Constitution & Bylaws of Willamette University Panhellenic Association

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

The object of the Panhellenic Association shall be to develop and maintain women’s 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. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
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

Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

(A) Regular membership. The regular membership of the Willamette University Panhellenic Association shall be composed of all chapters of NPC fraternities at Willamette University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

(B) Provisional membership. The provisional membership of the Willamette University Panhellenic Association shall be composed of all colonies of NPC fraternities at Willamette 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 fraternity.

(C) Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Willamette University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment
process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

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

Article IV. OFFICERS AND DUTIES

Section 1. Officers

The officers of the Willamette University Panhellenic Association shall be President, Vice President Recruitment, Vice President Administration, Vice President Internal Programming, Vice President External Programming, and Vice President Public Relations.

(A) The officers shall be delegates from fraternities holding regular membership in the Willamette Panhellenic Association.
(B) The officers shall serve for a term of one year. An officer must be enrolled as a student at Willamette University as defined by the University Academic office. An officer must have a minimum of a 2.5 GPA and in good standing with the University. A student may not be on probation.
(C) The officers shall not hold executive positions or any other office in their respective chapters that would not allow them to effectively disaffiliate as required of a Panhellenic officer.
(D) Any officer failing to perform her duties as outlined shall resign and a successor shall be designated by election or as provided in Article V, Section 3 of the Bylaws.
(E) Panhellenic executive officers are each allowed two unexcused absences of the executive council and the Panhellenic Council. Panhellenic Executive officers are also allowed additional absences within reason. These absences need to be approved at least twenty four hours in advance by the Panhellenic President and advisor. Panhellenic delegates are not allowed to miss more than two meetings of the the Panhellenic Council. If any officer misses a meeting, they are required to read the minutes, sent weekly by the Vice President of Administration. If unexcused absences exceed two, the delegate is subject to removal by a vote of the officers.
Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

(A) Regular membership. Members from women’s fraternities holding regular membership in the Willamette University Panhellenic Association shall be eligible to serve as any officer.

(B) Provisional membership. Members from women’s fraternities holding provisional membership in the Willamette University Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.

(C) Associate membership. Members from women’s fraternities holding associate membership in the Willamette University Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.

Section 3. Selection of Officers

Panhellenic Council officers shall be elected before the spring recruitment period. Applications shall be made available by the President or Vice President of Administration.

(A) The Panhellenic President and Vice President of Recruitment cannot be members of the same National Panhellenic Conference fraternity.
(B) All women with the intent to run for a Panhellenic office must complete both an application and interview with the selection committee. Suggested questions will be provided to Council members by executive officers before the interviews.
(C) All elected executive officers shall be determined by the Panhellenic Council. The outgoing chapter delegate and Panhellenic executive officers shall have a vote, with the total number of votes being 9.
(D) If a member of the outgoing Executive council or primary chapter delegate is applying for the next calendar year, the alternate delegate from her chapter shall serve in her place. If an executive council member and both chapter delegates cannot serve, the president of that chapter will be contacted for a suitable replacement.
(E) Voting shall take place by written ballot, all of which will be counted by the Panhellenic Council Advisor.

Section 4. Office-Holding Limitations

(A) No more than 4 member(s) from the same women’s fraternity shall hold office during the same term.

Section 6. Term
(A) The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the Spring semester.

Section 7. Disassociation Requirements and Removal of Officers

(1) Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Executive Council. The procedure shall be determined by the President. If the President is in question, the duty shall fall to the Vice President of Recruitment.

(2) Members of the Executive Council shall not compete in any on-campus competition on a team that is comprised of a majority of members from their own chapter. They shall disassociate from the time that invitation to register recruitment publications are distributed in November, until the end of the formal recruitment period. Details of this disassociation are as follows:

   (A) Disassociated individuals are not to be seen on campus, or at any off campus university function, wearing attire that would automatically connect them with a specific chapter. Additionally, they should not have any chapter affiliation paraphernalia on their cars, etc.
   (B) Disassociated individuals are not to participate in their own chapter’s philanthropies (unless it is “behind the scenes” work), or in other philanthropies as a delegate from their chapter.
   (C) If a Panhellenic Executive Council member violates the previously stated requirements, neglects to fulfill the duties of her position, or participates in conduct unbecoming a Panhellenic woman, they are subject to removal by a vote of two-thirds of the Panhellenic executive officers.

Section 8. Vacancies

(1) Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers

A. The president shall:

   (1) Preside at all meetings of the Panhellenic Council.
   (2) Preside at all meetings of the Executive Board.
   (3) Oversee the Panhellenic executive council and have overall responsibility for the operation of the Panhellenic Council.
   (4) Serve ex-officio a member of all Panhellenic Association committees.
   (5) Meet weekly and communicate regularly with the Panhellenic advisor.
(6) Shall be familiar with the NPC Manual of Information and all governing documents of this association.
(7) Ensure that the NPC annual report is completed.
(8) Communicate and report regularly with the NPC area advisor.
(9) Maintain current copies of the following: Willamette University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
(10) Perform all other duties as assigned.
(11) Call and preside at all regular and special meetings of the Willamette Panhellenic Association.
(12) Call and preside at all biweekly Gavel Club (sorority chapter president) meetings.
(13) Review, approve and sign all Panhellenic Association checks and contracts involving the Willamette Panhellenic Association.
(14) Serve as a liaison to University departments and student organizations by attending Presidents’ meetings and others where her presence is requested.
(15) Maintain bi-weekly and consistent contact with the Interfraternity Council President and serve as the Panhellenic liaison to the Council.
(16) Assist with Panhellenic programming efforts by working with the Vice Presidents of Internal and External Programming.
(17) Oversee the assignment of Chapter Delegate Assistants to the executive officers.
(18) Meet as needed with appropriate University Deans and Vice Presidents.
(19) Coordinate the selection process for Greek Woman of the Year each spring semester.
(20) Maintain at least three office hours a week during both the spring and fall semesters.
(21) Attend the Panhellenic spring officer retreat following elections.
(22) Complete and submit award applications by the posted deadline.
(23) Help organize the New Greek Orientation immediately following recruitment in the spring.
(24) Serve as a Recruitment Guide during formal spring recruitment.
(25) Perform all other duties usually pertaining to this office.

B. The Vice President of Recruitment shall:

(1) Perform the duties of the President in her absence.
(2) Shall be familiar with the NPC Manual of Information and all governing documents of this association.
(3) Have overall responsibility for the organization, planning, and implementation of both fall informal and spring formal recruitment.
(4) Be responsible for the selection and training of all Rho Gammas.
(5) Schedule at least 3 meetings during fall semester with the chapter recruitment officers.
(6) Spend no less than three hours a week in the office during the fall semester, and two hours a week in the spring semester.
(7) Report recruitment statistics to the National Panhellenic Conference in a timely manner.
(8) Provide assistance and resources to chapters as they plan, organize, and execute informal recruitment events in the fall for sophomore, junior and senior women.
(9) Attend the Panhellenic spring officer retreat following elections.
(10) Meet with VP Public Relations once at the beginning of the fall semester to discuss PR for all recruitment events.
(11) Schedule at least two individual meetings with the Panhellenic Advisor to discuss progress of position.
(12) Perform all other duties usually pertaining to this office.

C. The Vice President of Administration shall:

(1) Keep an up-to-date roll of the members of Panhellenic Council and keep track of absences from executive and council meetings.
(2) Maintain a complete and an up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
(3) Send the Panhellenic council meeting minutes to the NPC area advisor.
(4) Shall be familiar with the NPC Manual of Information and all governing documents of this association.
(5) Record full minutes of all meetings of the Willamette Panhellenic Association, the Panhellenic Council and a record of all action taken by the executive council and distribute those minutes to officers, delegates, IFC President, chapter presidents, and the NPC Area Advisor in a timely manner.
(6) Maintain a complete and up-to-date file that will include the minutes of meetings of the Willamette Panhellenic Association and its Panhellenic Council from the date of its organization, copies of all contracts made by the Panhellenic Council, and current correspondence.
(7) Be responsible for and supervise the general supervision of finances for the Willamette Panhellenic Association.
(8) Be responsible for the preparation of the semester budget and, following its approval by the Panhellenic Council, providing a copy to each Willamette Panhellenic Association member fraternity.
(9) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
(10) Be responsible for the prompt payment of all bills of the Willamette Panhellenic Association.
(11) Pay promptly the annual NPC dues and all bills of the Willamette University Panhellenic Association.
(12) Maintain up-to-date financial records, and provide an annual report to the forthcoming Vice President of Administration elect once her term is complete.
(13) Maintain at least two office hours a week during both the spring and fall semesters.
(14) Serve as a Recruitment Guide during formal spring recruitment.
(15) Be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual development.
(16) Maintain an accurate record of accumulative GPA’s of each chapter, based on data from Greek grade report, furnished from Student Activities.
(17) Along with the President, award all scholarship certificates to the member sororities and individual members during the awards banquet in the spring of each academic year.
(18) Shall work with the Vice President of Public Relations and university officials to publicize the academic success of the Greek Community and outstanding Greek individuals.
(19) Shall work with the Vice President of Internal Programming to coordinate all-sorority activities each semester.
(20) Shall act as a liaison between Panhellenic Council and the Order of Omega.
(21) Administer the Golden Apple Award at the All-Sorority dinner of each semester to the chapter with the highest GPA from the previous semester.
(22) Attend the Panhellenic spring officer retreat following elections.
(23) Oversee the funds for the Panhellenic member and new member dues scholarships.
(24) Collect applications for the Panhellenic member and new member scholarship, make copies and serve on the selection committee.
(25) Adjust semester PHC dues for inflation if inflation amount exceeds $1.00.
(26) Perform all other duties assigned.

D. The Vice President of Public Relations shall:

(1) Organize advertisement strategies for all Panhellenic Council activities by working collaboratively with the executive officers responsible for the activity.
(2) Portray and protect a healthy campus reputation by acting on any image issue that may arise.
(3) Collaboratively design and publish a fraternity/sorority marketing piece with the Interfraternity Council Vice President of Public Relations no later than the second week of fall semester.
(4) Design and publish the annual recruitment registration publicity materials.
(5) Maintain at least two office hours a week during both the spring and fall semesters.
(6) Serve as a Recruitment Guide during formal spring recruitment.
(7) Attend the Panhellenic spring officer retreat following elections.
(8) Perform all other duties assigned.
E. The Vice President of Internal Programming shall:

(1) Organize at least three all sorority activities per semester, including the blood drive.
(2) Organize two annual blood drives through the American Red Cross.
(3) Serve as the chairman of the Panhellenic Judiciary Committee.
(4) Maintain at least three office hours a week during both the spring and fall semesters.
(5) Assist the Vice President of Recruitment with the Recruitment Guide selection process and training program.
(6) Serve as a Recruitment Guide during formal spring recruitment.
(7) Attend the Panhellenic spring officer retreat following elections.
(8) Perform all other duties usually pertaining to this office.

F. The Vice President of External Programming shall:

(1) Schedule a meeting at the end of each semester to create a semester calendar that incorporates all Greek chapters’ events and PHC/IFC events, and works to avoid over programming.
(2) During the fall semester, prepare transition notes.
(3) During spring semester, decide dates for next 2 years for Serenades, and reserve all necessary facilities.
(4) During spring semester, form and co-chair the Greek Week committee with the Interfraternity Council VP of Programming and select a date for the event.
(5) Maintain at least three office hours a week during both the spring and fall semesters.
(6) Serve as a Recruitment Guide during formal spring recruitment.
(7) Attend the Panhellenic spring officer retreat following elections.
(8) Work to continuously plan positive and fun events for the Greek Community that work to build stronger relations between all Greek chapters.
(9) Maintain constant communication with IFC to promote positive relations.
(10) Perform all other duties usually pertaining to this office.

Article V. THE PANHELLENIC COUNCIL

Section 1. Authority

The governing body of the Willamette 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 Willamette University Panhellenic Association including, but not limited to: annually review and adjust total as needed;
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, rights and privileges of
member women’s fraternities.

Section 2. Membership, Composition, and Privileges

The Willamette University Panhellenic Council shall be composed of six total chapter
representatives: one delegate, one alternate delegate, Procedures for the election of
Panhellenic Council officers are addressed in Article II, Section 4 of the Bylaws.

Section 3. Selection of Delegates and Alternates

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

Section 4. Chapter Positions

Delegates may hold any position in their respective chapter in addition to their position
on Panhellenic Council.

Section 5. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned
to select a representative within two weeks and to notify the Panhellenic Council Vice
President of Administration of her name, e-mail address and telephone number.

Section 6. Regular Meetings

Regular. The Willamette University Panhellenic Association shall hold at least one
regular meeting weekly or biweekly. Panhellenic executive meetings shall be held on
Tuesdays at 11:30am and Panhellenic council meetings on Thursdays at 5:15pm.

Section 7. Special Meetings

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 no fewer than one-third
of the member women’s fraternities of the Willamette University Panhellenic Association.
Notice of each special meeting of the Panhellenic Council shall be sent to each member
of the Panhellenic Council at least 24 hours prior to convening the meeting; however,
such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member fraternities of the Willamette University Panhellenic Association shall constitute a quorum for the transaction of business. The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Willamette University Panhellenic Association.

Section 9. Vote Requirements

(A) The voting body of the Willamette Panhellenic Association shall be its Panhellenic Council.

(B) The voting members of Panhellenic Council shall be the delegate of each fraternity holding regular membership, except in the election of Panhellenic Council executive officers as outlined in Article II, Section 4. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, a representative may be chosen by the chapter. This representative has to be a member of the fraternity’s executive council who displays a Panhellenic spirit.

(C) Two-thirds of the voting members of Panhellenic Council shall be required to establish recruitment guidelines, to establish Total Chapter Size, and to add a chapter. A majority vote shall carry all other questions.

(D) 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.

Section 10. Panhellenic Delegate Responsibilities

(A) Must attend all Panhellenic meetings.
(B) Must support the NPC UNANIMOUS AGREEMENTS, policies, resolutions and procedures.
(C) Must understand local Panhellenic policies and procedures.
(D) Should attend relevant area conferences and workshops.
(E) Should know how to consult the NPC Area Advisor for assistance and advice regarding Panhellenic concerns.
(F) Should know when to consult own NPC Delegate regarding chapter concerns.
(G) Should present regular Panhellenic reports at chapter meetings.
(H) Assist the Vice President of Public Relations with publicity.
(I) Serve as an assistant to one executive officer by assuming responsibility for assigned tasks.

(J) Attend the specified orientation session of the Panhellenic spring officer retreat following elections.

Article VI. THE EXECUTIVE COUNCIL

Section 1. Composition

(A) The composition of the Executive Board shall be the President, Vice President of Recruitment, Vice President of Administration, Vice President of Internal Programming, Vice President of External Programming, and Vice President of Public Relations.

Section 2. Duties

(A) The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

(B) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.

(C) 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.

Section 3. Regular Meetings

(A) Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

(A) Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

Article VII. THE PANHELLENIC ADVISOR

Section 1. Appointment

Panhellenic Advisor shall be appointed by:
(A) The University administration or
(B) The Panhellenic Council

Section 2. Duties

The advisor shall serve in advisory capacity to the Willamette Panhellenic Association and its Council. He/she is not required to attend regular Panhellenic Council meetings.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Willamette University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Standing Committees

Section 1. The Standing Committee of the Willamette Panhellenic Council shall be Judiciary.

(A) Additional committees to be considered depend upon the size and the needs of the Panhellenic Council.
(B) The Standing Committee shall serve for a term of one year. This term of office shall begin no later than six weeks before the end of the school year. A committee chairperson or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Council to appoint a committee chairperson and members.

(1) Judiciary Committee:

(A) Membership. See National Panhellenic Conference “Judicial Procedures” handbook for the composition of the Judicial Board.
(B) Duties. It shall be the Judiciary Committee’s duty to address violations of the NPC Unanimous Agreements as well as Constitution, Bylaws, Standing Rules, and Membership Recruitment Guidelines of the Willamette Panhellenic Association.

Section 2. Other Committees

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

Article IX. FINANCES

Section 1. Fiscal Year
The fiscal year of the Willamette Panhellenic Association shall be from June 1 to May 31 inclusive.

Section 2. Contracts.

The signatures of the Panhellenic President and the Vice President of Administration as well as the written permission of the Willamette University Office of Student Activities shall be required to bind the Willamette Panhellenic Association.

Section 3. Checks

All checks issued on behalf of the Willamette Panhellenic Association shall be signed by the Panhellenic President and the Vice President of Administration.

Section 4. Payments

All payments due to the Willamette Panhellenic Association shall be made to the Vice President of Administration, who shall record them. Checks for payments shall be made payable to Willamette University.

Section 5. Dues

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

Section 6. Membership Dues, Fees, and Assessments

(A) Amount. The dues of each Panhellenic Association member fraternity shall be an assessment of $55.00 per new member and $17.00 per member per semester (as of April 2011). Dues shall be adjusted each year to account for inflation according to the United States Census Bureau. The amount of such dues shall be presented to the Panhellenic Council at its first meeting of the academic year, followed by a vote by the membership of each chapter facilitated by the delegate.

(B) The cost of the new member dues will also include $7 to contribute to the cost of a Greek Life shirt. If the new member would like something other than the basic t-shirt, the new member will cover the difference in cost.

(C) Time of Payment. Panhellenic dues are to be distributed and due as following:

(D) Dues for initiated members shall be distributed by the Vice President of Administration within two weeks after the approval of dues by the Panhellenic Council.

(E) Dues for new members accepting a COB/informal recruitment bid shall be distributed one week after the deadline for extending COB/informal recruitment bids (this deadline is dependent upon all member groups reaching Total Chapter size) or upon receipt of a signed COB MRABA.

(F) Dues for new members participating in formal recruitment shall be distributed within one week after extending formal bids for membership.
(G) Panhellenic dues are to be paid in full by the chapters within two weeks of their distribution.
(H) Any chapter failing to pay their dues by the above deadline will be subject to a $50.00 fine. Any appeals to the fine should be made to the Panhellenic executive council.
(I) The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article X. EXTENSION

Extension is the process of adding an NPC women’s fraternity. The Willamette University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

(1) When all NPC chapters at Willamette University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
(2) In the event of extension, such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority that may petition an NPC fraternity for a chapter.
(3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities that have filed letters expressing interest in the campus.
(4) Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. VIOLATION RESOLUTION

(1) Chapters shall be held accountable for the conduct of their individual collegiate and alumnæ members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Willamette University Panhellenic Association shall be considered a violation.
(2) Members are encouraged to resolve alleged violations through informal discussion with the involved parties.
(3) If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Willamette University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.
(4) Infractions may only be filed by a sorority chapter president, a recruitment counselor, the Panhellenic officer in charge of recruitment, the Panhellenic advisor or a potential new member. The infraction must be in written form with specifics as to time, place, and witnesses. The infractions must be based on a violation of the NPC Unanimous Agreements, the Willamette University membership recruitment guidelines, or the Willamette University Panhellenic Constitution and Bylaws. The reported incident must be based on fact, not hearsay or rumor, and witnessed.
(5) The infraction must be submitted to the Panhellenic President using the Violation Report Form. The report form must be presented to the President within 30 calendar days from the date of the alleged infraction (the 30 calendar day timeline even applies during university breaks). The President shall notify the member group using the College Panhellenic Notice of Infraction Form within one week of the President’s receipt of the Violation Report Form. A copy of the form shall be given to the Panhellenic Advisor and NPC Area Advisor within the same time period.

(6) Upon receipt of the form, the accused group shall contact the Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial hearing.

(7) If an amicable solution cannot be reached through mediation or if the decision of the Judicial Board is not acceptable, then an appeal can be made by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Panhellenic President using the College Panhellenic Notice of Appeal Form within one week of the decision.

(8) A complete description of recruitment infraction procedures may be found in the NPC Manual of Information.

(9) Violations of any regulations of this Constitution or its related Bylaws, or membership recruitment rules, of rules concerning matters other than membership recruitment, or of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Willamette Panhellenic Council in conformity with those recommended by National Panhellenic Conference (see College Panhellenics Association Judicial Procedures).

(10) Any dispute growing out of the violation of Willamette Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

Article XII. HAZING

(1) Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing, including Bid Day and/or pre-initiation activities that are defined as hazing, shall be banned.

(2) 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 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.

(3) Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; publicly wearing, 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. All members groups shall affirm their policies on hazing and inform their memberships of this NPC position on hazing through mailings and their inter/national magazines.

ARTICLE XIII. PLEDGING AND INITIATION

(1) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
(2) A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
(3) A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.
(4) A woman who has signed a Membership Recruitment Acceptance Binding Agreement is bound by the NPC calendar year rule. This rule states that if a woman receives an invitation to membership from any group listed on the agreement and she does not accept it, she is ineligible to pledge another fraternity on the Willamette University campus for one calendar year.

ARTICLE XIV. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

(1) Willamette University Panhellenic Association shall use the following recruitment terms. Formal recruitment will refer to the recruitment period occurring during the second week of class each Spring semester; formal recruitment will start no earlier than the Saturday after classes begin. Informal recruitment will refer to a period in which all Regular members of the Panhellenic Association may agree to coordinate their recruitment efforts in the fall semester of the academic year. Continuous Open Bidding (COB) shall refer to a chapter’s right to reach quota or Total during the regular school year.
(2) A formal spring recruitment shall be held. When chapters are under Quota-Total, an informal recruitment period coordinated by Panhellenic Council may occur.
(3) The National Panhellenic Conference Quota-Total system shall be followed.
(4) The preferential bidding system shall be used during formal recruitment.
(5) Except during the formal membership recruitment period, Continuous Open Bidding (COB) shall be in effect during the school year (fall through spring) for eligible women students.
(6) Chapters which do not fill basic quota during formal membership recruitment may continue to bid and pledge to quota in COB even though reaching quota puts them over Total.
(7) All formal membership recruitment events shall be held in the chapter room, house, lodge, suite, or campus facilities.
Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total. Women who participate in a Willamette sponsored study abroad program for one semester shall also be counted in Chapter Total.

A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.

Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

Article XV. Parliamentary Authority

(1) The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Willamette University Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Willamette University Panhellenic Association may adopt.

ARTICLE XVI. SELECTION OF GREEK WOMAN OF THE YEAR

The selection of Greek Woman of the Year shall heed the following process:

(1) Each chapter shall select two initiated members as nominees. Each nominee shall submit a resume or list of activities, leadership positions, and other pertinent information for review by Panhellenic Council.

(2) The Panhellenic Council is then to determine the Panhellenic Greek Woman of the Year. All executive officers are not to be in the room during deliberations and do not have a vote.

ARTICLE XVII. DUES SCHOLARSHIP

The Panhellenic Council will use the funds from the Opening Days Rummage Sale to fund a dues scholarship for the women of the Panhellenic chapters.

(1) The amounts for the scholarship shall be determined by the Vice President of Administration. She will determine the amount based on the amount of money raised. Three scholarships will be given to initiated members and three will be given to new members. Chapter affiliation will not be considered when awarding scholarships. Applications will be distributed by mid February and selected by the beginning of March.

(2) The Vice President of Administration will be in charge of distributing the applications and making copies for the selection committee, along with this, she is also responsible for ensuring the applicants name and affiliation are not including in any material presented to the selection committee.
(3) The Panhellenic advisor will check for financial need with the Office of Financial Aid, ranking them “low, medium, or high”.

(3) The selection committee will include three members of Panhellenic Executive council, one per chapter including the Vice President of Administration, and the lead delegate from each chapter. In the case that the lead delegate is applying, the responsibility would pass to the alternate. In the case that both are applying, the Panhellenic president will contact the chapter president to select another unbiased member to serve on the selection committee.

(4) Once the recipients have been decided the Vice President of Administration will contact chapter officers in charge of Finance and issue them a check from Panhellenic that will be allocated to the recipient dues.

ARTICLE XVIII. OFFICER RESIGNATION

(1) If a Panhellenic executive officer resigns before her term has begun, the outgoing executive council will work with the university advisor to determine if there is adequate time to re-open the selection process. If there is adequate time elections will be re-opened with the same selection committee. If there is not adequate time to re-open elections the outgoing executive board will work with the university advisor to determine a course of action, and discuss previous applicants.

(2) If a Panhellenic officer resigns mid-term for any reason, the current executive board will open applications as per article II with the current executive board and delegates serving as the selection committee.

ARTICLE XIX. PROFESSIONAL CONFERENCES

(1) Each year the President and Vice President of Recruitment will attend a Greek leadership conference during the spring semester.

(2) Other officers will be given opportunities to attend the conference if the Panhellenic executive council, university advisor, and sorority Presidents decide that it is necessary for the Panhellenic Executive and within the Panhellenic budget.

Article XX. AMENDMENT OF BYLAWS

(1) These bylaws may be amended at any regular or special meeting of the Willamette University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XXI. DISSOLUTION

(1) This Association shall be dissolved when only one regular member exists at Willamette University Panhellenic council. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of
the Association, but after payment of the debts of the Association its assets shall be
given to the National Panhellenic Conference.

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Revised 12/12/02
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