

# Bylaws of University of Delaware Panhellenic Association

## Article I. Name

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

## Article II. Object

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, 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

### Section 1. Membership Classes

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

1. **Regular membership.** The regular membership of the University of Delaware College Panhellenic Association shall be composed of all installed chapters of NPC sororities at the University of Delaware. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
2. **Provisional membership.** The provisional membership of the University of Delaware College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at University of Delaware. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
3. **Associate membership.** The associate membership of the University of Delaware College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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 Panhellenic Council. An associate member shall have voice

and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of 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

1. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these University of Delaware College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.
2. **University of Delaware compliance.** All members, without regard to membership class, shall comply with all University of Delaware policies. This includes, but is not limited to, the University Student Center's Policies and the Student Code of Conduct.

## Section 3. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. College Panhellenic Association membership dues shall be an assessment per member and new member.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - b. The dues of each College Panhellenic Association member sorority shall be payable on or before 30 days after the academic term commences.
    - i. A chapter will receive a notice 5 days after the deadline for payment through email by the Vice President of Finance. Chapters will then have 48 hours to turn in dues. If chapters do not turn in their dues, they will then accrue a \$50 per day late fee payable to the UD Panhellenic Council.

## Section 4. Fees and assessments

1. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.
  - a. Social Registration forms will be turned in via Google Forms 5 days prior to on-campus events and two weeks prior to off-campus or third party venue events. For off-campus events, liquor license and guest list must be submitted no later than three days prior to the event. Failure to submit proper documentation will result in a monetary fine of \$10 per day late for mixers, \$100 for late Liquor License and Guest List by the Vice President of Standards and Vice President of Finance.

## **Article IV. Officers and Duties**

### Section 1. Officers

The officers of the UD Panhellenic Association shall be known as the UD Panhellenic Executive Board. These officers will be known as: President, Vice President of Standards, Vice President of Diversity, Equity & Inclusion, Vice President of Communications, Vice President of Internal Recruitment, Vice President of External Recruitment, Vice President of Finance, Vice President of Programming and Vice President of Philanthropy and Service.

### Section 2. Duties of officers

- The President shall:
  - Preside at all meetings of the Panhellenic Council.
  - Preside at all meetings of the Executive Board.
  - Serve as an ex-officio member of all Panhellenic Association committees.
  - Communicate regularly with the Panhellenic advisor.
  - Be familiar with the NPC Manual of Information and all governing documents of this association.
  - Ensure that the NPC annual report is completed.
  - Communicate regularly with the NPC area advisor.
  - Maintain current copies of the following: UD 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.
  - Shall host a minimum of 2 president round tables per semester, and at least 1 one-on-one meeting with each chapter president within the semester.
  - Host an executive board retreat 1 time per term
  - Serves as a representative on major university committees as requested.
  - Attend Rho Gamma Retreat and Training.
  - Organize sister sororities pairing and oversee that they are completed each semester.
  - Perform all other duties as assigned.
  
- The Vice President Standards shall:
  - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
  - Perform the duties of the president in her absence.
  - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
  - Monitor registered social events for all UD Panhellenic member fraternities.

- Work with IFC each semester to create a Joint Risk Strategy for the community, adhering to the NPC Position Statement Clarifying the Role of College Panhellenics in Safety and Risk Management.
  - Oversee and document the Judicial Process for violations of the NPC Unanimous Agreements and the Panhellenic Governing Documents.
  - Assist the president in creating penalties for violators of the UD Panhellenic Bylaws.
  - Coordinate risk management and academic recognition annually.
  - Document all infractions of each UD Panhellenic Association member fraternity.
  - Coordinate with UD Panhellenic Association member fraternity standards officers.
  - Have a thorough understanding of Executive Board bylaws.
  - Oversee and delegate tasks to the Community Standards Director.
  - Attend Rho Gamma Retreat and Training.
  - Perform all other duties as assigned.
- The Vice President of Diversity, Equity, and Inclusion shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Provide active oversight, coordination, and evaluation of the Panhellenic Council's activities related to diversity, equity, and inclusion.
    - Be actively engaged in personal DEI education and social issue awareness in order to adequately enforce DEI ideals throughout the Panhellenic community.
    - Hold organized committee meetings to oversee diversity, equity, and inclusion in the Panhellenic community. This committee consists of at least one representative from each Panhellenic chapter. (Committee shall consist of 12 chapter DEI chairs)
    - Facilitate education and training for DEI position holders, chapters, and general community on key topics and issues.
    - Oversee formal and informal recruitment processes to ensure chapters are abiding by DEI standards through the education of Rho Gammas, Recruitment Chairs, and chapter recruiters prior to recruitment season.
    - Act as a point person for diversity, equity, and inclusion information and resources.
    - Work with VP Standards to monitor all event themes to eliminate cultural appropriation in our community.
    - Oversee DEI education provided to social/standards chairs by the Panhellenic VP of Standards, emphasizing the importance of creating an inclusive environment in which there is no cultural appropriation
    - Work with DEI representatives from IFC, SIGC, and MGC organizations to unite DEI work throughout all of Greek Life.

- Attend Rho Gamma Retreat and Training.
  - Perform all other duties as assigned.
- The Vice President Communications shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Keep an up-to-date roll of the members of Panhellenic Council.
    - Record minutes of all meetings of the UD Panhellenic Council and the Executive Board.
    - Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
    - Send meeting minutes to the NPC area advisor.
    - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
    - Assist the Vice President of Internal Recruitment in creating a formal recruitment booklet.
    - Oversee and delegate tasks to the Public Relations Director.
    - Oversee social media platforms
    - Update website to obtain the most current information.
    - Attend Rho Gamma Retreat and Training.
    - Perform all other duties assigned.
- The Vice President of Internal Recruitment shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Organize a formal recruitment process to take place in the spring semester.
    - Oversee communication with Clayton Hall and University Student Center Staff regarding facilities for formal recruitment.
    - Create the schedule for formal recruitment, including emergency procedures and severe weather plan.
    - Update and revise recruitment rules and procedures.
    - Supports the Rho Gamma Director's recruitment counselor selection and training process.
    - Oversee all biweekly Rho Gamma training sessions throughout the Fall semester.
    - Verifies PNM cumulative grades and transfer students' transcripts to assess eligibility for formal recruitment.
    - Plan Formal Recruitment Orientation to take place in the first week of Spring semester.
    - Work on marketing materials and social media with VP Communications.
    - Coordinate clothing order/designs with VP Communications.

- Oversee and delegate tasks to the Recruitment Director(s) and the Director(s) of Rho Gammas.
  - Manage interest list of PNMs via sorority-interest email list serve both semesters.
  - Responsible for CampusDirector training for Rho Gammas.
  - Manages communication, in partnership with Rho Gamma Director(s), with Rho Gammas over CampusDirector during formal recruitment.
  - Manages communication via CampusDirector with Potential New Members (PNMs) during formal recruitment.
  - Work in partnership with the Vice President of External Recruitment throughout the term in office.
  - Attend Rho Gamma Retreat and Training.
  - Organize Rho Gamma Retreat, including working with retreat facility management, bringing in guest speakers or facilitators, renting buses and creating an itinerary for the day's activities.
  - Perform other duties as assigned.
- The Vice President of External Recruitment shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Plan fall pre-recruitment informational events.
    - Host an informal recruitment information session once at the beginning of each semester.
    - Serve as point of contact for PNMs during the informal recruitment process when necessary.
    - Serve as the main point of contact for chapter recruitment chairs. Responsible for communication with chapter recruitment chairs and advisors.
    - Host and facilitate Recruitment Chair meetings once per month.
    - Serves as liaison to chapters conducting Continuous Open Bidding (COB) in partnership with Panhellenic Advisor.
    - Collect chapter rosters to reset Total. Keep track of changes in individual chapter membership numbers and communicate with Panhellenic Advisor to ensure chapters comply with Panhellenic Total.
    - Responsible for CampusDirector training for Chapter Recruitment Chairs and Advisors.
    - Oversees NPC Judicial process throughout recruitment in partnership with the Vice President of Standards and Vice President of Diversity, Equity, and Inclusion.
    - Act as a liaison between chapter recruitment chairs/advisors and/or venue staff throughout the formal recruitment process.

- Manages communication via CampusDirector with Chapter Recruitment Chairs/Advisors.
  - Work in partnership with the Vice President of Internal Recruitment throughout the term in office.
  - Attend Rho Gamma Retreat and Training.
  - Perform all other duties as assigned.
- The Vice President of Finance shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Supervise the finances of the UD Panhellenic Association.
    - Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each UD Panhellenic Association member fraternity.
    - Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
    - Collect all fines that are due to the UD Panhellenic Association.
    - Pay promptly the annual NPC dues and all bills of the University of Delaware Panhellenic Association.
    - Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
    - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
    - Attend Rho Gamma Retreat and Training.
    - Perform all other duties as assigned.
    - Serve on Allocations Committee
- The Vice President of Community Enrichment shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Coordinate Panhellenic involvement in community events (Homecoming, Greek Week etc.) each semester with the Programming Director
    - Represent the Panhellenic Council on other planning committees within the University of Delaware community.
    - Coordinate Panhellenic Celebration Week events with the Academics and Wellbeing Director.
    - Develop and coordinate programming that educates the community on relevant issues (including but not limited to: mental health, leadership skills, career building and female empowerment).

- Develop and coordinate academic enrichment events for the community (including but not limited to: study groups, education on academic resources, etc.)
  - Maintain records of event attendance in accordance to promote community involvement.
  - Oversee and delegate tasks to the Academics and Wellbeing Director and Programming Director
  - Attend Rho Gamma Retreat and Training.
  - Perform all other duties as assigned.
- The Vice President of Philanthropy and Service shall:
    - Attend all meetings of the Panhellenic Council and Executive Board, unless there is a direct academic conflict.
    - Educate the Panhellenic and Delaware community about the Circle of Sisterhood Foundation.
    - Serve as the liaison with the Circle of Sisterhood Foundation, including communicating with CofS staff and volunteers.
    - Coordinate Circle of Sisterhood fundraising events throughout the semester.
    - Assist the Vice President of Community Enrichment with fundraising during Panhellenic Pride Week.
    - Coordinate Circle of Sisterhood Week events with the Circle of Sisterhood Director.
    - Coordinate with UD Panhellenic Association member fraternity philanthropy and community service officers.
    - Oversee and delegate tasks to the Circle of Sisterhood Director and the Service/Philanthropy Director.
    - Attend Rho Gamma Retreat and Training.
    - Perform all other duties as assigned.

### Section 3. Eligibility

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

- **Regular membership.** Members from women's-only sororities holding regular membership in the UD College Panhellenic Association shall be eligible to serve as any officer.
  - a. Members running for any position on the Panhellenic Executive Board shall not concurrently hold an executive board position within their chapter.
  - b. Members running for the position of President must have either served as the chapter President, served as a chapter Vice President/Executive Board member, the chapter's Panhellenic delegate, or a prior Panhellenic Executive Board officer, or a current Panhellenic Executive Board Director.



- c. Members running for the position of VP of Internal Recruitment and VP External Recruitment must have either served as chapter president, a member of the Panhellenic Executive Board recruitment team or Director position, a member of their chapter's recruitment team, or as a Recruitment Counselor.
- d. Members running for the Panhellenic Executive Board shall hold a minimum GPA of 2.8
- e. The officers shall serve for a term of one year, the term of office to begin no later than six weeks before the end of the academic term.
  - 1. The term shall begin in the spring semester, officially taking office the day following Bid Day. However, the incoming Executive Board will have the ability to start transitioning into their roles which includes program planning and budget management with access being given to them to all Panhellenic files beginning after they have been elected.
- **Provisional membership.** Members from women's-only sororities holding provisional membership in the UD College Panhellenic Association shall not be eligible to serve as an officer.
- **Associate membership.** Members from women's-only sororities holding associate membership in UD Panhellenic Association shall be eligible to serve as an officer except President or as Vice President of Internal or External Recruitment.

#### Section 4. Selection of Officers

The offices of President, Vice President of Standards, Vice President of Diversity, Equity & Inclusion, Vice President of Communications, Vice President of Internal Recruitment, Vice President of External Recruitment, Vice President of Finance, Vice President of Programming and Vice President of Philanthropy and Service of the University of Delaware College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

- All offices of UD Panhellenic Council shall be elected by a Nominating Committee. The Nominating Committee shall be composed of a delegate or an Executive Board member from each installed chapter of NPC sororities at the University of Delaware.
- Applications submitted by interested candidates will be reviewed by the current Panhellenic Council Executive Board and considering all candidates qualifications, the current Executive Board will nominate no more than three candidates per office to be interviewed by the Nominating Committee.

#### Section 5. Office-Holding Limitations

No more than 2 member(s) from the same women's-only sorority shall hold office during the same term. The members holding the office of Vice President of Internal Recruitment and Vice President of External Recruitment may not be from the same women's fraternity.

#### Section 6. Nomination Procedure

A Nominating Committee of one member per active women's fraternity shall interview candidates and present a slate for approval to the regular members of the Panhellenic Council. A majority vote in the Nominating Committee shall elect. The Nominating Committee shall consider the qualifications of all candidates for officers and shall nominate one candidate for each elected officer position. Once each nominated candidate accepts her position, the slate will be presented to the Panhellenic delegates at the next scheduled general body meeting. Following the presentation of the slate, chapter delegates shall present the slate to their respective chapters for discussion. At least one week following the presentation of the slate, but no later than two weeks, at the scheduled Panhellenic Council meeting, each delegate will register one vote on behalf of their chapter. A majority vote is needed to approve the slate. If the slate fails, the Nominating Committee will reconvene to create an alternative slate and the voting process will repeat as described.

#### Section 7. Term

1. All offices shall serve for a term of one year or until their successors are selected.
2. The term of office will begin upon the completion of the election process following formal recruitment in spring semester.

#### Section 8. Removal

In the event that any officer is not upholding their duties, or isn't displaying the ideal charisma of a Panhellenic Executive Board Member, any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

#### Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

#### Section 10. Eligibility and Selection of Director Positions

Following the election of officers, each officer with a Director position(s) designated under their officer position shall solicit for applications, conduct individual interviews with candidates, and select the most qualified candidate for each position. Preference shall be given to members of women's-only sororities not represented on the executive board. Unless specified in the duties of the Director position, the Director is not required to disaffiliate for formal recruitment.

#### Section 11. Duties of Director Positions

- Community Standards Director

- Will be chosen each year by the Vice President Standards and the President.
- Assist the Vice President of Standards in maintaining social forms for homecoming and Greek Week activities.
- Assess all of the chapters' standards both socially and academically.
- Helps hold standards board's round tables for the community to share ideas.
- Assist and meet regularly with the Vice President of Standards.
- Perform all other duties as assigned.
- Academics and Wellbeing Director
  - Will be chosen each year by the Vice President of Community Enrichment and the President.
  - Meet regularly with the Vice President of Community Enrichment.
  - Develop and promote positive health and mental health behaviors and habits for the Panhellenic community.
  - Educate and encourage Panhellenic women to recognize signs of crisis and reach out for professional help for themselves or a friend during times of distress.
  - Work to plan events for the community to become educated on college oriented safety and wellness.
  - Includes but is not limited to selecting speakers or workshop programs to bring to campus for the Panhellenic and/or campus community.
  - Work with chapter academic chairs to support chapter and member academic success.
  - Plan events for the community to become more aware about social issues that affect women daily. Includes but is not limited to selecting speakers or workshop programs to bring to campus for the Panhellenic and/or campus community.
  - Assist the Vice President of Community Enrichment in planning Homecoming and Greek Week activities.
- Public Relations Director
  - Will be chosen each year by the Vice President Communications and the President.
  - Assist with the Panhellenic social media handles
  - Create social media contests for the chapters to participate in.
  - Assist each executive position with marketing events.
  - Facilitate positive advertisement for UD Panhellenic Council and community.
  - Assist and meet regularly with the Vice President of Communications.
  - Perform all other duties as assigned.
- Rho Gamma Directors (2)
  - Will be chosen each year by the Vice Presidents of Recruitment (Internal and External) and the President.
  - Shall not be a member of the same chapter as either Vice President of Internal Recruitment or Vice President of External Recruitment.

- Must have served previously as a recruitment counselor.
- Coordinate selection and training of recruitment counselors, known as rho gammas,
  - Includes weekly training meetings in both semesters
- Plan a recruitment counselor retreat to take place in the fall semester prior to formal recruitment.
  - Coordinate logistics, curriculum, and outcomes with Vice Presidents of Recruitment and Panhellenic Advisor.
- Meet regularly with the Vice President of Internal Recruitment.
- Will disaffiliate and serve with the Panhellenic Executive Board during Formal Recruitment.
- Perform all other duties as assigned.
- Recruitment Director
  - Will be chosen each year by the Vice President of Internal Recruitment, Vice President of External Recruitment and the President.
  - Shall not be a member of the same chapter as either Vice President of Internal Recruitment or Vice President of External Recruitment.
  - Preference will be given to candidates who are currently sophomores and those aspiring to serve in an executive board position.
  - Plan the pre-recruitment educational program in the fall for interested students (e.g., Sneak Peek Into Sisterhood, etc.)
  - Assist and meet regularly with the Vice President of Internal Recruitment and Vice President of External Recruitment.
  - Will disaffiliate and serve with the Panhellenic Executive Board during Formal Recruitment.
  - Perform all other duties as assigned.
- Philanthropy & Service Director
  - Will be chosen each year by the Vice President of Philanthropy and Service and the President.
  - Assist the Vice President of Philanthropy and Service in planning Circle of Sisterhood Week for each fall semester.
  - Communicate with the Circle of Sisterhood Foundation representatives to share fundraising statistics and gather ideas for fundraisers.
  - Plan and execute at least 2 fundraisers per semester benefitting the Circle of Sisterhood Foundation.
  - Plan educational events to inform the Panhellenic and campus community about the Circle of Sisterhood and its purpose.
  - Research the possibility of committing to build a school.
  - Provide service opportunities for the Panhellenic Community.

- Contact all of the chapters' philanthropy executive members to help promote philanthropic services throughout the community
- Perform all other duties as assigned
- Assist and meet regularly with the Vice President of Philanthropy and Service.
- Perform all other duties as assigned.
- Diversity, Equity, and Inclusion Director
  - Works closely with the VP of Diversity, Equity, & Inclusion in all aspects of their position (Basically their go-to person)
  - Includes but is not limited to selecting speakers or workshop programs to bring to campus for the Panhellenic and/or campus community.
  - Assist the Vice President of DEI & Vice President of Standards to monitor Homecoming events, Greek Week, & any possible Greek life event that may involve Cultural Appropriation.
  - Assist the Vice President of DEI with making sure each chapter is respecting DEI issues during all Recruitment processes
  - (Example- Internal/External Recruitment, & Big Little Dating)
  - Assist the Vice President of DEI with the current DEI Roundtable
  - Meet regularly with the Vice President of DEI

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the University of Delaware College 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 UD College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

### Section 2. Composition and Privileges

The University of Delaware Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at UD as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both

delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

### Section 3. Selection of Delegates and Alternates

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

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Association Vice President of Communications of the name, address and telephone number of the new delegate.

### Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings
  - If a delegate is unable to attend, it is their responsibility to send their alternate in their place to Panhellenic Council meetings.
  - Chapters are subject to being sent to the Panhellenic Council Judicial Board if a representative is not present at the meeting.
  - Emergency and last minute excusals are subject to approval by the Panhellenic President.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

### Section 6. Regular meetings

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

### Section 7. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of December. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

#### Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the University of Delaware College Panhellenic Association. Electronic or written 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 9. Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

#### Section 10. Quorum

Two-thirds of the delegates from the member sororities of the UD College Panhellenic Association shall constitute a quorum for the transaction of business.

#### Section 11. Vote Requirements

1. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
2. A two-thirds vote of the Panhellenic Council shall be required to approve extension votes. A majority vote is required to approve a re-establishment agreement.
3. 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. (*See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.*)

### **Article VI. The Executive Board**

#### Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Standards, Vice President of Diversity, Equity & Inclusion, Vice President of Communications, Vice President of

Internal Recruitment, Vice President of External Recruitment, Vice President of Finance, Vice President of Programming and Vice President of Philanthropy and Service

#### Section 2. Duties

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 VP of Communications, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

#### Section 3. Regular meetings

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

Special meetings of the Executive Board may be called by the president when necessary and shall be called upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

### **Article VII. The Panhellenic Advisor**

#### Section 1. Appointment

The Panhellenic advisor of UD College Panhellenic Association shall be appointed by the University of Delaware administration.

#### Section 2. Authority

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

### **Article VIII. Committees**

#### Section 1. Standing Committees



1. The standing committees of UD Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
2. 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 Executive Board shall appoint members and chairman 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 fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

#### Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Standards as chairman and one member from each of the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Delaware College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After

each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

#### Section 5. 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 University of Delaware Panhellenic Association shall be from February 25<sup>th</sup> to February 24<sup>th</sup> inclusive.

#### Section 2. Contracts

Dual signatures of the Vice President of Finance and Panhellenic advisor shall be required to bind the University of Delaware Panhellenic Association on any contract. All contracts must be approved and signed by the Panhellenic advisor in accordance with University of Delaware Student Center's policy.

#### Section 3. Checks

All checks and electronic payments issued on behalf of the University of Delaware Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the Vice President of Finance and Panhellenic advisor. All checks issued on behalf of the University of Delaware Panhellenic Association shall follow the financial policies of the University of Delaware Student Center's policy.

#### Section 4. Payments

All payments due to the University of Delaware Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the University of Delaware Panhellenic Association.

### **Article X. Extension**

#### Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

The University of Delaware Panhellenic Association 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 regular members of the Panhellenic Council shall vote on extension matters.

### Section 3. Extension Committee

An Extension Committee including one “voting” member (any collegiate member or advisor) from each recognized Panhellenic chapter on campus will meet each year or as needed, to discuss matters regarding extension. The deliberations must be voted on by the delegates of the Panhellenic Council.

## **Article XI. 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, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of UD Panhellenic Association shall be considered a violation.

### Section 2. Informal resolution

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

### Section 3. Judicial process

The University of Delaware College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. UD Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

1. Mediation. Mediation is the first step of the judicial process. The UD Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
2. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
3. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The UD Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **Article XII. Hazing**

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

### **Article XIII. Inclusion Statement**

The University of Delaware College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex<sup>1</sup>, national origin, age, disability, marital status, military or veteran status or political affiliation.

### **Article XIV. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern UD 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 UD Panhellenic Association may adopt.

### **Article XV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of UD 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 XVI. Dissolution**

This Association shall be dissolved when only one regular member exists at University of Delaware. 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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<sup>1</sup> Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.