Constitution of the
Elon University Panhellenic Council
Revised: October 2011
Revised: November 2008
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Adopted: November 2000

Article I: Name

Section 1: The name of this organization shall be the Elon University Panhellenic Council.

Article II: Object

Section 1: The object of this Panhellenic Council shall be to develop and maintain fraternity life and interfraternal relations at a high level of accomplishment and in doing so to:

A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
B. Promote superior scholarship as basic to intellectual achievement.
C. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
D. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
E. Act in accordance with such rules as established by Panhellenic Council as do not violate the sovereignty, rights, and privileges of member fraternities.

Article III: Membership

Section 1: There shall be two classes of membership, Regular and Associate.

A. The regular membership of the Elon University Panhellenic Council shall be composed of all chapter members in good standing of National Panhellenic Conference (NPC) organizations at Elon University.
B. The associate membership of the Elon University Panhellenic Council shall be composed of all members in good standing of such inter/national fraternity colonies as have been acknowledged by the Panhellenic Council.
C. Membership of the Panhellenic Council is limited to regular enrolled Elon University students.
D. Member chapters of the Panhellenic Council are expected to maintain a chapter grade point average and a new member grade point average above the all-female average for each semester.
E. The Panhellenic Council will not discriminate on the basis of race, *sex, religion, color, national origin, physical or mental handicap, age, sexual orientation, or
status as a Vietnam era veteran in selection of members.

*The U.S. Congress allows social sororities and fraternities to remain single sex organizations.

**Article IV. Officers**

Section 1. The elected and rotated officer’s of the Elon University Panhellenic Council shall be President, Vice-President, Director of Education, Director of Recruitment, Assistant Director of Recruitment, Director of Service, Director of Scholarship, Director of Public Relations, and Director of Finances and Administrative Duties.

Section 2. The officers shall be delegates from the fraternities holding regular membership in the Elon University Panhellenic Council. Delegate fraternities holding associate membership shall not be eligible to hold office.

Section 3. The officers shall take office during the first meeting of Spring term and shall hold office until the installation of new officers during the first meeting of the following Spring term.

Section 4. Each officer will have an oral evaluation with the Panhellenic President and the Panhellenic Advisor at the mid-point and end of her term on the Panhellenic Executive Council.

**Article V. Meetings**

Section 1. The Elon University Panhellenic Council shall hold at least one regular meeting every week of the fall and spring terms.

Section 2. A special meeting of the Elon University Panhellenic Council may be called by the President when necessary, and shall be called by her upon written request of any regular or associate member fraternity at Elon University.

Section 3. The delegates from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Elon University Panhellenic Council.

**Article VI. Attendance**

Section 1. Each chapter will have three (3) representatives at each meeting, consisting of the two Panhellenic delegates, and one chapter executive officer. Chapter Presidents are encouraged to attend.

Section 2. Panhellenic delegates will have two (2) unexcused absence per semester. If a third unexcused absence occurs, the chapter will pay a $20.00 fine. If there is a fourth missed meeting, the chapter will lose its vote for the remainder of the semester.
Section 3. Each delegate will be allowed to send a maximum of two (2) proxies per semester. The proxy form must be submitted 24 hours in advance to the Director of Public Relations.

Article VII. The Panhellenic Council

Section 1. The administrative body of the Elon University Panhellenic Council shall be the Elon University Panhellenic Executive Board.

Section 2. It shall be the duty of the Panhellenic Executive Board to administer all business related to the overall welfare of the Elon University Panhellenic Council, including recruitment and new member periods, which do not violate the sovereignty, rights and privileges of member fraternities.

A. The Elon University Panhellenic Council shall be composed of two delegates, and one chapter executive officer. The President of each fraternity chapter at Elon University is encouraged to attend the Elon University Panhellenic Council meetings.

B. Delegates to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year beginning the first meeting of Spring term and ending the first meeting of Spring term the following year.

C. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council President of her name, address, and telephone number. When a meeting of the Panhellenic Council occurs while a vacancy exists, a delegate from the fraternity shall fulfill the duties of the delegate in all cases, save that of President.

D. The officers of the Elon University Panhellenic Executive Council shall serve as the officers of its Panhellenic Council, and shall have such powers and duties as are prescribed in the Bylaws of the Elon University Panhellenic Council.

E. If any officer wishes to resign for any reason, she should first submit a letter of resignation at the next regular meeting of the Panhellenic Council. The President shall ask persons interested in filling the vacant office to notify her within one week of the meeting. The Executive Board shall screen those persons who have expressed an interest in the vacant office and submit no less than one and no more than four names to the Panhellenic Council at the next regular meeting. Election procedures shall follow those set forth in the Bylaws of the Elon University Panhellenic Council. In the event of the resignation of the President, the Panhellenic Advisor shall receive the written notification and the Vice President shall become the President for the remainder of the term of office.

F. Removal of an officer shall be completed through a two-thirds (2/3) vote of the Panhellenic Council. Charges against an officer may be brought by any member of the Panhellenic Council, and will be voted on the following week.

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

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

2. Two-thirds of the member fraternities shall constitute a quorum for the transaction of business.

H. Voting

1. The voting body of the Elon University Panhellenic Council shall be its delegate membership.

2. The voting members of the Panhellenic Council shall be the delegates of each fraternity holding membership. If a delegate is absent, the vote of her fraternity shall be cast by the Chapter President. If both delegates are absent, the vote may be cast by a member of the fraternity who is serving as a proxy, providing her credentials have been presented to the Council President prior to the meeting.

3. A quorum must be present at a meeting in order to conduct business. Once a quorum has been established, two-thirds (2/3) of the voting members present shall be required to establish recruiting rules, to elect officers, to amend the Constitution and the Bylaws, to approve an extension proposal and to accept associate and regular members to the Elon University Panhellenic Council. A majority (1/2) vote shall be required to carry all other questions.

I. The alumnae advisor and the fraternity chapter Presidents shall have a voice, but no vote.

Article VIII. Panhellenic Advisor

Section 1. The Panhellenic Advisor shall be chosen by:
A. The Administration or
B. The Panhellenic Council and the Alumnae Advisory Council or
C. The Alumnae Advisory Council

Section 2. The Panhellenic Advisor shall serve in advisory capacity to the Elon University Panhellenic Council and its Executive Board.

Article IX. Standing Committees

Section 1. Such Standing Committees and special officers as may be necessary to carry out the work of the Elon University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

Article X. Finance

Section 1. The fiscal year of the Elon University Panhellenic Council shall be from July 1 to
Section 2. All checks issued on behalf of the Elon University Panhellenic Council shall be issued by the University or the Panhellenic Advisor and the Director of Greek Life.

Section 3. All payments due to the Elon University Panhellenic Council shall be made to the Office of Greek Life who shall record them. Checks for payments shall be made payable to the Elon University Panhellenic Council.

Section 4. Membership Dues
A. The dues of each Panhellenic Council member fraternity shall be an assessment per member and new member per long term. The amount of such dues shall be determined annually by the Panhellenic Executive Council at its spring officer transition meeting.
B. The fall dues of each Panhellenic Council member fraternity shall be payable on or before October 1 and the spring dues shall be payable on or before March 1.
C. Chapters shall be billed on September 15 and February 15, where the Panhellenic Council shall receive payment within ten business days.

Section 5. Panhellenic Budget
A. The new and outgoing Director of Finances and Administrative Duties, in combination with the Panhellenic Advisor, shall formulate a budget for the upcoming fiscal year within one month after the election. This budget shall be subject to the approval of the newly elected Executive Board and the Panhellenic Council.

Section 6. Panhellenic financial obligations that are overdue shall result in a fine of $5.00 per week until payment is received. Legitimate reasons for late payment shall be reported to the Panhellenic President prior to the due date in order for a grace period to be considered by the Executive Board.

Section 7. Panhellenic Council Funds
A. No Panhellenic Council Funds can be used to purchase alcohol or sponsor an event where alcohol is supplied.
B. Panhellenic Council funds may not be used to furnish the Executive Council with expensive or unnecessary private social functions.
C. All social events sponsored by the Panhellenic Council will follow the Elon University Risk Management Policies.

Article XI. Unanimous Agreements and Policies

Section 1. All members of the Elon University Panhellenic Council shall act in accordance with the fundamental Panhellenic rules and policies established by the National
Panhellenic Conference in the *UNANIMOUS AGREEMENTS* (the Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements of the Questionnaires and Constitutions, and The Jurisdiction of a College Panhellenic Council). *see the NPC Manual of Information UNANIMOUS AGREEMENTS.

Section 2. All Elon University Panhellenic Council rules and policies shall be in harmony with those currently established by National Panhellenic Conference when appropriate.

Section 3. All fraternities of the Council shall act in accordance with the Elon University policies and regulations for student organizations.

**Article XII. Violations**

Section 1. Violation of any regulation of this Constitution or its related Bylaws, of recruitment rules, of rules concerning matters other than recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and The Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the Elon University Panhellenic Council in conformity with those recommendations by National Panhellenic Conference. (See NPC Manual of Information, 14th edition, UNANIMOUS AGREEMENTS, p. UA 1-12).

Section 2. Any dispute growing out of the violation of Panhellenic Council rules and regulations shall be adjusted through arbitration principles.

**Article XIII. Panhellenic Judicial Board and Mediation**

**The following is directly from the 14th edition of the National Panhellenic Conference Manual of Information.**

Section 1. Judicial Board

Each College Panhellenic Association shall establish a Judicial Board for the limited purpose of handling member group infractions of NPC UNANIMOUS AGREEMENTS, College Panhellenic Constitution and/or Bylaws, Membership Recruitment rules/guidelines, Panhellenic Code of Ethics, and College Panhellenic Standing Rules.

A. The composition and duties of the Judicial Board must be defined in the College Panhellenic Constitution and/or Bylaws.

B. A College Panhellenic shall develop a workable Judicial Board based on the needs of the campus.

C. The duties and responsibilities of the Judicial Board must be consistent with all NPC UNANIMOUS AGREEMENTS.

D. The NPC Judicial Forms shall be used to ensure proper documentation and adherence to the NPC UNANIMOUS AGREEMENTS. The forms are:
1. College Panhellenic Violation Report Form
2. College Panhellenic Notice of Infraction Form
3. College Panhellenic Record of Mediation or Judicial Board Hearing Form
4. College Panhellenic Mediation or Judicial Board Hearing Minutes Form
5. College Panhellenic Notice of Appeal Form

E. Documentation of all judicial proceedings shall be retained by the College Panhellenic for a period of three years.

Section 2. Judicial Process Overview
Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the College Panhellenic Violation Report Form available from the College Panhellenic.

A. Timing
1. An incident should be reported to University administrations within 24 hours of the event followed by a silent or sublet investigation within the week. At the end the first week the organization should be notified of the investigation and formally notified of charges within twelve days. The Greek Standards Board shall hold a hearing within nineteen to twenty-six days of the incident under the direction of the corresponding council’s Vice President and the Assistant Dean of Judicial Affairs. A ruling shall be presented to the organization no more than one week after the hearing.

B. Proper Reporting Authority
1. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter.
2. Recruitment infractions may be reported and signed by either:
   a. President of member group on behalf of her chapter
   b. College Panhellenic officer in charge of recruitment or recruitment counselor
   c. Potential New Member
   d. Panhellenic Advisor

C. Notice
1. When a report of an infraction is properly received by the Greek Standards Board, the accused fraternity shall be given formal notification in writing. If the organization is a member of the Panhellenic Council the College Panhellenic Vice President shall notify the member group using the College Panhellenic Notice of Infraction Form. The College Panhellenic Violation Report Form is retained by the College Panhellenic President or Panhellenic Advisor and is available on request from the accused fraternity. A copy of the College Panhellenic Violation Report Form shall be given to the NPC Area Advisor.
2. The College Panhellenic Notice of Infraction Form shall be delivered to the President of the accused fraternity within one week of the College Panhellenic President’s receipt of the College Panhellenic Violation Report Form. If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be documented on the form. A copy of the College Panhellenic Notice of Infraction Form shall be given to the Panhellenic Advisor and the NPC Area Advisor within the same time period.

3. Upon receipt of the Panhellenic Notice of Infraction Form, the accused fraternity shall contact the Panhellenic Vice President within one week to schedule mediation or choose to proceed directly to a judicial board hearing.

D. Mediation
1. The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity that is appropriate under NPC UNANIMOUS AGREEMENTS and the College Panhellenic Association Constitution, Bylaws and rules.
2. The Panhellenic Vice President shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Advisor may serve as a mediator if she/he has not filed the violation.
3. Mediation shall be closed to the public. The participants in the mediation shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the College Panhellenic Recruitment Chairman.

E. Judicial Board Hearing
1. In the event mediation is not successful, a judicial board hearing shall be held.
2. The Panhellenic Council shall establish procedures to be followed during a judicial board hearing. The procedures shall be adopted in accordance with the College Panhellenic Association Bylaws.
3. Judicial board hearings shall be closed to the public. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a chapter advisor or the complaining party if other than a fraternity, the College Panhellenic President, the Panhellenic Advisor and in cases of recruitment infractions, the College Panhellenic Recruitment Chairman.

Section 3. Penalties
Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.

A. Inappropriate Penalties
1. Monetary fines shall be acceptable only for measurable recruitment infractions (i.e., late invitation lists, late events, etc). The amounts shall be
predetermined by a vote of the College Panhellenic Council and stated in the membership recruitment rules.

2. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.

3. Penalties shall not affect a fraternity chapter’s Quota or Total.

4. Penalties shall not affect the time of new member acceptance and/or initiation.

5. Penalties shall not forbid the right of an NPC fraternity to vote in College Panhellenic meetings.

B. Duration of Penalties
The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

C. NPC Notification of Penalties
Within 24 hours of the successful completion of mediation or the judicial board hearing, the College Panhellenic President shall send a copy of the College Panhellenic Record of Mediation or Judicial Board Hearing Form (not including the minutes) to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

Section 4. Appeals
A. Judicial Board Decision. A decision of the Greek Standards Board may be appealed by any involved party to the Assistant Dean of Judicial Affairs. An appeal shall be filed with the Panhellenic Vice President using the College Panhellenic Notice of Appeal form within 48 hours of the decision.

B. NPC College Panhellenic Judicial Appeals Committee. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the Chairman shall be responsible for the further conduct of the case and shall submit by certified mail, return receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s) involved.

C. Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussions among themselves, the case may be referred by any Inter/National President involved to the NPC Executive Committee.

D. NPC Executive Committee. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the NPC Executive Committee to the National Panhellenic Conference.

E. National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.

Section 5: The Panhellenic Council will serve in the Elon University Greek Standards Board and will be under the direction of the respective council’s Vice President with advisement by the Director of Greek Life and the Assistant Dean of Students for Judicial Affairs.
Article XIV. Amendments

Section 1. This Constitution may be amended by a three-fourths (3/4) vote of the voting members of Elon University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.
Elon University Panhellenic Council

By-Laws

Article I. Panhellenic Delegate Duties

Section 1. The Panhellenic Council delegates shall:

A. Attend all Panhellenic Council meetings and workshops.
B. Function as the liaison between the Panhellenic Council and her chapter.
C. Serve as the voting representative for her chapter.
D. Be responsible for notifying her chapter of all regular and special meetings of the Panhellenic Council.
E. Submit and maintain a current roster of the membership, officers, and alumnae advisors of her chapter.
F. Meet with an executive officer within two weeks of installation to obtain the list of delegate responsibilities.

Article II. Selection of Officers

Section 1. Eligibility

A. A candidate for a Panhellenic Executive Council officer position may not have an expected graduation date prior to the expiration of her term of office, nor may she have been accepted to a study abroad program during the term of office.
B. A candidate for an officer position must be an initiated member in good standing of a chapter holding regular membership in the Elon University Panhellenic Council.
C. A candidate for an officer position must have a minimum cumulative grade average of 2.75, and maintain this throughout the term in office. If an officer falls below this grade requirement, she will be removed from office.
D. An officer of the Panhellenic Council may not concurrently serve as President of her chapter, or in any officer position that causes conflict with Panhellenic programs or disaffiliation during formal recruitment.
E. The President position may not be held by the same fraternity for two consecutive years.
F. Each chapter must be represented on the Panhellenic Executive Board.

Section 2. Election and Rotation Procedures

A. The Panhellenic Council recommends that each chapter nominate three women for available elected positions.
B. The Panhellenic Council elected officers shall be announced at the end of the fall semester. A candidate information packet shall be available for persons interested
in running for an office in October.

C. Each woman who is interested in a Panhellenic Executive Board position will complete the application in the officer information packet.

D. Rotation

1. The President and the Director of Recruitment shall be rotated positions being filled by the previous Vice President and Assistant Director of Recruitment accordingly.

E. Elections

1. Candidates shall complete the application for a position on the Executive Board and shall give the application packet to the Panhellenic President.
2. The outgoing Panhellenic Executive Board will read all applications and recommendations.
3. Officers shall be elected in the following order: Vice President, Director of Education, Assistant Director of Recruitment, Director of Service, Director of Scholarship, and Director of Public Relations.
4. The Vice President and the Assistant Director of Recruitment must be eligible to fulfill the 2-year term expectation of the office.
5. A slate will be devised by the Panhellenic Executive Board and presented to the Council delegates to take back to their respective chapter to be voted on. The delegates will return with their chapter’s vote at the designated Panhellenic General Body meeting.
6. A two-thirds (2/3) majority vote shall be required to pass the slated Executive Board. In the event that slate is not passed the outgoing Panhellenic Executive Board will investigate any issues and reconsider the candidates.
7. No more than two officers may be elected from the same fraternity, and Every chapter must be represented in an officer position.

Section 3. The newly-elected Panhellenic officers shall be installed by the out-going President and Officers at the first regular meeting of the spring semester of the Panhellenic Council.

Article III. Officer Duties

Section 1: The duties of the President shall consist of the following:

A. Have overall responsibility for the operation of the Panhellenic council.
B. To call and preside at all regular and special meetings of the Panhellenic council.
C. To preside at all Executive Board meetings.
D. To serve at the Chief Justice of the Panhellenic Judicial Board in the absence of the Vice President.
E. To develop and implement training of the Panhellenic Delegates each semester.
F. To review and approve all contracts involving the Elon University Panhellenic Council.
G. To serve as a member ex-officio of all Panhellenic Council meetings with voice, but no vote.
H. To report as required to the National Panhellenic Conference Area Advisor.
I. To vote on behalf of the executive council only in the event of a tie.
J. To chair the Panhellenic Extension Committee when appropriate.
K. To meet with the Presidents of the Interfraternity Council and the National Pan-Hellenic Council on a monthly basis.
L. To keep current statistics concerning the number of initiated members and new members of each Panhellenic Council member organization.
M. To be responsible for all updates and revisions of the Elon University Panhellenic Council Constitution and Bylaws.
N. To manage the Panhellenic Cup program and keep track of chapters’ progress
O. To maintain a complete and up-to-date President's notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution
   2. Bylaws and standing rules and regulations
   3. Elon University Panhellenic council Code of Ethics
   5. Current correspondence and materials received from NPC
   6. Agendas and minutes from all meetings

Section 2. The duties of the Vice President shall consist of the following:

A. To serve as the Panhellenic representative on the Elon University Greek Standards Board.
B. To select and train Panhellenic representatives for the Elon University Greek Standards Board.
C. To perform the duties of the President in her absence.
D. To serve as the chair to the T-shirt committee.
E. To act as the committee coordinator for all needed committees of the Elon University Panhellenic Council.
F. To advise and work along with the Interfraternity Council Vice President, the National Pan-Hellenic Council Vice President and the leadership of all campus risk management entities.
G. To work with the individual chapter social and risk management chairs to aid in the development of risk reduction and education policies and procedures.
H. To organize and implement at least (1) program, co-sponsored with the Interfraternity Council and the National Pan-Hellenic Council, pertaining to risk management for the entire Greek community.
I. To maintain a complete and up-to-date notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution Bylaws and standing rules and regulations
   2. Elon University Panhellenic Council Code of Ethics
Section 3. The duties of the Director of Education shall consist of the following:

A. To coordinate all educational programs sponsored by the Elon University Panhellenic Council.
B. To organize and implement at least (1) program, co-sponsored with the Interfraternity Council and the National Pan-Hellenic Council, pertaining to leadership development for the entire Greek community.
C. To chair the New Member Retreat committee with the Interfraternity Council and National Pan-Hellenic Council officers.
D. To coordinate and distribute materials helpful in the preparation of good membership development programs for member organizations.
E. To aid the Elon University Panhellenic Council in addressing critical issues facing the Greek community through educational efforts.
F. To meet with the chapter membership development and new member educators as needed.
G. To maintain a complete and up-to-date notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution
   2. Bylaws and standing rules and regulations
   3. Elon University Panhellenic council Code of Ethics
   5. Minutes from all meetings
   6. Current correspondence sent and received

Section 4. The duties of the Director of Recruitment shall consist of the following:

A. To establish and supervise all functions and facilities pertaining to recruitment activities.
B. To work in increasing the number of women going through formal recruitment by use of a variety of publications and presentations.
C. To review any and all changes in the National Panhellenic Conference guidelines for recruitment.
D. To utilize the Code of Ethics in all matters pertaining to recruitment.
E. To organize and implement a fall recruitment registration activity.
F. To maintain a complete and up-to-date notebook which will contain the following
   1. Elon University Panhellenic Council Constitution
   2. Bylaws and standing rules and regulations
   3. Elon University Panhellenic council Code of Ethics
5. Minutes from all meetings
6. Current recruitment regulation, plans, and procedure
7. Current recruitment figures and statistics

Section 5. The duties of the Assistant Director of Recruitment shall consist of the following:
A. To chair the Recruitment Counselor selection committee.
B. To organize and implement a comprehensive Recruitment Counselor training program.
C. Assist the Director of Recruitment in all planning and implementation of formal and informal recruitment.
D. To serve as the Director of Recruitment in the following year.
E. To maintain a complete and up-to-date notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution Bylaws and standing rules and regulations
   2. Elon University Panhellenic Council Code of Ethics
   3. Current Panhellenic Council Budget
   4. Minutes from all meetings
   5. Copies of all contracts made by the Panhellenic Council
   6. Current correspondence sent and received

Section 6. The duties of the Director of Service shall consist of the following:
A. To work with the individual chapters and community service chairs to develop a strong philanthropy and community service program.
B. To plan and execute at least one (1) Panhellenic Council sponsored philanthropy event each year.
C. To plan and execute at least one (1) Panhellenic Council community service event each semester.
D. To aid in the recognition process for outstanding philanthropic and community service activities.
E. To maintain a complete and up-to-date notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution Bylaws and standing rules and regulations
   2. Elon University Panhellenic council Code of Ethics
   3. Current Panhellenic Council Budget
   4. Minutes from all meetings
   5. Copies of all contracts made by the Panhellenic Council
   6. Copies of individual chapter philanthropy and community service calendars, plans, and reports
Section 7. The duties of the Director of Scholarship shall consist of the following:

A. To work with the individual chapter scholarship chairs to develop strong scholarship programs.
B. To establish and/or supervise the Elon University "Greek" scholarship and any awards or honors.
C. To develop programs to recognize outstanding academic achievement among Panhellenic women.
D. To oversee the activities and selection of Order of Omega Greek Leadership Honorary.
E. To oversee the activities and selection of Gamma Sigma Alpha Greek Academic Honorary.
F. To oversee the activities of the Rho Lambda Panhellenic Honorary
G. To perform all other duties usually pertaining to this office.
H. To maintain a complete and up-to-date notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution
   2. Bylaws and standing rules and regulations
   3. Elon University Panhellenic council Code of Ethics
   5. Minutes from all meetings
   6. Copies of current scholarship reports and statistics

Section 8. The duties of the Director of Public Relations shall consist of the following:

A. To be responsible for all publications on campus and otherwise (i.e. Greek Newsletter, Greek updates in the Pendulum, Greek Life website, alumni magazine, weekly email announcements and working with the Marketing Communications office on local releases, and updating all social media outlets) related to Greek events, awards, and projects.
B. To market the Panhellenic Council and its events in a positive light, and encourage chapters’ Public Relations Chairs to do likewise
C. To select and manage the Assistant Directors of Public Relations of the Panhellenic Council
D. To maintain and oversee the Panhellenic portion on the Elon University Greek Life website with the Director of Greek Life and to review each chapters website to ensure that the information on them is accurate and current.
E. To maintain a complete and up-to-date notebook which will contain the following:
   1. Elon University Panhellenic Council Constitution Bylaws and standing rules and regulations
   2. Elon University Panhellenic Council Code of Ethics
   3. Copies of all contracts made by the Panhellenic Council
   4. Website policies
5. Information regarding the Assistant Directors of PR

Section 9. The duties of the Director of Finances and Administrative Duties shall consist of the following:

A. To be responsible for the official correspondence of the Panhellenic Council.
B. To be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, for providing a copy to each Elon University Panhellenic Council member organization.
C. To prepare monthly financial reports and present them to the Panhellenic Council.
D. To receive all payments due to the Panhellenic council, collect all dues, and give receipts.
E. To be responsible for the prompt payment of all bills of the Elon University Panhellenic Council.
F. To maintain up-to-date financial records, and give an annual report at the close of her term of office. To be responsible for the general supervision of the finances of the Elon University Panhellenic council.
G. To keep an up-to-date role of the members of Panhellenic Council meetings.
H. To serve as a senator on the Student Government Association and keep the Panhellenic membership apprised of all SGA activities.
I. To assume the role of parliamentarian and be versed in parliamentary procedure.
J. To keep full minutes of the Elon University Panhellenic Executive Council, the Panhellenic Council and a record of all actions taken by the Executive Board. Minutes shall be distributed prior to the next meeting.
K. To maintain a complete and up-to-date notebook which will contain the following:

1. Elon University Panhellenic Council Constitution Bylaws and standing rules and regulations
2. Elon University Panhellenic Council Code of Ethics
3. Current Panhellenic Council Budget
4. Minutes from all meetings
5. Copies of all contracts made by the Panhellenic Council
6. Current correspondence sent and received

Article IV. The Executive Board

Section 1. The Executive Board shall:
A. Consist of President, Vice President, Director of Programming, Director of
Recruitment, Assistant Director of Recruitment, Director of Service, Director of Scholarship, Director of Public Relations, and Director of Finances and Administrative Duties

B. Appoint all standing and special committees and their chairmen and in making these appointments, recognize representation from all member fraternities.

C. Administer routine business meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Elon University Panhellenic Council vote.

D. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Director of Finances and Administrative Duties and record the action in the minutes of the meeting.

E. All officers are required to work with the Panhellenic Council during recruitment and assist as needed.

F. All joint officers are required to work with the Panhellenic Executive Board and joint meetings between Interfraternity Council, the National Pan-Hellenic Council and Panhellenic Executive Board. If an officer misses more than two meetings, they will be reported to the President and the Judiciary Board will assess the situation and sanctions may occur.

G. All Panhellenic Executive Council officers will disaffiliate from their sorority from August 15th through bid-day activities in February.

Article V. Standing Committees and Liaisons

Section 1. The standing committees and liaisons of the Elon University Panhellenic Council shall be Recruitment, Judiciary, Scholarship, Risk Management, Public Relations, Philanthropy, and the President’s roundtable.

Section 2. The standing committees and liaisons shall serve for a term of one year, the term of office to begin no later than six weeks before the end of the college year. A committee chairman may be appointed to serve for a further term of office.

Section 3. Immediately following the selection of officers for the ensuing year, the President shall call a meeting of the Executive Board to care for the appointment of committee chairs, liaisons, and members.

Section 4. Recruitment

A. The recruitment committee shall consist of the Director of Recruitment as chair, the Panhellenic Executive Council Members and the Recruitment Counselors.

B. This committee shall be responsible for reviewing and developing recruitment rules, submitting them for discussion and approval to the Panhellenic Council before the end of the spring term, and distributing copies of them when approved to the delegates of the member fraternities. Additionally, this group will develop the recruitment plan for the entire year including informal and formal recruitment. Following each recruitment period, the Chair of this committee shall
present a full report, including recommendations to the Panhellenic Council.

Section 5. Judiciary
A. The Judiciary committee shall consist of the Vice President, the three elected representatives from each chapter, and the Panhellenic Advisor as an ex-officio member.
B. The Judiciary committee shall be responsible in dealing with violations of the Constitution, Bylaws, Standing Rules, and Recruitment regulations of the Elon University Panhellenic Council.
C. If the issue cannot be resolved satisfactorily, a formal vote of the committee shall be taken. A two-thirds (2/3) vote shall be required to carry a ruling.

Section 6. Scholarship
A. The Scholarship Committee shall consist of the Director of Scholarship as with the chapter scholarship chairs and one delegate as members.
B. The Scholarship Committee shall be responsible for all matters, pertaining to the promotion of superior scholastic achievement through programs and award recognition.

Section 7. Risk Management
A. The Risk Management Committee shall consist of the Vice President as chair and one delegate from each chapter as members. These individuals will also be members of the Greek Risk Management Committee.
B. The Risk Management Committee shall be responsible for planning and supervising all social activities of the Elon University Panhellenic Council.

Section 8. Public Relations
A. The Public Relations Committee shall consist of the Director of Public Relations as chair and two delegates as members.
B. The Public Relations Committee shall be responsible for all forms of publicity regarding the Elon University Panhellenic Council. The committee shall work closely with the Executive Board and all favorable publicity about the Council and its member fraternities. It will also produce a monthly Panhellenic newsletter that includes; a calendar, philanthropic dates, chapter recognition, etc... This newsletter will be mailed to not only the Greek organizations, but to the faculty and staff of Elon University.

Section 9. Service
A. The Service Committee shall consist of the Director of Service as chair and all the fraternity Community Service and Philanthropy Chairs and one delegate as members.
B. The Philanthropy Committee shall be responsible for planning the all-Panhellenic community service or philanthropy event. It will also address all philanthropic
and community service recognition’s.

Section 10. President’s Roundtable
A. The President's Roundtable shall consist of the Panhellenic President as chair and all the Presidents of member fraternities as members.
B. The President's Roundtable shall be responsible for discussions and recommendations to the Panhellenic Executive Board on current fraternity issues.

Article VI. Panhellenic Web-Site

Section 1: Panhellenic Council website
A. The Panhellenic Council website will be managed by the Panhellenic Council advisor and the Director of Public Relations, per the requirements set forth by Elon University. These policies can be found on the Elon University website.
B. Review of the Panhellenic Council web-site will take place each semester by the members of the Panhellenic Council and the Panhellenic Council Advisor.
C. Chapters that have a website may request their site be linked directly to the Panhellenic Council website on the www.elon.edu website. A review of chapter sites that are linked to the Panhellenic Council website will also be reviewed each semester by the Director of Public Relations to ensure proper content, language and images are consistent with the chapter’s values and Elon University policies.
D. The Panhellenic Council website will include, but is not limited to, the following:
   1. Panhellenic Council Constitution
   2. Elon Relationship Statement
   3. Greek Risk Management Regulations
   4. Information on all member chapters
   5. Formal and informal recruitment information

Article VII. Panhellenic Advertising and Promotions

Section 1. Any member organization of the Panhellenic Council will ensure that all advertisements, promotions, and other publicly displayed items will be in good taste and with regard to the local chapter, the local Panhellenic, the inter/national organization, and the National Panhellenic Conference.

Section 2. Any member chapter wishing to order a t-shirt for a social, philanthropy, or other chapter event must have the t-shirt design approved by the Panhellenic Executive Council.
A. The Panhellenic T-Shirt Approval Process is chaired by the Vice President of Panhellenic
B. All chapter submissions must be to the Vice President by 3:00 p.m. on
Tuesday for approval by the Panhellenic meeting.

C. All chapter submissions must come with a sketch of the drawing, the quote or slogan used, as well as colors of printing and shirts.

D. The Panhellenic Executive Council reserves the right to approve or not approve any and all designs.

E. Any member chapter not approving their t-shirts through the Panhellenic Executive Council will be referred to the Panhellenic Judicial Board.

Section 3. T-shirt Committee Rules and Regulations. *see ADDENDUM

Article VIII. Administration of Membership Selection (recruitment)

Section 1. A formal recruitment shall be held every academic year. The date will be determined the previous year by the Elon University Panhellenic Council.

Section 2. The National Panhellenic Conference quota-total system shall be followed.

Section 3. Preferential bidding system shall be used.

Section 4. Except during the formal recruitment period, continuous open bidding shall be in effect during the university calendar year (following formal recruitment and continuing through the following fall) for all eligible women students.

Section 5. Chapters which do not fill basic quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over chapter total.

Section 6. All membership selection events shall be held in the chapter facilities.

Section 7. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in chapter total.
A. A list of new members, initiated, and affiliated members shall be filed with the President of the Elon University Panhellenic Council and with the Panhellenic Advisor on the first day of classes each term.
B. Any de-pledging, termination, or other change in membership shall be reported to the President of the Elon University Panhellenic Council and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

Section 8. Summer Contacts.
A. Initiated members and new members may not host or participate in summer recruitment parties held specifically by their Greek organization for women planning to attend Elon University.
B. Collegiate members shall be encouraged to attend Panhellenic parties.
C. The Elon University Panhellenic Council shall send a brochure to each entering female student with information regarding all fraternities at Elon University. An opportunity shall be provided in the brochure for women to express an interest in recruitment.

Section 9. Formal Recruitment Regulations and Guidelines. *see ADDENDUM

**Article IX. New Membership and Initiation**

Section 1. A woman must be a regularly matriculated student to be eligible for recruitment and new membership. She must have a 2.75 cumulative GPA and have completed 12 credit hours at Elon University.

Section 2. A Panhellenic Council member fraternity may not issue an invitation to membership or formally initiate a woman during the school recesses.

Section 3. Any new member may be initiated whenever she has met the requirements of the fraternity to which she is a new member.

Section 4. A person who is or has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.

Section 5. When a recruitment guest's Preference Card is matched with a chapter's bid list, or when she signs a continuous open bidding acceptance card, she may not be pledged to any other NPC fraternity on the same campus for one calendar year.

Section 6. A student who has had her new member period broken by a fraternity or who has broken her new membership to a fraternity, may not be asked to join another fraternity on the same campus for one calendar year from the date she was initially a new member. However, she may be allowed new membership from the same fraternity chapter at any time within that calendar year.

Section 7. When a new member transfers to another campus, she shall be eligible to become a new member of the fraternity of her choice at the earliest opportunity.

**Article X. Hazing**

Section 1. The National Panhellenic Conference defines hazing as, "any action taken or situation created intentionally, whether in or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule." The Elon University Handbook defines hazing as, "any act or behavior whether physical, mental, emotional, or psychological which subjects a person, voluntarily or involuntarily to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her or his
inherent human dignity." The Elon University Panhellenic Council acts in accordance with the guidelines of the National Panhellenic Association and Elon University. Thus, all forms of hazing, pledge day or pre-initiation activities, which are defined as hazing shall be prohibited.

Article XI. Extension

Section 1. When all NPC chapters at Elon University are close to or over total, the Panhellenic Council shall consider raising total or adding another chapter.

Section 2. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.

Section 3. Consideration shall be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.

Section 4. Extension by Colonization of an NPC Fraternity.
A. When it has been determined that the campus is ready for the addition of another NPC fraternity, the Panhellenic Advisor shall notify the NPC Extension Chairman. At that time, national groups who are interested may present their formal application to the Panhellenic Advisor.
B. From these applications, a minimum of two and a maximum of four shall be selected and their representatives invited to campus for final selection by the Panhellenic Council.
C. An individual must have a 2.75 grade point average for membership into this group.
D. Upon colonization, the new group may petition for associate membership into the Elon University Panhellenic Council. This recognition shall be obtained through the two-thirds (2/3) vote of the Panhellenic Council. The Panhellenic Council shall consider the advisability of extension in making this decision.
E. The Executive Board shall serve as the official link between the colony and the Panhellenic Council.
F. Upon receipt of its charter and initiation of its founding members, the group may obtain regular membership in the Elon University Panhellenic Council by a two-thirds (2/3) vote of the Council, acknowledging the completion of the extension process.

Article XII. Rules of Order

Article XIII. Amendments

Section 1. These Bylaws may be amended by two-thirds (2/3) vote of the voting members of the Elon University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

ADDENDUM

Section 1. Recruitment Regulations and Guidelines *see attachment
Section 2. Greek Risk Management Regulations and Policies *see attachment
Section 3. Elon University Panhellenic Judicial Board Policies and Procedures *see attachment
Section 4. T-shirt Committee Rules and Regulations *see attachment