

UNIVERSITY OF RHODE ISLAND PANHELLENIC BYLAWS

Revised: October 27, 2008

ARTICLE I: MEMBERSHIP

SECTION I: REGULAR MEMBERSHIP

- I. The Regular Membership of the University of Rhode Island Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at the University of Rhode Island.
- II. All organizations recognized as regular members of the Panhellenic Association must comply with the requirements of the Panhellenic Association, the current University of Rhode Island handbook, the Greek Affairs bylaws, Rhode Island state laws, and federal laws.
- III. The Regular Membership of the University of Rhode Island Panhellenic Association shall be composed of the following active chapters: *Sigma Kappa, Chi Omega, Delta Zeta, Sigma Delta Tau, Alpha Delta Pi, Alpha Chi Omega, Phi Sigma Sigma, Alpha Phi.*

SECTION II: PROVISIONAL MEMBERSHIP

- I. The Provisional Membership of the University of Rhode Island Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at the University of Rhode Island.
- II. Authorization to form a provisional member group is conveyed only upon a separate extension vote of the Regular Members of the Panhellenic Council when campus numbers warrant a vote to open for extension.

SECTION III: ASSOCIATIVE MEMBERSHIP

- I. The Associate Membership of the University of Rhode Island Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups, or national or regional non-National Panhellenic conference member groups who have met the requirements for membership in the University of Rhode Island Panhellenic Association.
- II. The Associative Membership of the University of Rhode Island Panhellenic Association is composed of the following active chapters: Zeta Epsilon Tau Alpha.
- III. The criteria required to be met for determining Associate Membership status of the University of Rhode Island Panhellenic Association are as follows:
 - A. The minimum membership size of a prospective Associate Member group is 25 members. This number does not include members who are scheduled to graduate the year that the group is applying for Associate Membership status.
 - B. Initiated members of NPC groups, whether active or inactive, may not form or join an Associate Member group. A woman who has accepted a bid to any Regular, Provisional, or Associate Member group, but who has not been initiated, must wait two full academic semesters before accepting a bid to any other Regular, Provisional, or Associate Member group.
 - C. A prospective Associate Member group must be in existence for a minimum of two full academic semesters before applying for Associate Member status.
 - D. A prospective Associate Member group must present internal governance policies to the Panhellenic Association before being granted Associate Membership status. Such internal governance policies include current bylaws and risk management policies (including policies on alcohol, social functions and hazing). All policies and practices of a prospective Associate Member group must comply with the requirements of the Panhellenic Association, the current University of Rhode Island Student Handbook, Rhode Island state laws, and federal laws.
 - E. A prospective Associate Member group must obtain, through its own member funds, a group insurance policy in the amount of \$1 million.
 - F. A two-thirds majority vote of the Panhellenic Council voting members required to approve an application for Associate Membership.
 - G. The process for Associate Membership application shall be as follows:

- i. A prospective Associate Member group must approach the President and ask to be placed on the agenda for the next general meeting. This agenda item will occur in New Business and shall be open forum for all active members.
 - ii. A motion will be made to recognize the group as an Associate Member group; the motion must be made by a Regular Member.
 - iii. The motion to recognize the group as an Associate Member group must be seconded by a second Regular Member group.
 - iv. All Regular member groups will return to the next general meeting to vote on the matter of Associate Membership recognition (a minimum of one week, seven calendar days, is required in between these meetings).
 - H. If recognition is not granted, prospective Associate Member groups must wait two full academic semesters before reapplying for recognition.
- IV. The privileges and responsibilities of an Associate Member group of the University of Rhode Island Panhellenic Association are as follows:
 - A. All Associate Members must abide by all National Panhellenic Conference Unanimous Agreements.
 - B. All Associate Members are subject to the University of Rhode Island Panhellenic Association Constitution and Bylaws, NPC Recruitment Policies, and risk management policies.
 - C. Associate Member groups are required to attend all general meetings of the Panhellenic Council.
 - D. Associate Member groups have voice in all Panhellenic meetings, beginning on the first day of official recognition.
 - E. Associate Member groups will gain voting privileges on all matters other than extension of Regular and Provisional Member groups two full academic semesters after official recognition.
 - F. Associate Member groups shall assign members to serve on all committees called by the Panhellenic Council.
 - G. The Panhellenic Council will create one additional rotating position for each newly recognized Associate Member group. This addition will occur immediately prior to officer elections in the spring, provided that the Associate Member group has been recognized by the Panhellenic Association for two full academic semesters before obtaining a rotating position.
 - H. Associate Members may not run for elected offices.
 - I. Associate Member groups shall pay membership dues of \$14 per active member. Membership dues shall be billed according to Article II of the Bylaws.
 - J. Associate Member groups shall be required to participate in all Panhellenic and Greek programming, including but not limited to Greek Week and Philanthropy Week, beginning the academic semester following recognition.
 - K. Associate Member groups and all of their members are subject to the Panhellenic Association judiciary proceedings.
 - L. Associate Member groups shall not participate in formal recruitment.
 - M. Associate Member groups are to adhere to Total of 95 members.
 - N. Associate Membership in the University of Rhode Island Panhellenic Association cannot and does not confer or imply any guarantee that an Associate Member will be permitted to affiliate with a National Panhellenic Conference group, such authorization is conveyed only upon a separate extension vote of the Regular Members of the Panhellenic Council when campus numbers warrant a vote to open for extension.
 - O. The Panhellenic Council's process for monitoring Associate Members' adherence to the requirements for continued status will occur as follows:
 - i. An annual assessment will be conducted by the outgoing Executive Board.
 - ii. Assessment will occur each spring semester, and the first assessment shall require a minimum of two full academic semesters of recognition.
 - iii. The Executive Board will provide a recommendation to the Panhellenic Association regarding the group's status, and the Panhellenic Council will vote on the recommendation.
 - iv. A two-thirds majority vote is required to determine action upon the recommendation.

ARTICLE II: FINANCE

SECTION I: FISCAL YEAR

The fiscal year of the Panhellenic Association shall begin and end upon the annual installation of the Executive Board officers, which shall be held at the end of the spring semester.

SECTION II: CONTRACTS

The signatures of the Vice President of Finance and/or President shall be required to bind Panhellenic Council.

SECTION III: CHECKS

The Vice President of Finance or President shall sign all checks issued on behalf of the Panhellenic Council.

SECTION IV: PAYMENTS

All payments to Panhel shall be given to the Vice President of Finance, who shall record them. Checks for payments shall be made payable to: THE PANHELLENIC ASSOCIATION.

SECTION V: MEMBERSHIP DUES

- I. Each member chapter in Panhellenic Association shall pay dues at the beginning of each semester.
- II. Dues are due two weeks after being billed by the VP of Finance.
- III. Dues will be \$19 per member of regular member groups per semester.
- IV. Dues for provisional and associate member groups shall be \$14 per member.
- V. Failure to hand dues in by the deadline will result in a fine of \$10 per business day late and a loss of voice and vote, until dues and respective fines are paid.
- VI. Dues are paid before new members are initiated; new members pay dues during their new member semester.

SECTION VI: MONEY DISTRIBUTION

- I. Donations
 - A. Any external donations must be proposed by an executive board member.
 - B. In order to give a donation, majority vote must be obtained by the Council.
- II. Large Expenditures
 - A. Any expenditure by a Panhellenic Officer over \$100 must be proposed to the Council.
 - B. Majority vote must be obtained by the Council before purchase.

ARTICLE III: SELECTION OF OFFICERS

SECTION I: POSITIONS

- I. The Executive board offices of the Panhellenic Council, in rank order are: President, Executive Vice President, VP Finance, Parliamentarian, VP Recruitment & PR, VP Philanthropy & Events.
- II. Offices shall be open to all members of Chapters holding regular membership on Panhel.
- III. These officers will be selected through the ELECTION PROCESS (as outlined in SECTION II below).
- IV. Each chapter who holds either regular or associate membership in Panhel will have an officer position (termed Rotating Position) on the Panhellenic Council.
- V. These offices will be determined through a rotation process determined by founding date. See Supplement A for annual chapter assignments. Rotating positions listed below:

Assistant Finance
Assistant PR
Assistant Programming 1
Assistant Programming 2
Assistant Recruitment and PNM Press Coordination
Health and Wellness Chair
Historian
New Member Education Chair
Scholarship

- VI. Each chapter will be responsible for choosing their respective officer.
- VII. The Rotating Position is a year-long position, effective September to May, the same as the Panhellenic Council. However, if a woman goes abroad or is unable to maintain the position in the spring, the chapter is responsible to elect a new officer.
- VIII. If a chapter cannot find a member within the chapter to hold their respective rotating position by the first Panhel meeting preceding formal elections, the position will then be open to all chapters and election procedures will apply.

SECTION II: ELECTION PROCESS

- I. Elections of officers shall be held during the spring semester one month prior to the Installation Banquet.
- II. Eligibility
 - A. To be eligible to hold any Executive Board office, a candidate must attend at least seven regular meetings of PHC during the previous two academic semesters.
 - B. An Executive Board officer may not hold a position in their chapter during their term. Rotating position officers may hold one non- Executive board position in their chapter, during their Panhellenic Council term.
 - C. To run for office a candidate must have and maintain a Grade Point Average minimum of 2.5.
- III. Nominations
 - A. Nominations for each position will open four weeks prior to elections.
 - B. Nominations for each position will remain open until immediately before the platforms/elections for that position. This allows people who run for one position, but are not elected, to run for the next position.
- IV. Pre-election Procedure
 - A. Roles: No council officer running for a position can assist in the election procedure; in this event next officer in rank will fulfill their duties.
 - i. Facilitator: Parliamentarian
 - ii. Counter of Ballots: One non-student (advisor), Panhellenic President, Executive Vice President
 - iii. Guard: Vice President of Finance (responsible for the removal of candidates while discussion and voting occurs).
- V. Order to elect Executive Board officers will proceed by rank.
- VI. Election Procedure
 - A. Open/Re-open nominations
 - B. Close nominations
 - C. Platforms (alphabetically)
 - D. Open Elections
 - E. Voting
 - i. Voting will be conducted by secret ballot- the paper must be folded in half once.
 - ii. The Guard will ensure that all candidates for election must leave the room for discussion and voting.
 - iii. Discussion will not begin until the Guard has returned to the room.
 - iv. Order of discussion shall be: Pro-Con-Con-Pro
 - v. Voting will be by secret ballot and an affirmative majority of the voting representatives is necessary for election. Each chapter active in the Panhellenic Council will have one vote.
- VII. Exceptions
 - A. If only one person is nominated for a particular position, chapters must still submit an official secret ballot. Majority vote must be reached and it is possible the candidate will not be elected.
 - B. In the event of a tie the Executive Board (with exception of the President) shall vote. The President and one non-student shall count the ballots.
 - C. If a position is not filled through the formal election process the office will remain open. No new nominations will be taken at the election. Nominations will reopen at the next regular Panhellenic meeting. A standard four-week nomination process will occur for the position.

VIII. Installation

- A. Executive Board officers shall be installed either at the annual Installation Banquet or at the last meeting of the spring semester. The outgoing President shall first install the President, and then the newly installed President shall install the incoming Executive Board.
- B. Each member being installed into a Panhellenic Executive office shall swear to the following oath:
“I [name] swear to uphold the duties and responsibilities of the office of [office]. I promise to always be fair and open minded and to uphold the College Panhellenic Constitution and Bylaws of the University of Rhode Island and the Unanimous Agreements established by the National Panhellenic Council. I vow to disassociate from my chapter in order to be nonbiased as an officer of the College Panhellenic Association. I promise to perform to the best of my ability these duties of the office of [office] of the University of Rhode Island College Panhellenic Association.”

ARTICLE III: OFFICER DUTIES

EXECUTIVE BOARD

I. THE PRESIDENT SHALL:

- a. Be first in rank.
- b. Have overall responsibility for the operation of PHC.
- c. Oversee the five executive officers.
- d. Reserve the right to call an emergency meeting with at least 24-hour notice.
- e. Serve on External University Committees.
- f. Serve as a voting member of the Fraternity Managers Association Board of Control.
- g. Be a member of the Greek Advisory Committee.
- h. Report, as required, to the National Panhellenic Council Area Advisor.
- i. Be a chair of the President’s Committee and member of the Bylaws Committee
- j. Maintain a complete and up-to-date President’s file, which will include a copy of the current Panhel Constitution, Bylaws, and Standing Rules; the current Panhel budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- k. Be responsible for the coordination and completion of all applications and awards.
- l. Participate in all Greek Week, Philanthropy Week, Recruitment Activities and any other events.
- m. Be responsible for handling Formal Recruitment Infractions.
- n. Be responsible, in coordination with the President of the Interfraternity Council, for the planning and execution of the annual Greek Leaders Summit and the Installation Banquet.
- o. Perform all other duties pertaining to this office.
- p. The President shall receive a maximum salary of \$200 at the end of each semester.

II. THE EXECUTIVE VICE PRESIDENT SHALL:

- a. Be second in rank.
- b. Preside and discharge the duties of the office of president, in the absence of the President.
- c. Be the head of Risk management team; responsible for up-to-date written policies for risk reduction and management.
- d. Oversee three risk management officers (New Member Ed, Scholarship, Health & Wellness).
- e. Be a member of all Risk Mgt. Committees (Ex-Officio).
- f. Chair Bylaws Committee; be responsible for the updating and amending of the Bylaws of the URI College Panhellenic Council.
- g. Be a member of the Risk Management Committee.
- h. Maintain complete and up-to-date files.
- i. Participate in all Greek Week, Philanthropy Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- j. Perform all other duties pertaining to this office.
- k. Receive a maximum salary of \$150 at the end of each semester.

III. THE VICE PRESIDENT OF FINANCE SHALL:

- a. Be third in rank.
- b. Oversee the assistant finance chair.
- c. Coordinate all external billing.
- d. Distribute and collect semester chapter dues.
- e. Pay all bills by order of the President.
- f. Maintain permanent records of financial receipts and expenditures.
- g. Make a report at each regular meeting of payments and incomes.
- h. Sign Panhel contracts when authorized to do so.
- i. Be the chair of the Finance Committee, which will meet at least twice a semester.
- j. Serve as a voting member of Fraternity Managers Association Board of Control Committee.
- k. Fulfill role in the Election Process.
- l. Maintain complete and up-to-date files.
- m. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- n. Receive a maximum salary of \$150 at the end of each semester.

IV. THE VP OF PARLIAMENTARY PROCEDURE SHALL:

- a. Be fourth in rank.
- b. Chair all general meetings.
- c. Conduct business utilizing Robert's Rules of Order.
- d. Oversee Internal communication/IFC Correspondent.
- e. Train and serve as liaison to chapter delegates.
- f. Facilitate election procedures.
- g. Coordinate Panhellenic Office hours.
- h. Chair Judicial Board and the Delegate's Committee.
- i. Be a member of the Bylaws Committee.
- j. Maintain complete and up-to-date files.
- k. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- l. Receive a maximum salary of \$150 at the end of each semester.

V. THE VP OF RECRUITMENT AND PUBLIC RELATIONS SHALL:

- a. Be fifth in rank.
- b. Coordinate Formal Recruitment.
- c. Oversee two assistants: Recruitment and Public Relations Officers.
- d. Chair Recruitment committee.
- e. Chair Public Relations committee.
- f. Update the recruitment manual to coincide with Panhellenic rules.
- g. Complete all follow-up work on Formal Recruitment.
- h. Promote strong community relations between Panhel and the University.
- i. Coordinate all other public relations functions (ex. Newsletters, annual publications, films, slide shows, etc.) of Panhel.
- j. Be responsible, in coordination with the Interfraternity Council, for the coordination of the annual New Student Record.
- k. Maintain complete and up-to-date files.
- l. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- m. Receive a maximum salary of \$150 at the end of each semester.

VI. THE VP OF PROGRAMMING SHALL:

- a. Be sixth in rank.
- b. Coordinate Philanthropy Week, along with the IFC Philanthropy Week Coordinator.
- c. Coordinate Greek Week, along with the IFC Greek Week Coordinator.
- d. Chair the Philanthropy Committee.
- e. Chair the Events Committee.
- f. Coordinate other events as requested by the President.
- g. Maintain complete and up-to-date files.
- h. Oversee two assistants: Philanthropy and Events Officers.
- i. Work directly with IFC to Co-Sponsor major events.
- j. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- k. Receive a maximum salary of \$150 at the end of each semester.

ROTATING CHAIRS

I. SCHOLARSHIP CHAIR SHALL:

- a. Report to Executive Vice President.
- b. Chair the Scholarship Committee and assist chapters' scholarship chairs with their individual programs and assessment.
- c. Keep up-to-date records of all-men, all-woman and all fraternity averages.
- d. Compile three lists for each chapter including woman with 4.0, Dean's List, and below a 2.5.
- e. Plan and coordinate workshops for new members and sisters with grade point averages lower than a 2.5 each semester.
- f. Provide and distribute information to the chapters regarding programs in career planning or graduate school preparation.
- g. Plan and coordinate the Panhellenic Scholarship Banquet and distribute scholastic achievement awards to chapters and their members.
- h. Participate in all Greek Week, Recruitment activities and any other events mandated by the Panhellenic President.
- i. Maintain complete and up-to-date files.
- j. Receive a maximum salary of \$100 at the end of each semester.

II. ASSISTANT RECRUITMENT PNM COORDINATOR AND PRESS COORDINATOR SHALL:

- a. Assist the Vice President of Recruitment and PR in the coordination of Formal Recruitment.
- b. Maintain complete and up-to-date files.
- c. Act as a liaison between Panhel and Potential New Members.
- d. Keep records of publishing's, which involve a Panhellenic group.
- e. Assist the Vice President of Recruitment and PR in the distribution of press releases.
- f. Keep a scrapbook of all pictures taken at Panhellenic events.
- g. Be a member of the Recruitment Committee.
- h. Be a member of the Public Relations Committee.
- i. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- j. Receive a maximum salary of \$100 at the end of the semester.

III. ASSISTANT RECRUITMENT RC COORDINATOR AND ADVERTISING COORDINATOR SHALL:

- a. Assist the Vice President of Recruitment and PR in the coordination of Formal Recruitment.
- b. Maintain complete and up-to-date files.
- c. Select and train Recruitment Counselors for Formal Recruitment.
- d. Be a member of the Recruitment Committee.
- e. Be a member of the Public Relations Committee.
- f. Assist Panhel members in advertising for various programs.

- g. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- h. Receive a maximum salary of \$100 at the end of the semester.

IV. ASSISTANT FINANCE CHAIR SHALL:

- a. Maintain complete and up-to-date files.
- b. Distribute and collect chapter fines.
- c. Deal with any and all internal finances.
- d. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- e. Perform all other duties pertaining to the office.
- f. Receive a maximum salary of \$100 at the end of each semester.

V. HEALTH AND WELLNESS/RISK MANAGEMENT CHAIR SHALL:

- a. Inform chapters of all health and wellness events on campus.
- b. Collect and file all event forms from chapters.
- c. Maintain complete and up-to-date files.
- d. Be the chair of the Risk Management Committee.
- e. Participate in all Greek Week, Recruitment activities and any other events mandated by the Panhellenic President.
- f. Receive a maximum salary of \$100 at the end of each semester.

VI. ASSISTANT PHILANTHROPY COORDINATOR SHALL:

- a. Be a member of the Philanthropy Committee.
- b. Be a member of the Events Committee.
- c. Assist with Philanthropy and Greek Week.
- d. Keep records of chapter philanthropic hours, service hours, and total monies raised for the year.
- e. Participate in all Greek Week, Recruitment activities and any other events mandated by the Panhellenic President.
- f. Assist the VP of Programming with duties.
- g. Maintain complete and up-to-date files.
- h. Receive a maximum salary of \$100 at the end of each semester.

VII. ASSISTANT EVENTS COORDINATOR SHALL:

- a. Be a member of the Philanthropy Committee.
- b. Be a member of the Events Committee.
- c. Assist in the coordination of Greek and Philanthropy Week.
- d. Assist the VP of Programming with duties.
- e. Maintain complete and up-to-date files.
- f. Assist in the coordination of any Panhellenic event.
- g. Participate in all Greek Week, Recruitment activities and any other events mandated by the Panhellenic President.
- h. Receive a maximum salary of \$100 at the end of each semester.

VIII. NEW MEMBER EDUCATION CHAIR SHALL:

- a. Work with the Equivalent chair of IFC in planning Greek 101.
- b. Prepare a post-program survey to get feed-back from the new members and mentors.
- c. Maintain complete and up-to-date files.
- d. Participate in all Greek Week, Recruitment activities and any other events mandated by the Panhellenic President.
- e. Be the chair of the New Member Education Committee.
- f. Perform all other duties pertaining to this office.
- g. Receive a maximum salary of \$100 at the end of each semester.

IX. INTERNAL COMMUNICATIONS/IFC CORRESPONDENT SHALL:

- a. Keep an up-to-date roll of all members of the PHC and call it at all Council meetings.
- b. Promptly maintain and distribute a record of all proceedings of all Panhel and PHC meetings to all members of the Council.
- c. Maintain a complete and up-to-date file, which will include the minutes of all meetings from date of organization's term; copies of all contracts made by the PHC; current correspondence.
- d. Be responsible for all the official correspondence of PHC, unless otherwise provided for.
- e. Maintain an up-to-date phone and e-mail contact list and prepare a weekly meeting agenda.
- f. Maintain an up-to-date calendar of all Panhellenic, chapter, and campus events.
- g. Attend all IFC meetings and make a report of the meeting at Panhel.
- h. Promote strong community relations between Panhel and the University.
- i. Distribute a calendar of events to each chapter.
- j. Attend organization meetings where a Panhellenic representative is needed.
- k. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
- l. Perform all other duties pertaining to the office.
- m. Receive a maximum salary of \$100 at the end of each semester.

X. HISTORIAN SHALL:

- a. Be a member of Historian Committee.
- b. Be a NGLA Chairperson.
- c. Maintain complete and up-to-date files.
- d. Keep records of chapter brochures, flyers, etc. of all events.
- e. Keep records of Recruitment, Philanthropy Week, Greek Week, and other Panhel sponsored events.
- f. Take and collect pictures to scrapbook events.
- g. Participate in all Greek Week, Recruitment activities and other events mandated by the Panhellenic President.
- h. Perform all other duties pertaining to this office.
- i. Receive a maximum salary of \$100 at the end of each semester.

ARTICLE IV: THE EXECUTIVE BOARD

SECTION I

The Executive Board of the Panhellenic Council shall be composed of all officers listed in Article II.

SECTION II

The officers shall appoint all Standing and Special Committees and their Chairwomen. In making these appointments, they shall recognize representation from all member chapters.

SECTION III

The officers shall make formal reports at all meetings of PHC.

SECTION IV

The Executive Board reserves the right to ask chapters for their participation in any and all Panhellenic or chapter sponsored events. Absence from any mandatory events such as Recruitment, Philanthropy Week, or Greek Week will result in a sanction.

SECTION V: ATTENDANCE

The officers shall attend all meetings of PHC and Executive Committee. The Panhel President reserves the right to make any additional meetings mandatory for officers. A request to be excused from a meeting must be presented in writing to the Internal Communications/IFC Chairperson at least 24 hours before the start of the meeting. Each officer will be allowed one unexcused absence per semester. Additional unexcused absences will result in automatic removal from office. Excused absences will only be given for the following:

- ❖ An exam or class scheduled during the meeting.

- ❖ A study or review session scheduled by a professor.
- ❖ A religious holiday.
- ❖ A serious illness and/or death in a family.

SECTION VI: REMOVAL FROM OFFICE

In the event that an Executive Committee member is not performing to their capability or has committed a violation, the Executive Board may vote to remove the member from office. A two-thirds vote is necessary for removal. In order to call for a vote, a motion must be made and seconded.

ARTICLE V: COMMITTEES

I. PRESIDENT'S COMMITTEE:

- a. **MEMBERSHIP:** The President's Committee shall include the Panhellenic President and Chapter Presidents.
- b. **DUTIES:** It shall be the duty of the President's Committee to update chapter Presidents of Panhellenic efforts and to raise awareness between chapters.

II. BYLAWS COMMITTEE MEMBERSHIP:

- a. **MEMBERSHIP:** The Bylaws Committee shall include the Executive Vice President (Chairperson); the President; the Panhellenic Advisor; the Chapter Presidents.
- b. **DUTIES:** It shall be the duty of the Bylaws Committee to revise and amend the Bylaws of the University of Rhode Island Panhellenic Association as necessary. Separate meetings of the Bylaws Committee may be called to assess the bylaws. After the committee produces a final product, it must be brought to the Panhellenic Council to be voted on.

III. THE RECRUITMENT COMMITTEEMEMBERSHIP:

- a. **MEMBERSHIP:** The members shall include the VP of Recruitment and PR; the Assistant Recruitment- RC's; the Assistant Recruitment- PNM's; the Recruitment Chairpersons of each member chapter.
- b. **DUTIES:** It shall be the duty of the Recruitment Committee to plan and coordinate all Panhellenic Recruitment activities. This committee shall work in concert with other Panhel members responsible for the Recruitment brochure and convocation.

IV. THE DELEGATES COMMITTEE

- a. **MEMBERSHIP:** The members shall include the VP of Parliamentary Procedure; the Internal Communication/IFC Correspondent; the chapter delegates.
- b. **DUTIES:** It shall be the duty of the Delegates Committee to discuss judicial procedure, and deal with chapter violations.

V. THE PHILANTHROPY COMMITTEE:

- a. **MEMBERSHIP:** The members shall include the VP of Programming; Assistant Philanthropy Coordinator; Assistant Events Coordinator; chapter Philanthropy chairs.
- b. **DUTIES:** It shall be the duty of the Philanthropy Committee to plan Philanthropy Week, update each other on Philanthropic efforts, and plan any Panhel philanthropy during the year.

VI. THE EVENTS COMMITTEE:

- a. **MEMBERSHIP:** The members shall include the VP of Programming; Assistant Philanthropy Coordinator; Assistant Events Coordinator; and the Greek Week chair from each member chapter of Panhel.
- b. **DUTIES:** It shall be the duty of the Events Committee to plan and execute Greek Week and any other Panhel event during the year.

VII. THE SCHOLARSHIP COMMITTEE:

- a. **MEMBERSHIP:** The members shall include the Panhel Scholarship Chair and the Scholarship Chair from each member chapter of Panhel.
- b. **DUTIES:** It shall be the duty of the Scholarship Committee to provide educational/scholastic programming.

VIII. THE PUBLIC RELATIONS COMMITTEE

- a. MEMBERSHIP: The members shall include the VP Recruitment and PR; the Assistant Press; the Assistant Advertising; the Public Relations representative from each member chapter of Panhel.
- b. DUTIES: It shall be the duty of the Public Relations Committee to promote and help coordinate any public relations functions.

IX. THE FINANCE COMMITTEE

- a. MEMBERSHIP: The members shall include the VP of Finance; Assistant Finance; and the Finance Chair of every chapter.
- b. DUTIES: It shall be the duty of the Finance Committee to discuss financial issues and educate on proper financial duties.

X. THE NEW MEMBER EDUCATION COMMITTEE

- a. MEMBERSHIP: The members shall include the New Member Education Chair and the New Member Education Chair of every chapter.
- b. DUTIES: It shall be the duty of the New Member Education Committee to program Greek101 and discuss new member education issues such as: hazing, scholarship, risk management, and any other issues pertaining to new members.

XI. THE RISK MANAGEMENT COMMITTEE

- a. MEMBERSHIP: The members shall include the Health and Wellness Chair, the Executive Vice President, the Risk Management Chair of every chapter.
- b. DUTIES: It shall be the duty of the Risk Management Committee to discuss issues in risk management and endorse proper emergency procedures.

ARTICLE VI: ADMINISTRATION OF RECRUITMENT

SECTION I

Formal Recruitment shall be held during the beginning of the fall semester.

SECTION II

The National Panhellenic Conference Quota-Total system shall be followed. Total for the University of Rhode Island is set at 105.

SECTION III

The preferential bidding system shall be used.

SECTION IV

Except during the formal Recruitment period, continuous open bidding (COB) shall be in effect during the school year (fall through spring) for all eligible women students. Chapters who have reached total are not eligible to COB. No COB shall be given from the last day of classes in the spring until after formal bids are given in the fall. No COB shall be given on breaks or holidays when classes are not in session. The Panhellenic Executive Board will be responsible for handling the distribution of formal bids and COB on Bids Day during formal Recruitment. After Bids Day, the chapter house is responsible for COB and notifying the Panhel office within 24 hours after a bid is extended. Each woman being extended an open-bid must sign a COB acceptance form, which must be filed in the Panhel office within 48 hours. No woman on academic probation (GPA of 1.99 or less) at the University of Rhode Island is eligible to receive a bid.

SECTION V

All recruitment events shall be held in the Chapter room, house, lodge, suite, or campus facility.

SECTION VI

Every regularly enrolled new member, initiate, or affiliate of a Chapter shall be counted in the Chapter Total.

- a) A list of new, initiated, and affiliated members shall be filed with the President within the first 15 days of each semester.
- b) Any loss of new member, disaffiliation, or other change in membership shall be reported to the President and to the Panhellenic Advisor no later than 48 hours after it has occurred. As stated in the NPC UNANIMOUS AGREEMENTS, a woman who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
- c) The Panhellenic Council at the University of Rhode Island and all of its members will follow the NPC recruitment regulations.
- d) The Panhellenic President and Panhellenic VP of Recruitment and PR are able to amend recruitment regulations set up by the Panhellenic Council at any time.
- e) Panhellenic Council members may not wear letters from the date of their installation until formal recruitment bids have been distributed.
- f) Recruitment Counselors may not wear letters from the beginning of formal recruitment (freshman move in) until formal recruitment bids have been distributed.
- g) The University of Rhode Island Panhellenic Council will use formally structured recruitment for the fall formal recruitment process.
- h) Bid promising and negative discussion of other chapters or sorority women rules are in affect during all recruitment at the University of Rhode Island, including but not limited to fully structured recruitment and minimally structured recruitment.

ARTICLE VII: NEW MEMBER EDUCATION AND INITIATION

SECTION I

A woman must be a regularly matriculated student at the University of Rhode Island to be eligible for recruitment and membership. Panhel must be notified within one week after a bid has been extended to any woman.

SECTION II

A Panhel member chapter may not issue an invitation to recruit or extend a bid to a woman during any school recess.

SECTION III: REBIDDING

No chapter shall extend a bid to a woman whose bid has been broken for any reason, unless the student receives written permission from the original chapter who's bid she refused; and the Panhellenic President, provided that this rule shall not be applicable to re-bidding the same chapter. As stated in the NPC UNANIMOUS AGREEMENTS, any woman who refuses a formal bid from an NPC fraternity shall not be eligible to join another NPC fraternity for one calendar year (the life of a bid).

SECTION IV

In order for a new member to be initiated into a member chapter, she must be a regularly matriculated student at the University of Rhode Island.

SECTION V

All informal chapter initiation procedures shall be confined to the campus; they shall be scheduled so as not to interfere with any students' academic or extracurricular responsibilities.

SECTION VI

Initiation other than under the rules prescribed in SECTIONS IV and V shall be considered illegal and, therefore, cause for disciplinary action.

ARTICLE VIII: HAZING

All forms of hazing, initiation week and/or pre-initiation activities, which are defined as hazing, shall be banned. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not restricted to: creation of excessive fatigue; physical and psychological shocks; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or

humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulation and policies of the University of Rhode Island.

ARTICLE IX: JUDICIAL PROCEDURES

SECTION I

Once a dispute arises regarding the violation of Panhel, NPC and/or University of Rhode Island Student Handbook rules, the witness must notify the PHC President within five class days of the incident being known. The PHC President reserves the right to decide if the violation is serious enough to have a closed judicial hearing or if mediation would be the best way to assess the situation. The PHC President must send copies of the violation report to the accused chapter and notice of further action.

SECTION II: MEDIATION

PARTICIPANTS: Mediator; Panhel President (Chairperson); signer of the violation report; Chapter Advisors if desired (in an observatory role ONLY); Panhellenic Advisor; VP of Parliamentary Procedure; VP of Recruitment (only if Recruitment violation). No other people are allowed at mediation.

Mediation must be held no more than two weeks following the date the violation was reported. The Executive Vice President is responsible for appointing a neutral mediator to preside over mediation. The mediator shall be determined at the beginning of every semester and announced at the first Panhellenic meeting of every semester. The accuser and accused will talk through the situation and come to an agreeable solution. In the event that an agreeable solution cannot be decided, the violation will be referred to the Judicial Board.

SECTION III: JUDICIAL HEARING

- I. **PARTICIPANTS:** Executive Vice President (Chairperson); Panhellenic Delegates from each chapter in good standing; Panhellenic President (ex-officio); Panhellenic Advisor (ex-officio); Vice President of Parliamentary Procedure.

If mediation is not successful, the issue may be referred by the Panhel President to the College Panhellenic Judicial Board. All materials must be given to the Executive VP. The Executive VP must schedule a meeting with the Judicial Board to review the materials. After all materials have been reviewed, the Executive VP must schedule a Judicial Hearing and notify all people involved including any witnesses, the Panhel President, PHC Advisor, Advisors of chapters involved and Presidents of chapters involved.

- II. **PROCEDURE:** The hearing is closed to observers. Only the Judicial Board, Chapter Presidents and advisors of the chapters involved, and witnesses will be allowed at the hearing. Any witnesses from either side must be filed five work days prior to the hearing time with the Executive Vice President. The Executive VP will decide if the witness is legitimate. Any males who are witnesses will only be allowed to enter the hearing to testify. After the male witness testifies, he must exit the room.

- III. **ORDER OF EVENTS**

1. Call to order by the Judicial Board Chairperson.
2. Introductions-the Chairperson will tell everyone why they are there and the order of events of the procedure. She must tell each side to choose a speaker. This person will give statements and will serve as the facilitator of that side.
3. Five minute open statement by speaker of the accuser.
4. Five minute opening statement by speaker of the accused.
5. Call of any witnesses by the accuser. The Judicial Board is allowed to ask questions to the witnesses.
6. Call of any witnesses by the accused.
7. Closing statement by the accuser.
8. Closing statement by the accused.
9. All in attendance except Judicial Board Chairperson and Board members including the Panhel President are excused from the meeting.
10. Charges stated by Judicial Board Chairperson.
11. Chairperson requests motion from Judicial Board member.
12. Discussion of motion.
13. Verdict rendered.

14. If not guilty then charges are dismissed.
15. If guilty appropriate penalty is determined and shown to Panhel President.
16. After accuser and accused return to the hearing room, verdict is read.
17. Verdict and appeal information (if guilty) are put in writing and mailed promptly to groups involved and Advisors.

SECTION IV: CLOSED JUDICIAL HEARING

In the event that a violation is serious in that it creates detriment to the witnesses or chapters involved, the Panhel President can call to have a closed judicial hearing and disregard the mediation process. In a closed judicial hearing, the accuser and the accused will testify on different occasions. The violation forms will not be sent to the accused with the accuser's name displayed. This will allow for witnesses to remain anonymous. After the Judicial Board has heard testimony from both sides they will then render a decision based on the evidence presented. In a closed judicial hearing, in no way will the names of the witnesses be presented.

SECTION V

If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of intention to appeal shall be given to the PHC President within 24 hours after a decision is rendered. All requirements as stated in the updated NPC UNANIMOUS AGREEMENTS shall be met.

SECTION VI: PENALTIES

Penalties for minor violations include but are not limited to:

- ✓ Community service hours.
- ✓ Panhellenic office work.
- ✓ Hosting a Panhellenic event.
- ✓ Sponsoring workshops.
- ✓ Monetary fine. For minor Recruitment infractions, a \$50 fine may be used as a penalty evaluated by the Vice President of Recruitment.

Penalties for major violations include but are not limited to:

- ✓ Plan and execute a major fundraiser to provide Panhellenic scholarships, speaker or regional Panhellenic Conference fees.
- ✓ Plan, finance and conduct a major Panhellenic workshop upon consultation with the NPC Area Advisor or other NPC representatives.
- ✓ Suspension of social privileges including on and off campus socials with fraternities, loss of Greek Week privileges, and cancellation of Fall and/or Spring formal.
- ✓ For two major recruitment infractions, the chapter will lose the right to participate in a Philanthropy Week event and if a third infraction occurs the entire chapter will be prohibited from attending a Philanthropy Week event to be determined by the Panhellenic President and Panhellenic VP of Recruitment and PR.

The Panhellenic Judicial Board is not permitted to penalize any sorority in a way that can directly prevent the chapter from reaching quota or total. The Board cannot give a penalty of deferred initiation or not allow a chapter to participate in recruitment or open bidding.

ARTICLE X: PARLIMENTARY AUTHORITY

SECTION I: RULES OF ORDER

Panhel and its PHC shall be governed by Robert's Rules of Order Newly Revised, except as otherwise provided by the Constitution, Bylaws, and Standing Rules. Order of business is as follows:

1. Call to order.
2. Roll call.
3. Reading and approval of the minutes.
4. Reports of officers and committees.
5. Old business.
6. New business.
7. Chapter announcements.
8. Announcements.
9. Adjournment.

SECTION II

Each chapter shall be allowed either one absence per year from any regular or special meetings of PHC. Additional absences or tardiness will result in a fine of \$25 and possible judicial sanctions. This includes committee meetings.

ARTICLE XI: STANDING RULES

The following is a list of STANDING RULES regarding the regular ACTIVITIES of Panhel:

- ✦ Any vote regarding Panhellenic matters will be voted upon by the Delegate representing each member chapter.
- ✦ PHC shall plan and supervise recruitment procedures. In coordination with IFC, a New Student Record shall be published annually that will be used as a recruitment brochure for first year students.
- ✦ PHC, in coordination with IFC, shall preside over Greek and Philanthropic Week functions.
- ✦ PHC, in coordination with IFC, shall attend a Greek Leadership Conference annually. The Panhel President, Executive Vice President and Vice President of Recruitment must attend this conference.
- ✦ Panhel may send at least two representatives to the annual National Panhellenic Conference meeting and other meetings deemed appropriate. The elected delegates shall make their full reports to Panhel upon their return.
- ✦ PHC, in coordination with IFC and the Office of Campus Life, shall annually publish an IFC/PANHEL Presidents' Manual for all Chapter Presidents and shall revise the manual as necessary.
- ✦ PHC, in coordination with IFC, shall maintain a professional office staffed by all PHC members who are paid through the treasury of Panhel. Officers shall post a minimum of two office hours on the door and shall be available to answer any questions, take messages and handle correspondence for Panhel officers and chapter officers. Chapter Panhellenic Delegates are required to staff a minimum of one office hour per week. Failure to complete office hour will result in three hours owed to Panhellenic Council, per Presidents request.
- ✦ Panhel shall set objectives within one month of officer's installation each year.
- ✦ Panhel shall produce and distribute a sorority newsletter each semester.
- ✦ Panhel is responsible for working with other student groups at the University of Rhode Island, the surrounding community and co-sponsoring events with other organizations.

ARTICLE XII: OBLIGATIONS OF SORORITY CHAPTERS

SECTION I

Each sorority chapter must hand in a roster listing all members and their student id number. The roster shall be filed on the Panhellenic Sorority Roster form according to the guidelines on the roster instructions. Rosters are due on the date the Panhellenic President sets for the chapter presidents. Failure to hand rosters in on time will result in action by the Panhellenic President and Panhellenic Advisor if needed. Rosters must be updated regularly in order for Panhel to have an accurate account of membership. Chapters are not permitted to begin Recruitment until their roster as been turned in and approved by the Panhellenic President and Panhellenic Advisor.

SECTION II

Each sorority chapter must hand in a list of member's grades with member's signature. This list is due on the date the Panhellenic Scholarship chair sets at the leadership summit and revisit. Failure to hand member's grades in on time will result in a \$10 fine for every day it is late.

SECTION III: FINES

The Panhellenic Executive Board reserves the right to invoke an appropriate fine or sanction for failure to meet deadlines. The Executive Board must agree upon all fines. Fines are due to the Vice President of Finance one week after notification of the fine. Failure to hand in any fine by the deadline will result in the loss of voice and vote at Panhellenic meetings and \$10 per day the fine is late.

ARTICLE XIII: CAMPUS ADVISOR

SECTION I

Each chapter in Panhel shall choose an administrator, faculty or staff member to act as the chapter's Campus Advisor. It will be the Campus Advisor's duty to:

1. Assist the chapter with campus issues.
2. Act as a liaison between the Greek house and the administration.
3. Be available to answer any questions the members may have about the ins and outs of the university, including who they can turn to if they have a problem.
4. Work internally with the Executive Board and give advice where needed.
5. Encourage chapter awareness of risk management.
6. Provide appropriate counseling and referral services for the academic and personal needs of students.
7. Meet monthly, as a council, with all other Campus Advisor's, all Chapter Presidents and the President of IFC and Panhel to share ideas for improving the Greek system.
8. Choose the fraternity and sorority awards with the Panhel/IFC advisor and the Panhel and IFC Presidents serving ex-officio.

ARTICLE XIV: AMENDMENT

SECTION I

All amendments to these Bylaws shall require two-thirds affirmative vote of the members present at any regular meeting, shall be submitted to the Student Senate within one month after approval by the members, and be distributed to the Greek Affairs office, Office of Student Life and all recognized chapter NPC advisors.

SECTION II

The President and Secretary under separate cover in their respective files shall keep copies of all amendments to the Bylaws of Panhel. All members of the Panhellenic Council and all chapter Presidents must also keep a copy of the Panhellenic bylaws in their respective binders. The bylaws will be on the University of Rhode Island Greek Affairs Web site at all times.

ARTICLE XV: RISK MANAGEMENT

SECTION I

In addition to all rules and regulations put forth in the University of Rhode Island Student Handbook, all chapters of the University of Rhode Island Panhellenic Association must abide by the following the policies stated within the University of Rhode Island Panhellenic Bylaws.

SECTION II

The risk management policy of the University of Rhode Island Panhellenic Association shall apply to all fraternity entities and all level of fraternity membership.

SECTION III: RECRUITMENT

- A. The Panhellenic Council at the University of Rhode Island and all of its members will follow the NPC recruitment regulations.
- B. No sorority shall use alcohol or drugs in the recruitment process or at any recruitment parties.
- C. Sorority women may not consume alcohol with PNM's during formal recruitment.
- D. Any risk management, alcohol or drug violation during recruitment will be evaluated by the Panhellenic President, Panhellenic Advisor, and Panhellenic VP of Recruitment and sanctioned according to the University of Rhode Island Student Handbook, NPC guidelines and Greek Affairs office.

SECTION IV: ALCOHOL & DRUGS

- A. The possession, sale, use or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, province, country, city and institution of higher education; the University of Rhode Island.
- B. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of, or behalf of, the chapter. The purchase of use of a bulk quantity of common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.
- C. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.
- D. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.
- E. All recruitment activities associated with any chapter will be a dry recruitment activity.
- F. No alcohol shall be present at any New Member activity or ritual of the chapter.
- G. All chapters are responsible to have a successfully functioning judicial board that handles alcohol and drug abuse violations.
- H. All chapters are to actively work with new members and active members towards responsible alcohol use and to eliminate members from alcohol abuse at chapter events and at the University of Rhode Island.
- I. Chapters may contact the Panhellenic President and Panhellenic Advisor to discuss any risk management problems with the chapter or individual members without being prosecuted and with full confidentiality.

SECTION V: HAZING

- A. All forms of hazing, initiation week and/or pre-initiation activities, which are defined as hazing, shall be banned.
- B. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not restricted to: creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulation and policies of the University of Rhode Island or applicable state law.
- C. The University of Rhode Island Panhellenic Council recognized organizations will adhere to a maximum of eight weeks for any new member program unless approved by the Panhellenic Council.

SECTION VI: SEXUAL ABUSE & HARASSMENT

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men including but not limiter to date rape, gang rape or verbal harassment.