



## **Bylaws of Eastern Kentucky University Panhellenic Council**

***Revised October 19, 2015***

### Article I. Membership

#### Section 1. Privileges and Responsibilities of Membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these EKU Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

#### Section 2. Membership classes

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

- A. **Regular membership.** The regular membership of the [name of institution] Panhellenic Council shall be composed of all chapters of NPC sororities at [name of institution]. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the [name of institution] Panhellenic Council shall be composed of all colonies of NPC sororities at [name of institution]. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** Local sororities or inter/national or regional women's non-NPC member organizations may apply for associate membership of the [name of institution] Panhellenic Council. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

### Article II. Officers and Duties

#### Section 1. Officers

The officers of the EKU Panhellenic Council shall be President, Vice President of Judicial Affairs, Vice President of Recruitment, Vice President of Philanthropy, Secretary, and Treasurer.

## Section 2. Eligibility

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

- A. Regular membership. Members from women's fraternities holding regular membership in the ECU Panhellenic Council shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's fraternities holding provisional membership in the ECU Panhellenic Council shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's fraternities holding associate membership in the ECU Panhellenic Council shall not be eligible to serve as an officer.
- D. Candidate must have a 2.75 GPA to run for the Panhellenic Executive Council.
- E. Candidate running for president must have served on an executive board preferably within their own chapter or Panhellenic.

## Section 3. Office-Holding Limitations

No more than two members from the same women's fraternity shall hold office during the same term.

## Section 4. Selection of Officers

The offices of President, Vice President of Judicial Affairs, Vice President of Recruitment, Vice President of Philanthropy, Secretary, and Treasurer of the ECU Panhellenic Council shall be elected by ballot.

## Section 5. Nomination Procedure

The nominations shall be taken upon application, and applicants shall present a speech to the delegates and Panhellenic Executive Council. Upon completion of applications and speeches, each chapter executive board shall slate a Panhellenic Executive Council and have their chapter vote to pass or fail it. The slate then shall be brought to the current Panhellenic Executive Council as the chapter's ballot.

## Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the Installation Ceremony and conclude at the following year's Installation Ceremony. The ceremony shall be held at the end of the Fall semester.

## Section 7. Removal

Any officer may be removed if the elected officer fails to fulfill her duties during her term; her removal is at the discretion of the Greek Advisor and/or the Panhellenic Executive Council.

## Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

## Section 9. Duties of Officers

- A. The President shall:
  - Preside at all meetings of the Panhellenic Council.
  - Preside at all meetings of the Executive Council.
  - Serve as an ex-officio member of all Panhellenic Council committees.
  - Shall be the secondary holder of the ECU Panhellenic Council bank account.
  - Communicate regularly with the Panhellenic advisor(s).
  - Be familiar with the NPC Manual of Information and all governing documents of this Council.
  - Ensure that the NPC annual report is completed.

- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: ECU Panhellenic Council bylaws and standing rules; the Panhellenic Council budget; contracts executed on behalf of the Panhellenic Council; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- Complete a minimum of one AFLV award and assessment application at the completion of her term.
- Facilitate the completion of the NPC Awards process annually.
- Shall not participate in spring recruitment during her term.
- Disaffiliate from her respective sorority for a period no longer than thirty days before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Shall complete at least two office hours a week in the Panhellenic office.
- Perform all other duties as assigned.

B. The Vice President of Judicial Affairs shall:

- Perform the duties of the president in her absence.
- Shall be familiar with the NPC Manual of Information and all governing documents of this Council.
- Serve as the Chair of the Judicial Board.
- Provide annual training for the Judicial Board Delegates.
- Responsible for serving as chair of the risk management and Bylaws committees.
- Responsible for coordinating a leadership program directed at the needs of the new members of the fraternity and sorority community by collaborating with the Office of Student Life and other governing councils.
- Complete a minimum of one AFLV awards and assessment application at the conclusion of her term.
- Assist the president in the completion of the NPC Awards process annually.
- Shall not participate in spring recruitment during her term.
- Disaffiliate from her respective sorority for a period no longer than a month before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Shall complete at least two office hour a week in the Panhellenic office.
- Serve as the advisor to Junior Panhellenic Council.
- Perform all other duties as assigned.

C. The Vice President of Internal Recruitment shall:

- Develop a detailed recruitment plan, including rules and dates, with Panhellenic Advisor. Implement all aspects of the approved plan during formal recruitment.
- Coordinate the activities of formal value-based membership recruitment process and open membership recruitment as approved by the ECU Panhellenic Council.
- Coordinate the selection and training processes of Recruitment Counselors (known as Gamma Chi's).
- Responsible for all assessment of recruitment activities, in partnership with the VP of External Recruitment and the Panhellenic advisor.

- Staff summer orientation activities on behalf of Panhellenic
- Chairs Recruitment meetings in the absence of the VP of External Recruitment
- Serves as the final arbiter of Recruitment rules, in consultation of the VP of External Recruitment and the Panhellenic Advisor.
- Assist the Public Relations chair with recruitment publicity.
- Be familiar with the NPC Manual of Information and all governing documents.
- Shall not participate in spring recruitment during her term.
- Disaffiliate from her respective sorority for a period no longer than a month before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Coordinate with the VP of External Recruitment to complete a minimum of one AFLV award and assessment application at the conclusion of her term.
- Assist the president in the completion of the NPC Awards process annually.
- Shall complete at least two office hour a week in the Panhellenic office.
- Perform all other duties assigned.

D. The Vice President of External Recruitment shall:

- Develop a detailed recruitment plan, including rules and dates, with Panhellenic Advisor. Implement all aspects of the approved plan during formal recruitment.
- Coordinate bi-weekly meetings with chapter recruitment officers.
- Shall hold two workshops in the spring for Panhellenic chapters; one for freshman and sophomores and a second one for juniors and seniors.
- Responsible for all assessment of recruitment activities, in partnership with the VP of External Recruitment and the Panhellenic advisor.
- Coordinate and oversee all communication and activities for potential new members (PNMs) from the time they complete their registration until they receive their bids.
- Responsible for serving as chair of the membership recruitment committee.
- Be familiar with the NPC Manual of Information and all governing documents.
- Shall not participate in spring recruitment during her term.
- Disaffiliate from her respective sorority for a period no longer than a month before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Coordinate with the VP of External Internal Recruitment to complete a minimum of one AFLV award and assessment application at the conclusion of her term.
- Assist the president in the completion of the NPC Awards process annually.
- Shall complete at least two office hour a week in the Panhellenic office.
- Perform all other duties assigned.

E. The Vice President of Community Service shall:

- Be responsible for maintaining the official philanthropy of the EKU Panhellenic Council.
- Be responsible for planning and hosting at least one community wide event every semester.
- Be kept informed and up-to-date on all EKU fraternity and sorority organizations' philanthropic activities and events.
- Be familiar with the NPC Manual of Information and all governing documents.
- Responsible for serving as chair of the community service/philanthropy committee.

- Shall not participate in spring recruitment during her term.
- Disaffiliate from her respective sorority for a period no longer than a month before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Complete a minimum of one AFLV awards and assessment application at the conclusion of her term.
- Assist the president in the completion of the NPC Awards process annually.
- Shall complete at least two office hour a week in the Panhellenic office.
- Perform all other duties assigned.

F. The Secretary shall:

- Keep an up-to-date roll of the members of the Panhellenic Council.
- Record minutes of all meetings of the EKU Panhellenic Council and the Executive Council.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Shall be familiar with the NPC Manual of Information and all governing documents of this Council.
- Responsible for serving as chair of the Public Relations and Sisterhood committees.
- Shall not participate in spring recruitment during her term.
- Disaffiliate from her respective sorority for a period no longer than a month before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Complete a minimum of one AFLV awards and assessment application at the conclusion of her term.
- Assist the president in the completion of the NPC Awards process annually.
- Shall complete at least two office hour a week in the Panhellenic office.
- Perform all other duties as assigned.

G. The Treasurer shall:

- Supervise the finances of the EKU Panhellenic Council.
- Shall be the primary holder of the EKU Panhellenic Council bank account.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each EKU Panhellenic Council member fraternity.
- Receive all payments due to the Panhellenic Council, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the EKU Panhellenic Council.
- Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Shall be familiar with the NPC Manual of Information and all governing documents of this Council.
- Responsible for serving as chair of the academic excellence committee.
- Plan and implement one roundtable per semester for the member fraternity scholarship chairs (or equivalent position).
- Shall not participate in spring recruitment during her term.

- Disaffiliate from her respective sorority for a period no longer than a month before the formal membership recruitment process begins and remain disaffiliated through the end of the formal membership recruitment process.
- Complete a minimum of one AFLV awards and assessment application at the conclusion of her term.
- Assist the president in the completion of the NPC Awards process annually.
- Shall complete at least two office hour a week in the Panhellenic office.
- Perform all other duties as assigned.

## Article III. The Panhellenic Council

### Section 1. Authority

The governing body of the EKU Panhellenic Council shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the EKU Panhellenic Council including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights and privileges of member women's fraternities.

### Section 2. Composition and Privileges

The EKU Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at EKU as identified in the EKU Panhellenic Council Constitution. These delegates are to be referred to as Senior delegates and Junior delegates. The delegates, Senior, shall be the voting members of the Panhellenic Council except as otherwise provided in these bylaws. The alternate, Junior, delegates shall have voice but no vote. The Junior delegate shall act and vote in the place of the senior delegate when the senior delegate is absent. The alternate will fill the position of junior delegate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the Council president.

### Section 3. Selection of Delegates and Alternates

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

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Council secretary of her name, email address and telephone number.

## Article IV. Council Meetings

### Section 1. Regular Meetings

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

#### Section 2. Meeting Attendance

If either Senior or Junior delegates are unable to attend Panhellenic Council meetings, it is their responsibility to locate an alternate. Repercussions of not attending Panhellenic Council meetings will result in a \$10.00 fine to delegate's chapter for each individual missing (i.e. Senior and/or Junior). If the attendance issue of the Senior or Junior delegate continues, the chapter will go through the Judicial Board process.

#### Section 3. Quorum

Two-thirds of the delegates from the member fraternities of the ECU Panhellenic Council shall constitute a quorum for the transaction of business.

#### Section 4. Special Meetings

Special meetings of the Panhellenic Council may be called by the President and Panhellenic advisor when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the ECU Panhellenic Council. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 4. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

### Article V. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic advisor of the ECU Panhellenic Council shall be appointed by the Associate Director of Student Life with approval from the Director of Student Life.

#### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the ECU Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

#### Section 3. Expectations

- Shall be the primary holder of the ECU Panhellenic Council bank account.
- Shall attend all council and executive board meetings unless otherwise stated.
- Shall meet with the Panhellenic President bi-weekly basis.

## Article VI. Committees

### Section 1. Standing Committees

- A. The standing committees of the ECU Panhellenic Council shall be the Judicial Board, Membership Recruitment Committee, Academic Excellence Committee, Community Service/Philanthropy Committee, Sisterhood, and Public Relations Committee.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### Section 2. Appointment of Committee Membership

The Panhellenic Executive Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

### Section 3. Judicial Board

- A. The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and members from the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the ECU Panhellenic Council that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
- B. Members of the judicial board will be appointed annually by each chapter and must be in good academic standing with her member fraternity and have been a part of her member group for a minimum of one academic year.

### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisors.

### Section 5. Academic Excellence Committee



The Academic Excellence Committee shall consist of a chairman and members appointed by the chairman. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement. Additional responsibilities include: Maintaining; encouragement cards throughout the semester; planning one speaker per semester on the topic of scholarship and leadership; and holding academic roundtables.

#### Section 6. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chairman and members appointed by the chairman. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

#### Section 7. Public Relations Committee

The Public Relations Committee shall consist of a chairman and members appointed by the chairman. The Public Relations Committee shall be responsible for all forms of publicity dealing with the ECU Panhellenic Council. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Council and its member women fraternities. The committee will maintain the Go Greek boards and all public relations of Panhellenic events.

#### Section 8. Bylaws Committee

The Bylaws Committee shall consist of a chairman and members appointed by the chairman. The committee is responsible for attending meetings to discuss updates for the bylaws annually.

#### Section 9. Risk Management Committee

The Risk Management Committee shall consist of a chairman and members appointed by the chairman. They shall be responsible for planning a public speaker to discuss risk management before Spring Break; for creating and maintaining a resource binder that contains risk management information that is accessible to all sororities; and, for holding Risk Management roundtables.

#### Section 10. Sisterhood Committee

The Sisterhood Committee shall consist of a chairman and members appointed by the chairman. The Sisterhood Committee shall be responsible for planning Panhellenic executive and delegate sisterhoods. A minimum of two community-wide sisterhoods will be planned each semester. The committee may choose to hold sisterhood roundtables. The committee will also monitor the sister chapter program.

#### Section 11. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

### Article VII. Finances

#### Section 1. Fiscal Year

The fiscal year of the ECU Panhellenic Council shall be from July 1 to June 30 inclusive.

#### Section 2. Contracts

Dual signatures of the President, the Treasurer, or Panhellenic advisor shall be required to bind the ECU Panhellenic Council on any contract.

### Section 3. Checks

All checks issued on behalf of the EKU Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures the President, the Treasurer, or the Panhellenic advisor.

### Section 4. Payments

All payments due to the EKU Panhellenic Council shall be received by the Treasurer, who shall record them. Checks for payments shall be made payable to the EKU Panhellenic Council.

### Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Council membership dues shall be an assessment of \$10.00 per member and new member each semester.
  - The dues of each Panhellenic Council member fraternity shall be issued by the fourth Panhellenic meeting and due by the sixth Panhellenic meeting of each semester.

### Section 6. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

- There shall be a \$10.00 fine per absence of a Senior Delegate from a Panhellenic Council meeting, whether it is regular or special.
- There shall be a \$10.00 fine per absence of a Junior Delegate from the Junior Panhellenic Council meeting along with attending Panhellenic meeting if no alternate is found.
- There shall be a \$10.00 fine per day that a chapter fails to turn in Panhellenic dues on time.

## Article VIII. Extension

Section 1. Extension is the process of adding an NPC women's fraternity. The EKU Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. The need for a new group is determined by the Panhellenic Council on the basis if available statistics. Approval for extension is obtained from the Office of Student Life/Office of Greek Life/Office of Greek Life. The Panhellenic Executive Council will then vote for an exploratory committee to look at data. Once data is presented, the motion is made to the Panhellenic to open for extension and then the chapter delegates vote at their next meeting.

- A. A copy of the minutes indicating the vote of the Panhellenic are forwarded to the Chairman of the NPC Extension Committee. Communication about the opening is placed in the NPC Extension Bulletin and direct letters will also be sent to all NPC groups which are not represented on our campus- expressing desire to talk with those interested national organizations about the feasibility of extension onto our campus.

### Section 3. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

## Article IX. Violation Resolution

### Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, the constitution, standing rules and/or membership recruitment regulations of the ECU Panhellenic Council shall be considered a violation.

### Section 2. Informal resolution

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

### Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. A written and/or email notification shall be sent to the charged organization's inter/national headquarters of hearing date, time, and specific charges. The current Executive Director shall be sent the notification. The ECU Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The ECU Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The ECU Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.
- D. Notifications:
  - a. Charged Organizations. A written and/or email notification shall be sent to the charged organization's inter/national headquarters of hearing date, time, and specific charges. The current Executive Director shall be sent the notification.
  - b. To the charged organization's alumni/ae advisors of hearing date, time, and specific charges a written and/or email notification shall be sent the notification to all advisors on file for that organization.
  - c. Decisions rendered. The judicial process calls for a written and/or email notification after a hearing to the charged organization, their alumni/ae, and their headquarters of the following (if communicated via email, notification is sent to the chapter president's university email address, all advisors on file, and the organizations Executive Director.
  - d. Sanctions levied. The judicial process calls for written and/or email notification after a hearing to the charged organization, their alumni/ae and their headquarters of the following

(if communicated via email, notification is sent to the chapter president's university email address, all advisors on file, and the organization's Executive Director.

- E. Initiate Complaint. If anyone in the party (i.e. student, faculty, administrator, community resident or fraternity/sorority member) who does not feel satisfied with the judicial process shall be allowed to initiate a complaint.
- F. Deliberating Sanctions. Past organizational offenses are not considered when determining innocence or guilt, but may be considered when deliberating sanctions.

### Article X. Hazing

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

### Article XI. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the ECU Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the ECU Panhellenic Council may adopt.

### Article XII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the ECU Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

### Article XIII. Dissolution

This Council shall be dissolved when only one regular member exists at Eastern Kentucky University. In the event of the dissolution of this Council none of the assets of the Council shall be distribute to any members of the Council, but after payment of the debts of the Council its assets shall be given to the National Panhellenic Conference.

## Supporting Document 1.

### POLICIES OF THE PANHELLENIC COUNCIL OF EASTERN KENTUCKY UNIVERSITY

- A. Sorority active members and new members shall not be involved in pranks which result in the destruction of property. Any such infraction on the part of any sorority shall be referred to the Panhellenic Judicial Board for a decision.
- B. Non-Greek organizations shall be a part of Greek competitive events only if a separate division is provided for them.
- C. Whenever possible, the alternate, junior, delegate should move into the position of the senior delegate for the succeeding year.
- D. Sororities will not participate in building homecoming floats if alcohol is present at the construction site.
- E. The position of Eastern Kentucky University's Panhellenic Council regarding the use of alcohol is as follows:
  - a. Must comply with all university, state, and federal policies and law.
  - b. Must comply with FIPG and the national/international sorority alcohol and risk management policies.
- F. No sorority woman shall participate in pageants to earn fraternity letters (i.e. fraternity letter shirts, letter bags, etc.).
- G. Chapters shall work with housing and shall be held accountable for insuring that their chapter's floor in the current resident hall for Panhellenic women is to full occupancy.

## **Supporting Document 2. FIPG Risk Management Policy**

The Panhellenic Council of ECU follows the FIPG Risk Management Policy. The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership. This document is referenced from [http://cmssites.theginsystem.com/uploads/fipg/userfiles/FIPG\\_RISK\\_MANAGEMENT\\_POLICY1.pdf](http://cmssites.theginsystem.com/uploads/fipg/userfiles/FIPG_RISK_MANAGEMENT_POLICY1.pdf), found on the NPC website.

### **ALCOHOL AND DRUGS**

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.

9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother – little brother" events or activities, / "big sister - little sister" events or activities, "family" events or activities and initiation.

## HAZING

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are 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 may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

## SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

## FIRE, HEALTH AND SAFETY

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.

5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation.

## EDUCATION

Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.



## Supporting Document 3.

### JUDICIAL BOARD PROCEDURE

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

1. **Mediation.** Mediation is the first step of the judicial process. The EKV Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the *Manual of Information*.
  - i. Mediation is a facilitated discussion between two parties where a concern exists.
  - ii. It is a process of assisted negotiations. All parties must be willing to be open and candid.
  - iii. The outcome of a mediation is entirely dependent on the parties involved. All involved must be willing to work toward an agreement.
  - iv. All parties need to be represented at the Mediation. Each party may no more than three representatives including a chapter advisor.
  - v. The representatives need to have the authority to make decisions on behalf of the parties.
  - vi. The Mediator is a unbiased, neutral third party (usually not the Panhellenic advisor and **not** an undergraduate student) who has no interest in the outcome of the case
2. **Judicial board hearing.** When a violation is not settled informally or through mediation, the judicial board shall resolve the issue in a judicial board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
  - i. A written and/or email notification shall be sent to the charged organization's inter/national headquarters of hearing date, time, and specific charges. The current Executive Director shall be sent the notification.
  - ii. To the charged organization's alumni/ae advisors of hearing date, time, and specific charges a written and/or email notification shall be sent the notification to all advisors on file for that organization.
  - iii. All parties need to be represented at the Hearing. Each party may no more than three representatives, including a chapter advisor. The chapter advisor may only advise, not speak on behalf of the chapter.
  - iv. Proper documentation/forms (available on the NPC website) must be signed indicating the outcome of the hearing and any sanctions given.
  - v. A chapter will receive notice through email and written letter for documentation no later than a week after meditation that shall be sent .
  - vi. The results will be announced to the chapter within 24 hours.
  - vii. Voting will be determined by a majority. In the event of a tie, the chair will break it.
  - viii. In the event of a recusal, the next in order of the Panhellenic Executive Council will preside over the hearing.
  - ix. Sanctions levied. The judicial process calls for written and/or email notification after a hearing to the charged organization, their alumni/ ae and their headquarters of the following (if communicated via email, notification is sent to the chapter president's university email address, all advisors on file, and the organization's

Executive Director.

- x. Deliberating Sanctions. Past organizational offenses are not considered when determining innocence or guilt, but may be considered when deliberating sanctions.
- xi. Order of procedure will be as follows:
  - 1. Call to Order
  - 2. Honesty Reminder
  - 3. Reading of the Charges
  - 4. Plea of Responsible or Not Responsible
  - 5. Opening Statements
    - Complainant
    - Respondent
  - 6. Presentation of Evidence & Witnesses
    - Complainant
    - Respondent
  - 7. Closing Statements
    - Complainant
    - Respondent
  - 8. Deliberation (complainant, respondent dismissed)  
Responsible or Not Responsible?  
If responsible, sanctions are determined.
  - 9. Verbal Announcement of Results

**3. Appeal of judicial board decision.** A decision of the judicial board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee within 7 days of the hearing. The EKV Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the *Manual of Information*.