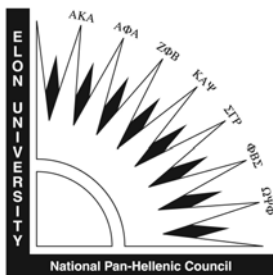




Elon University Panhellenic Council Delegate Manual



Panhellenic Council Delegate Manual

Prepared for the
Elon University Panhellenic Council

Prepared by
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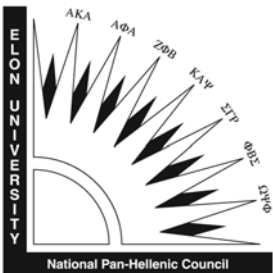
Adopted September 2005

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Panhellenic Overview



PANHELLENIC OVERVIEW

Panhellenic Creed

We, the Undergraduate Members of women's fraternities, stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We, the Fraternity Women, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.

College Panhellenic

A college Panhellenic Council is the local governing body that consists of delegates from chapters of the eligible women's fraternities on campus. The College Panhellenic Council is responsible for local Panhellenic operation in accord with the National Panhellenic Council's (NPC) policies and procedures.

Each College Panhellenic is responsible for establishing a constitution, bylaws and recruitment regulations. While each College Panhellenic (hereby referred to as Panhellenic) works out the details of its own operation, there is a framework provided by NPC for all College Panhellenics. Effective Panhellenics will adopt regulations that carry out the provisions of NPC's recommended policies and procedures. (Manual of Information, 14th Edition)

A Panhellenic is a forum; its effectiveness is determined by the respect given by its members and the rest of the campus community. To be influential it must reflect solid characteristics of a well-organized group. A Panhellenic Council can function most effectively when its member sorority representatives are knowledgeable about proper Panhellenic procedures and dedicated to working together in a spirit of harmony known as "the Panhellenic Bubble".

It is advantageous to individual chapters and to Panhellenic as a whole, for each chapter to select the best qualified member as its delegate to the Panhellenic Council. To represent the chapter effectively, the representative must be informed and knowledgeable about proper Panhellenic procedures. To represent the Panhellenic spirit effectively to her chapter, she must be a respected, knowledgeable chapter member who is strongly committed to fraternal ideas and who understands the value of cooperative effort.

Recruitment rules and regulations are only one aspect of Panhellenic Council operations. Each Panhellenic should meet with frequent regularity throughout the school year and should adopt programs of real value to the Greek Community campus at large.

Sorority women on every campus can make Panhellenic stand for something worthwhile in the life of that campus. As expressed in the Panhellenic creed, sorority women are dedicated to uphold good scholarship, to set high standards of ethical conduct, and to work in harmony and understanding with each other to further the ideals of women's fraternities. High moral and ethical principles are basic to all NPC sororities.

By working together, sororities can develop strong chapters that better serve students of Elon University. It is beneath the dignity of any sorority woman to say that her sorority is the "best" or the "first" because there is no such thing as listing or rating. A sorority defines its position by its members truly living the ideal of that organization.

Rights of Chapters

Panhellenics and all advisors working with them must bear in mind that the authority of Panhellenic Council is only that; Authority given to them by the member sorority chapters. The Panhellenic Council and advisors guide; they do not decide. However, the Panhellenic Council and its member groups are here at the liberty of Elon University.

Panhellenic Advisor

A Panhellenic Advisor is that person whose responsibility is to counsel Elon University PHC as to its goals, programs and regulations. The Panhellenic Advisor usually is a university administrator but may be a qualified alumna of an NPC sorority hired by the Panhellenic/University or a volunteer capacity, as stipulated in the Elon University Foundations of Excellence.

The role of an advisor is to provide guidance, counsel and support, assisting the Panhellenic to function effectively in accordance with NPC policies and university standards. Decisions are made by the Panhellenic Council, based on the authority given to them by the member sorority chapters.

Panhellenic Office

A well-organized Panhellenic office is essential for every campus where there are NPC groups. It is vital to efficient operation to establish a permanent location for keeping Panhellenic records and files. It is important that permanent records are kept in as central a location as possible and are accessible to Panhellenic officers.

An Effective Panhellenic

To have an effective Panhellenic, its purpose should encompass the following:

- Provide an organization with a constitution and bylaws which unites member sororities fairly and harmoniously within the framework of NPC.
- Coordinate activities, establish orderly procedures, provide for programs in addition to recruitment, and to promote the common welfare.
- Promote the growth of individual chapters and of the sorority community.
- Organize and sponsor a recruitment program which provides all chapters opportunities for growth through continuous recruitment and initiation of new members.
- Maintain the highest possible academic, social, and moral standards, since all NPC groups are committed to these goals.
- Assist in furthering the women's programs on campus.
- Understand the composition of Panhellenic and the duty of the elected delegates to represent their chapter opinions rather than individual conviction.
- Promote good public relations which present Greek membership and Greek life to the campus and the community in a positive manner.
- Give service to community and campus.
- Promote friendship, harmony, and unity between members, chapters, faculty, administration, and campus groups.

Priorities for Panhellenic

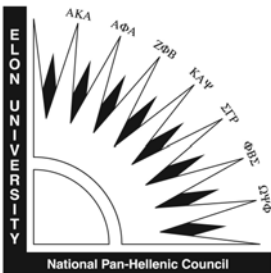
Panhellenic as an organization must have strong leaders who know, understand, and believe in Panhellenic. Panhellenic as a membership coordinator should provide simple recruitment rules, positive counseling, public relations programs, and continuous open bidding in order to recruit new members to the Greek Community. Panhellenic, as a program facilitator, should provide programs on a campus-wide scale to strengthen the Greek community by working together and to establish credibility with the rest of the campus.

The Delegates Responsibility

Each delegate should act in accordance with the policies and procedures set by NPC and Elon University Panhellenic Council. The delegates should represent their respective sororities and the Panhellenic Council in furthering sorority life and keeping harmony between all the sororities. The delegates have a responsibility, more than any other Greek member, to promote a positive image and to help strengthen the sorority and Greek community.



Chapter Reporting



CHAPTER REPORTING

Delegate Responsibilities

Liaison. First and foremost, the delegate's job is to serve as a liaison between her chapter and the Panhellenic Council. This task needs special attention and thoroughness. Delegates receive information from formal meetings and through the PHC list serve. Information can be on a variety of different subjects. Any of the eight officers may have information to pass along as well as the Panhellenic advisors and Office of Greek Life. The flow of information can also go from sororities to the Panhellenic Council.

Meetings. The meetings are a time for Panhellenic officers to share with the delegates specific items they will need to bring back to their chapter. The meetings also allow for the delegates to bring up certain issues that they or their respective chapters would like discussed.

The topics of information received at meetings may include but are not limited to:

- Information from the Panhellenic President that is usually of a general nature. She will discuss things that concern the Council as a whole, for example, what will be the Greek's participation in the campus program or special projects that all sororities will need to participate in.
- The Vice President will discuss things concerning the bylaws and any proposed amendments as well as anything related to judicial action and risk management.
- The Director of Education and Programs will discuss any events that Panhellenic feels deserves attention from all the sororities, such as, campus-wide events and educational programs pertaining to issues of social and personal well being. Additionally, she will make announcements related to membership development and new member education.
- The Director of Recruitment makes any and all announcements concerning recruitment efforts for COB and Formal Recruitment. This could range from recruitment rules, information about and for potential new members, summer conferences, and due dates for budgets.
- The Assistant Director of Recruitment will discuss matters pertaining to the Recruitment Counselors and the marketing efforts of the Recruitment Counselors.
- The Director of Service will make announcements related to the service and philanthropy updates and opportunities. Additionally she will coordinate the Panhellenic Special Events that are service oriented.
- The Director of Scholarship will make announcements concerning the Greek Honor Societies and various academic issues and programs.
- The Director of Public Relations will discuss issues concerning the public face of Panhellenic. Announces expenses that need to be paid, as well as budget information, meetings and minutes information, and PR materials. She may need to discuss items concerning mailings or other types of publicity issue. There are times when she needs a specific sorority to turn in pictures or a write-up about something.

At the end of the meetings, there is plenty of time for discussion and for allowing the delegates to bring up issues of their own to be announced. The delegate announcements can be anything they feel is necessary to announce. The delegate may wish to report a special event going on in their sorority that they wish Panhellenic to support, or a proposed amendment to the bylaws.

Many deadlines are usually set for responses to any of the announcements listed above. Deadlines are also set for financial payments. It is very important that the delegate be aware of

these deadlines and to meet them. Panhellenic has a fine system and any missed deadlines will result in a fine to the delegates' sorority. (See constitution and bylaws)

Mailboxes. Each chapter has a mailbox in the second drawer of the filing cabinet in the Office of Greek Life, Moseley 209, as well as a mailbox in the Elon University mailroom. The delegate and the chapter are responsible for checking the previously mentioned mailboxes for any information not brought up at the meeting, and items being sent to the chapter and its officers. Items found in the mailboxes should be treated just as important as things discussed at the formal meeting of Panhellenic or the Chapter. These materials may also have a deadline that various chapter officers will need to meet and it is the responsibility of the delegate to make sure the appropriate persons get their mail. Mailboxes should be checked at least twice a week to keep current.

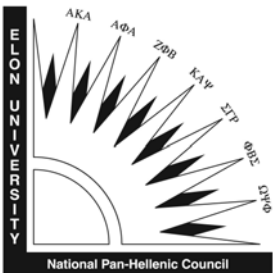
Voting. Many issues brought up by the Panhellenic are things that require a vote from all of the chapters. Most of the time this will be things such as: amendments to the bylaws, recruitment rules, or special items. Each sorority is allowed one collective vote and it is the delegates' responsibility to take the vote and bring it back to the meeting or whenever the deadline may be.

Chapter Reporting in Perspective

It cannot be stressed enough that the delegate is the main link between each chapter and the Panhellenic Council. The delegate needs to stay on top of Panhellenic issues and discuss them with her chapter accurately and timely. Different issues require different approaches and it is up to the delegate to do this. The issues that are very serious and important should be given the special attention they need. At times the delegate may need to hold special meetings with her chapter's advisor or her chapter's executive officers, if the issue is that serious. At other times, the delegate may simply need to make an announcement at her chapter meeting. Whatever the case, the delegate is held fully accountable for any communication between her chapter and the Panhellenic Council.



Committee Work



COMMITTEE WORK

Committee Descriptions

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.

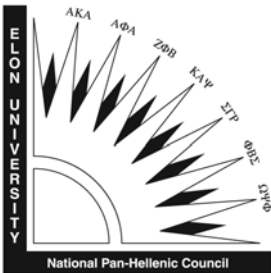
The standing committees and liaisons of the Elon University Panhellenic Council shall be Recruitment, Judiciary, Scholarship, Risk Management, Public Relations, Philanthropy and Service, Education and Programs and the President's roundtable.

The Delegates Responsibility

Each delegate must serve on committees at the request of the executive board. The Panhellenic officers decide who will be on the committees. The delegate will find out what committees they are on at the second or third Panhellenic meeting of the year. Once they find out what committees they are on, it is their responsibility to serve as a good committee member. The delegate should attend all of their committee meetings, and fulfill any committee requirements given to them by the chair of that committee. All of the committees are important and the delegates should treat them this way. The delegate should realize that their service on these committees can benefit the Panhellenic Council and will in turn benefit their sorority.



Parliamentary Procedures



PARLIAMENTARY PROCEDURE

Meetings

All formal Panhellenic meetings practice parliamentary procedure. The agenda of all meetings goes as follows:

- I. Call to Order; Creed; Roll Call
- II. Approval of Minutes
- III. Special Guests
- IV. Officer Reports
 - A. President
 - B. Vice President
 - C. Director of Education and Programs
 - D. Director of Recruitment
 - E. Assistant Director of Recruitment
 - F. Director of Service
 - G. Director of Scholarship
 - H. Director of Public Relations
- V. Committee Reports
- VI. Advisor Report
- VII. Unfinished Business
- VIII. New Business
- IX. Chapter Reports
- X. Greek Announcements
- XI. Adjournment

Meeting Procedures

The procedures to know for meetings are below:

- The President will call the meeting to order by hitting the gavel once. Everyone will rise and recite the Panhellenic creed found in Appendix A.
- The secretary will call roll by the sorority name, for example she will call out "Delta Gamma" instead of Melissa Komasz. The delegate will answer "present".
- The secretary will then ask if there are any corrections to the minutes from the previous meeting. If so, someone will announce the correction, and the secretary will correct it. Anyone may announce a correction. If there are no corrections, then the minutes will stand.
- The President will ask for officer reports next. She will address each officer and chairperson as "Madam" followed by their title. They will in turn say "Madam President, may I speak?" She will respond with "yes you may" and they will make their announcements. This will continue until all officer and committee reports have been given.
- The President will next ask for any unfinished business. This can be anything from a previous meeting that someone wishes to discuss further. Anyone can have unfinished business. They need to stand and say "Madam President, may I speak?" She will respond with a "yes", and they can make their announcement. If there is not any unfinished business, the meeting will continue.
- The President will next ask for new business. The same procedures apply as before from the unfinished business section; however, this business has never been talked about before.

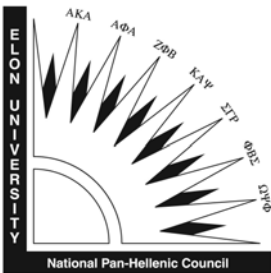
- The rest of the meeting is set aside for Greek Announcements. This is more informal, and it gives the delegates a chance to stand and announce anything that has to do with their sorority. It usually is something like a project they are working on or a date party that they have coming up. The delegate stands, says their name and the sorority they are a member of, and then makes any announcements they have.
- The President then hits the gavel twice and adjourns the meeting.

Things to Remember

The attire for all Panhellenic meetings is business casual unless stated otherwise prior to the meeting. Meetings will be set each academic year and last for approximately one hour. It is important not to be late. The location of the meetings can be found posted on the Greek Life Website.



Amendments



AMENDMENTS

Definition of an Amendment

An Amendment is a change or addition to any of the Panhellenic bylaws. Appendix B contains a current copy of the bylaws.

Guidelines for Proposing Amendments

Listed below are guidelines that must be met for proposing an amendment:

- A sorority can make an amendment, but just one person cannot.
- An amendment can be any change or addition to the current Panhellenic bylaws.
- It is necessary to type a proposed amendment exactly as it would be if it passed. It must state the rule or regulation identifying section number, the amendment itself, and the sorority name that is proposing it.
- The proposing sorority must submit the amendment to the President of Panhellenic one week prior to the meeting at which they would like to present the amendment.
- The sorority needs to make nine copies (one for each of the eight sororities and a copy for Panhellenic) and distribute them at the Panhellenic meeting.
- When the Panhellenic President asks for any new business at the meeting, the delegate from that sorority should stand, state the amendment and any comments as to why her sorority feels this is in everyone's best interest to change. Also at this time, a discussion can take place among everyone present at the meeting.
- Next, all of the delegates need to take the proposed amendment back to their chapter and take a chapter vote on whether or not they agree with the amendment. The vote needs to take place some time between the Panhellenic meeting at which the amendment was proposed and the next Panhellenic meeting.
- At the Panhellenic meeting following the meeting when the amendment was proposed, a roll call vote takes place when the President asks for unfinished business. A roll call vote means that the secretary calls the roll and when a sorority name is called out, that delegate answers "yes" or "no".
- Two-thirds of the sororities have to vote "yes" in order for the amendment to pass; otherwise, it does not pass.

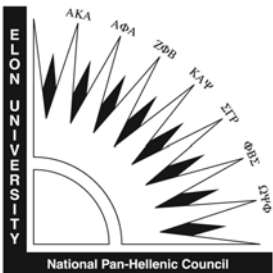
The Delegate's Responsibility

The delegate of the proposing chapter has the responsibility of bringing the amendment to Panhellenic and persuading them in favor of it. Obviously this is something that her chapter wants changed or added, and she should keep in mind that she is her sorority's main link to Panhellenic and to the other sororities. This delegate should come prepared to answer questions and to be as knowledgeable about the proposal as she can be.

The other delegates have the responsibility of bringing the proposed amendment back to their chapters. These delegates need to ask as many questions as they can and become as informed as they can. These delegates should keep in mind that they are their chapter's main link to Panhellenic as well, and their chapter will rely on them for helping to make the right decision in their vote. These delegates need to be prepared to answer their chapter's questions and concerns when they bring the proposed amendment before the chapter.



Panhellenic Officers



PANHELLENIC OFFICERS

Hierarchy of Panhellenic

Election and Rotation Procedures as written in Article II Section 2 of the Elon University Panhellenic Council Bylaws.

- A. The Panhellenic Council recommends that each chapter nominate two women for each elected position.
- B. The Panhellenic Council elected officers shall be announced at one meeting prior to the last meeting of the fall semester. A candidate information packet shall be available for persons interested in running for an office at the meeting nearest November 1.
- 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. Delegates shall poll their chapters between the meeting in which campaign speeches are delivered and the election meeting. Each chapter should grant to its delegate the power to vote in the best interest of the chapter, as perceived by the delegate, in the event of some change of the status of a candidate during the election meeting.
 2. Officers shall be elected in the following order: Vice President, Director of Programming, Assistant Director of Recruitment, Director of Service, Director of Scholarship, and Director of Public Relations
 3. The Vice President and the Assistant Director of Recruitment must be eligible to fulfill the 2-year term expectation of office.
 4. A quorum must be present at the meeting in order to proceed with the election.
 5. A two-thirds (2/3) majority vote by secret ballot shall be required to elect an officer. In the event that more than two candidates run for an office and the election is not resolved in the first round of voting, the candidate with the fewest votes shall be dropped from the ballot. In the case of a tie, the Panhellenic Executive Council shall cast the tie-breaking vote.
 6. A chapter may not vote for their candidate in any officer election.
 7. No more than two officers may be elected from the same fraternity, and every chapter must be represented in an officer position.

Panhellenic Advisor

The Panhellenic Advisor oversees all activities concerning Panhellenic. Her position as the Advisor is a full-time administrative position on the campus. She has final authority over all of the other officers and members of Panhellenic.

The Executive Council consists of the President and Vice President. Collectively, they are next in the chain of command. Within this group, however, the President has final authority.

Executive Council

See appendix A and B.



Appendices

