

Shorter University Panhellenic Association By-Laws

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the Shorter University Panhellenic Association shall be from January to December inclusive.
2. **CONTRACTS.** The signatures of the President and Treasurer shall be required to bind the Shorter University Panhellenic Association.
3. **CHECKS.** All checks issued on behalf of the Shorter University Panhellenic Association shall be signed by the President and Treasurer.
4. **PAYMENTS.** All payments due to the Shorter University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Shorter University Panhellenic Association.
5. **DUES.**
 - a. NPC University Panhellenic dues are to be paid yearly as invoiced by the NPC Office.
 - b. Panhellenic Association membership dues shall be an assessment per member and new member.
 - i. The amount of such dues shall be determined by Panhellenic Council at the last meeting of the previous academic year.
 - ii. The dues of each Panhellenic Association member fraternity shall be payable on or before September 15.

ARTICLE II. SELECTION OF OFFICERS

1. The office of President of the Shorter University Panhellenic Association shall be held in rotation by each Regular and Associate member organization of the Shorter University Panhellenic Association. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.
2. The Offices of Vice President of Recruitment and Vice President of Judicial shall also be held in rotation amongst the three organizations.
3. The offices of Recording Secretary and Treasurer also shall be selected through a application and election process.

ARTICLE III. OFFICER DUTIES

The president shall:

1. Have overall responsibility for the operation of the Panhellenic Council.

2. Call and preside at all regular and special meetings of the Shorter University Panhellenic Association.
3. Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
4. Call and preside at all Panhellenic Council Executive Board meetings.
5. Review, approve, and sign all Panhellenic Association checks and contracts involving the Shorter University Panhellenic Association.
6. Serve as member ex-officio of all Panhellenic Council Committees.
7. Complete the NPC Annual Report and send it to the NPC Area Advisor.
8. Communicate regularly with the NPC Area Advisor.
9. Maintain a complete and up-to-date President's file, which will include a copy of the current Shorter University Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the University Panhellenic reports to the Area Advisor and other pertinent materials.
10. Perform all other duties usually pertaining to this office.

The Vice President of Membership Recruitment shall:

1. Serve as the Chairman of Recruitment Committee.
2. Have the overall responsibility for the operation of Recruitment at Shorter University.
3. Call and preside over meetings with sorority recruitment chairs.
4. Chair the selection committee for Recruitment Counselors.
5. Plan and organize the Recruitment Counselors Training.
6. Be responsible for the recruitment publications (booklets, pamphlets, newsletters, postcards, and door hangers).
7. Be responsible for the wrap up of Recruitment, including the clean up of Panhellenic Recruitment materials.
8. Write an annual report pertaining to her office and submit to the Panhellenic President at the end of her term.

9. Maintain a complete and up-to-date file, which includes a copy of the current Shorter University Recruitment Rules, the current NPC rules and regulations regarding recruitment, copies of the final recruitment reports from the past three years, and current correspondence and materials received from the NPC Area Advisor, copies of the recruitment judicial hearing reports and all other pertinent materials.

10. Perform all other duties pertaining to this office.

The Vice President of Judicial Affairs shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as the Chairman of the Judiciary Board.
3. Chair committee that performs annual review of Panhellenic Constitution and Bylaws and makes the appropriate recommendations to Council.
5. Educate members with regards to Robert's Rules and Orders.
6. Develop and implement functions and/or events geared towards Panhellenic/Chapter relationships and fraternal relationships (I.E. Greek Week, Panhellenic mixers, Educational/hazing workshops).
7. Perform all other duties pertaining to this office.

The Secretary shall:

1. Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
3. Keep full minutes of all meetings of the Shorter University Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board.
4. Maintain a complete and up-to-date file that will include the minutes of meetings of the Shorter University Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.
5. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
6. Send meeting minutes to the NPC Area Advisor.

7. Perform all other duties pertaining to this office.

The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Shorter University Panhellenic Association.
2. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Shorter University Panhellenic Association member fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
4. Be responsible for the prompt payment of the annual NPC dues and all the bills of the Shorter University Panhellenic Association.
5. 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.
6. Sign Panhellenic Association contracts when authorized to do so.
7. Perform all other duties usually pertaining to this office.

ARTICLE IV. THE EXECUTIVE BOARD.

The Executive Board shall:

1. Members of the Executive Board are: President, Vice President of Recruitment, Vice President of Judicial, Secretary, and Treasurer.
2. Duties of the Executive Board are:
 - a. Appoint Standing and Special Committees and their chairmen and, in making these appointments, recognize representation from all member fraternities.
 - b. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
 - c. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Secretary, then record the action in the minutes of that meeting.

ARTICLE V. STANDING COMMITTEES

The Standing Committees of the Shorter University Panhellenic Council shall be Judicial, Membership Recruitment, Public Relations, Academic Excellence and any other committees deemed necessary by the Panhellenic Council.

The Standing Committees shall serve for a term of one year. Such term of office is to begin at the start of Spring semester. A committee chairman or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairman and members.

1. Judicial Board

- a. Duties- It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules, and membership recruitment regulations of the Shorter University Panhellenic Association.

2. Membership Recruitment Committee

- a. Duties- This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distribute copies of them when approved to the delegate of the member fraternities. Following 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, recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisors and the Alumnae Advisory Council.

3. Public Relations Committee

- a. Duties- The Public Relations Committee shall be responsible for all forms of publicity dealing with the Shorter University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media and the Shorter University Office of Institutional Relations is kept informed of the positive events of the Panhellenic Association and the member fraternities.

4. Academic Excellence Committee

- a. Duties- This committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

ARTICLE VI. Administration of Membership Recruitment

1. A fall membership recruitment shall be held.
2. All membership events shall be held in campus facilities.
3. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in chapter total.

- a. A list of pledged, initiated, and affiliated members shall be filed with the Panhellenic Advisor on the first day of classes in each semester.
 - b. Any depledging, termination or other changes in member status shall be reported to the Panhellenic Advisor no later than 24 hours after it has occurred.
4. The University Panhellenic will make summer contacts with the potential members.
5. Except during the formal recruitment period, continuous open recruitment shall be in effect during the University academic year for all eligible women students.

ARTICLE VII. PLEDGING AND INITIATION

1. A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging. No student on Shorter University academic or disciplinary probation is allowed for membership recruitment.
2. A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
3. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

ARTICLE VIII. HAZING

All forms of hazing, pledge day and/or pre-initiation activities that are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their international magazines.

ARTICLE IX. EXTENSION

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

3. Consideration should 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.

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

ARTICLE X. VIOLATIONS

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the Shorter University Bylaws as adopted on April 17, 2008.

It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules, and membership recruitment regulations of the Shorter University Panhellenic Association.

University Panhellenics that have only two member groups should contract their NPC Delegates and NPC Area Advisor to negotiate a resolution to the matter in conflict if the matter cannot be resolved through mediation or a judicial hearing before filing an Appeal to the NPC University Panhellenics Judicial Appeals Committee.

ARTICLE XI. RULES OF ORDER

The Shorter University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in this Constitution, Bylaws and Standing Rules.

ARTICLE XII. AMENDMENTS

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.

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