Executive Council, all Officers are expected, at a minimum to:
   1. Work cooperatively with the other Greek Councils of Rutgers University, with each Panhellenic officer, and with Chapter Presidents;
   2. Work cooperatively with FSA;
   3. Commit 5 hours per week to office hours in the Council Office;
   4. Attend all Executive Council retreats/meetings and Panhellenic meetings/activities for the duration;
   5. Participate in the thorough training and transfer of files with her successor;
   6. Maintain an updated officer’s manual for their respective position;
   7. Support the mission, goals and objectives of the Council;
   8. Promote the interests and welfare of the entire fraternity community;
   9. Attend workshops and retreats designed to develop/enhance leadership skills;
   10. Assist in the complete preparation of the Northeast Greek Leadership Association Awards packet;
   11. Maintain a 2.5 cumulative GPA for the length of her term;
   12. Maintain enrollment as a full-time student for the length of her term;
   13. Participate in Dance Marathon at some capacity;
   14. Complete all other duties as assigned.

B. The President shall:

* Call and preside at all regular and special meetings of the Rutgers University Panhellenic Council.
* Coordinate Panhellenic Executive Board meetings.
* Meet weekly with the Panhellenic Advisor and keep the Panhellenic Advisor informed on all Panhellenic Business.
* Represent the Greek community and meet regularly with various University and community constituents, including chapter Presidents.
* Interpret and enforce the Panhellenic Constitution, Bylaws, Recruitment Rules, and other Panhellenic policies.
* Chair Judiciary Arm Board consisted of a pool of 30 members to be appointed by organization President and Delegate in need of recruitment or membership infraction mediation
* Maintain a complete and up-to-date President's file which will include a copy of the current Rutgers University Panhellenic Council Constitution and Bylaws, the current Panhellenic Council budget, current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor, copies of the College Panhellenic reports to the Area Advisor, and other pertinent materials.
* Coordinate and chair officer elections.
* Coordinate the Northeast Greek Leadership Association and National Panhellenic Conference award applications.
* Plan the Annual Delegate Retreat
* Serve as the primary contact for chapter Delegates

C. The Vice President of Finance and Communication shall:

* Take minutes at all meetings of the Panhellenic Council and send copies to the NPC Area Advisor, distribute to all chapters, officers and FSA.
* Meet biweekly with the Panhellenic Advisor.
* Create, edit and distribute an electronic newsletter for Panhellenic women each semester.
* Manage the Panhellenic Website and social media accounts.
* Maintain a general ledger of all Panhellenic transactions, supervising all reimbursements, cash payments, deposits, and transfers.
* Collect dues from all Panhellenic Chapters.
* Be responsible for the prompt payment of all bills of the Rutgers University Panhellenic Council and work directly with the Student Activities Business Office (SABO).
* Provide monthly financial reports to the Council and an annual financial report at the close of her term in office.

D. The Vice President of Recruitment shall:

* Have overall responsibility for planning, execution and evaluation of all member chapters’ recruitment process, with the assistance of the Recruitment team.
* Review and develop recruitment rules by submitting them for discussion and approval.
* Meet biweekly with the Assistant Dean of Fraternity and Sorority Affairs.
* Meet with Panhellenic chapter's Recruitment Chairs.
* Serves as the Chair of the Recruitment Team.
* Provide an objective liaison between the chapters and the potential members as an aid to effective communication.
* Provide support for potential members and encourage their participation throughout the Recruitment process.
* Coordinate recruitment efforts on behalf of the Panhellenic Council at Summer Orientation, Admitted Student Days, Douglas Open House, etc.
* Serve as an unbiased, disassociated member of her organization for the duration of her term

E. The Vice President of Programming shall:

* Coordinate the overall Panhellenic Calendar.
* Provide programs per semester that emphasize the Panhellenic Council’s pillars and values
* Develop and implement educational curriculum specific to member classes within the Panhellenic Community
* Coordinate resources and programming for New Members and New Member Educators
* Communicate regularly with chapter delegates in reference to programming opportunities
* Meet biweekly with the Panhellenic Advisor.
* Assist in the review of applications for the Greek Week Committee.
* Serves as the Chair of the Programming Team

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F. The Vice President of Community Enrichment shall:

* Develop and maintain Panhellenic relations with directly advised student organizations (i.e. RUSA, RUPA, RHA) and other university departments
* Attend weekly RUSA assembly meetings to be held at the Student Activities Center on Thursdays at 7:30pm
* Coordinate events and keep track of monies raised for Circle of Sisterhood
* Coordinate efforts to execute the Councils Dance Marathon Fundraiser
* Serve as Panhellenic executive representative for the Inter-council Academic Committee with one community member to gather best practices and implement scholarship programs/recognition
* Assist in the planning of large-scale Greek Community events such as Hazing Prevention Week and National Ritual Week.
* Work with Rutgers University and Community Organizations to provide additional service opportunities to the community
* Update the Delegates of the status of these projects as well as introduce new events to the President's Council
* Coordinate events with other Rutgers University Departments or resources for professional development

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Rutgers University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Rutgers University Panhellenic Association including, but not limited to annually: review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, right and privileges of member women’s sororities.

Section 2. Composition and Privileges

The Rutgers University Panhellenic Council shall be composed of one delegate from each chapter. The delegates shall be the voting members of the Panhellenic Council. If the delegate is absent during a vote, an alternate member of the chapter may cast the vote with considerable credentials.

Section 3. Selection of Delegates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women’s fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement and notify the Panhellenic President and Vice President of Finance and Communication her name, email address, and phone number.

Section 5. Regular Meetings

Meeting of the Panhellenic Council shall be held at a time and place established at the beginning of the academic term.

Section 6. Special Meetings

The President, when necessary, may call special meetings of the Panhellenic Council. Notice of a special meeting will be sent to members of the Panhellenic Council at least 24 hours prior to convening the meeting.

Section 7. Quorum

Two-thirds of the delegates from the member sororities of the Rutgers University Panhellenic Council shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the Rutgers University Panhellenic Council shall be appointed by the Department of Fraternity and Sorority Affairs.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the Rutgers University Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees/Teams

Section 1. Standing Committees

A. The standing committees of the Rutgers University Panhellenic Council shall be the Recruitment Team and Programming Team.

B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers

Section 2. Appointment of Committee Membership

The Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women’s sororities as much as possible.

Section 3. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of the Rutgers University Panhellenic Council shall be from July 1st to June 30th of the following year inclusive.

Section 2.Contracts and Checks

The dual signature of the Advisor of the Panhellenic Council and Vice President of Finance and Communication shall appear on any contract paid on behalf of the Panhellenic Council.

Section 3. Payments

All payments due to the Rutgers University Panhellenic Council shall be received by the Vice President of Finance and Communication, who shall record them. Checks for payments shall be made payable to the Rutgers University with Panhellenic Council written in the Memo.

Section 4. Dues

A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

B. Panhellenic Council membership dues shall be an assessment per member and new member.

* 1. Amount
     1. The dues of each Panhellenic Council member fraternity shall be in assessment per initiate and new member. The dues shall be $16 per member/new member per semester. Any changes in membership dues shall be voted on by voting members of Panhellenic.
  2. Time of Payment
     1. The dues of each Panhellenic Council member fraternity shall be assessed no later than October 30th for the fall semester and March 30th for the spring semester.
  3. Late Payment Policy
     1. An additional payment of 15% of the total bill shall be imposed on the member chapter that is one week late in paying membership dues or other payments to the Panhellenic.
     2. An additional payment of 10% of the total bill shall be imposed on a chapter that is two weeks delinquent in payments to the Panhellenic Council. The Panhellenic President or VP Finance and Communication and Advisor shall send a letter to the chapter's Advisor. A meeting shall also be scheduled with the Panhellenic VP Finance and Communication and the delinquent chapter's Panhellenic delegate.

Section 5. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article IX.

Administration of National Panhellenic Conference Membership Selection

1. An early spring formal recruitment shall be held.
2. Quota shall be set in conjunction with the Council’s Recruitment Release Figure Specialist as assigned by NPC.
3. The NPC preferential bidding system shall be used.
4. Except during the formal recruitment period, COB shall be in effect during the school year, September through May, for all eligible women.
5. Every active new member, initiate, or affiliate of a Panhellenic chapter shall be counted in the Chapter Total.
6. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the Rutgers University Panhellenic Council shall automatically reset total upon the completion of formal recruitment. Total will be determined by the average chapter size rounded down to the nearest whole number.
7. A list of new, initiated, or affiliated members shall be updated by the Chapter President of the Panhellenic chapter and sent to the Office of Fraternity and Sorority Affairs within the first two weeks of each semester.

Article X. New Member Process and Initiation

1. A woman must be a regularly matriculated student, be enrolled full-time (at least 12 hours) in an undergraduate college of Rutgers, the State University of New Jersey, at a New Brunswick/ Piscataway campus, have a minimum of 12 credits (including E credits) recognized by the University, and a minimum of a 2.5 cumulative GPA.
2. A Panhellenic Council member sorority may not issue an invitation to membership or formally rush a woman during any school recess.
3. A Panhellenic Council member sorority may not hold a new member process period for longer than eight weeks.
4. The Panhellenic Council will define a “new member” for all organizations as any woman who is currently rushing any chapter associated with the Rutgers Panhellenic Council.

Article XI. Extension

Section 1. Extension

Extension is the process of adding an NPC women’s sorority.

The Rutgers University Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting Rights

Only members of the Panhellenic Council shall vote on extension matters.

Section 3. Additional Notes on Extension

1. When all National Panhellenic Conference chapters at Rutgers University are close to or over Chapter Total, the Panhellenic Council shall consider raising Chapter Total or extension.
2. It is unethical for an NPC sorority to establish a chapter on campus without approval of the proper authority. Proper authority is the College Panhellenic Council. NPC strongly recommends that Alumnae Panhellenic avoid participation in the extension procedures of the College Panhellenic.

Article XII. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, and the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Rutgers University Panhellenic Council shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Article XIII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Rutgers University Panhellenic Council when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Rutgers University Panhellenic Council may adopt.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Rutgers University Panhellenic Council, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

10/2016