

**BYLAWS OF THE UNIVERSITY OF SOUTH ALABAMA
PANHELLENIC COUNCIL- REVISED SPRING SEMESTER 2006**

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the University of South Alabama Panhellenic Council shall be from spring semester through fall semester.
2. **CONTRACTS.** The signature of the president or treasurer and the Panhellenic advisor is required to bind the University of South Alabama Panhellenic Council.
3. **CHECKS.** All checks issued on behalf of the University of South Alabama Panhellenic Council shall be requested by the president or advisor and signed by the president and/or treasurer, and Panhellenic advisor.
4. **PAYMENTS.** All payments due to the University of South Alabama Panhellenic shall be given to the treasurer at a regular meeting of the Panhellenic Council who shall record them. Checks for payment shall be made payable to the University of South Alabama Panhellenic Council.
5. **MEMBERSHIP DUES.**
 - A. **Amount.** The dues of each Panhellenic member fraternity shall be an assessment of eight dollars per member and pledge, per semester (excluding summer).
 - B. **Time of payment.** The dues of each Panhellenic member fraternity shall be payable on or before the second University of South Alabama Panhellenic Council meeting each semester.
6. **FINES.** The University of South Alabama Panhellenic Council has the power to levy fines as needed as long as the Panhellenic Council can achieve quorum vote. Fines will consist of:
 - A. **Absent form mandatory Panhellenic function** will be two dollars per member and pledge with an additional two dollars added to the fine list as a whole for each day the find money is late.
 - B. **A late fine for not turning in chapter rosters, dues and an officer list** at the designated time will be \$10.00, per day, and loss of voice and cote until payment is made.

ARTICLE II. SELECTION OF OFFICERS

1. The officers of the Panhellenic Council shall be elected from eligible members who shall submit an application to be voted on by the Panhellenic Council. The order of elections will be President, Vice-President/Judicial, Recording Secretary, Treasurer, Corresponding Secretary, Scholarship Officer and Member at Large. A member of fraternity of Panhellenic Council can hold no more than three offices on the Executive Board. Vice President/Recruitment will be elected at the beginning of fall semester following the same procedure.
 - A. Names of all eligible and interested individuals shall be submitted to the Executive Board no later than the week prior to elections.
 - B. Each eligible person will be required to visit with the current officer in the position to which she is applying.
 - C. Voting will be done by secret ballot with each sorority having one vote.
 - D. Counting of the vote will be done by the Panhellenic Council advisor.
2. Appointed officers of the Panhellenic Council shall be chosen by the Executive Board of the Panhellenic Council.
3. The members of the Executive Board of the Panhellenic Council may not serve as delegate, or assistant delegate for that fraternity.
4. To be eligible for an Executive Board office, a woman must have been a Panhellenic Delegate, Panhellenic Assistant Delegate, a Pi Chi, an officer in her fraternity, a Jr. Panhellenic Officer of a Panhellenic Chairperson.
5. A member may not be the President or a Vice President of Panhellenic and an Executive Officer of her fraternity at the same time.
6. No fraternity may hold the office of President for two consecutive years.
7. In the event an officer resigns from her office for whatever reason, her office will be reelected by quorum vote of the Panhellenic Council delegates.
8. A member fraternity may not have two women holding the offices of President, Vice-President/Rush, or Vice-President/Judicial at the same time.
9. Each member group of the Panhellenic Council must have at least one representative on the council at all times.

ARTICLE III. QUALIFICATIONS

1. All delegates and assistant delegates must be enrolled for at least nine semester hours at the University of South Alabama.
2. All delegates, assistant delegates and officers must maintain an overall 2.00 GPA.
3. All delegates, assistant delegates and officers must be active initiated members of their fraternity and in good standing in their chapters.

ARTICLE IV. OFFICER DUTIES

The President shall:

1. Have overall responsibilities for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the University of South Alabama Panhellenic Council.
3. Call and preside at all meetings of the Panhellenic Council Executive Board.
4. Sign all contracts involving the University of South Alabama Panhellenic Council.
5. Maintain an up-to-date Panhellenic file.
6. Serve as an advisor with Recruitment Counselors.
7. Report all recruitment infractions in person and in writing within twenty-four hours of the incident.
8. Interview and choose recruitment counselors and assistant recruitment chairman along with Vice-President/Recruitment, advisor, and recruitment committee.
9. Reserve the room and make the agenda for every regular and special meeting.
10. Hold office hours on a weekly basis.
11. Serve on a committee.
12. Organize the president's meetings each semester.
13. Set up and preside over the Greek Roundtable each semester along with the IFC and NPHC Presidents.
14. Conduct a leadership workshop after attending Undergraduate Interfraternity Institute.
15. Complete all award applications for the Southeastern Panhellenic Conference and NPC Awards by required deadline.

The Vice-President/Judicial shall:

1. Perform the duties of the Panhellenic President in her absence.

2. Serve as Chairperson for the Judicial Board. That involves setting the dates, reserving the room, writing a detailed letter why a group is being called forward and hand delivering it, and running the judicial hearing.
3. Coordinate the fall fundraiser with junior Panhellenic.
4. Serve as advisor to Junior Panhellenic and organize Mr. USA.
5. Serve on a committee.
6. Ensure that the risk management policies are followed.
7. Act as a member of the Executive Board.
8. Serve as a Gamma Rho Chi.

The Vice President/Recruitment shall:

1. Be in charge of Formal and Informal recruitment.
2. Serve on selection committee to choose a recruitment assistant.
3. Prepare, distribute, collect, and compile the recruitment evaluations, recommendations, and present a report of the results in writing to the Panhellenic Council at a post-recruitment meeting.
4. Interview and choose recruitment counselors and assistant recruitment chairman along with the President, advisor and recruitment committee.
5. Print and distribute recruitment rules and set up meetings regarding Fall Recruitment with the Recruitment chairpersons in the spring.
6. Chair the recruitment Committee.
7. Reside in mobile during the summer and hold office hours.
8. Be disassociated from her fraternity from May until the end of Formal Recruitment.
9. Serve as a member of the Executive Board.

The Recording Secretary shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and call roll at Panhellenic Council meetings.
2. Keep current statistics concerning the number of initiated members and pledges of each fraternity.
3. Keep full minutes of all meetings of the University of South Alabama Panhellenic Council and record all actions taken by the Executive Board.

4. Maintain a complete and up-to-date file which will include the minutes of the University of South Alabama Panhellenic council and its Panhellenic Council from the date of organization, copies of all contracts made by the Panhellenic Council, and current correspondences.
5. Distribute copies of the minutes to the delegates, sorority presidents, Panhellenic advisor, NPC Area Advisor, and the Dean of Students.
6. Maintain a phone list of Executive Board members, delegates, assistant delegates, committee chairpersons, Panhellenic Advisor, and NPC Area Advisor to be distributed.
7. Serve as a member of the Executive Board.
8. Shall record attendance at all Panhellenic business meetings and refer absences to the Panhellenic treasurer.
9. Shall have the option of serving as a Gamma Rho Chi if have served on both sides of recruitment.

The Treasurer shall:

1. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic council, provide a copy for each University of South Alabama Panhellenic Council member fraternity.
2. Be responsible for the general supervision of the finances of the University of South Alabama Panhellenic Council.
3. Receive all payments due to the Panhellenic council, collect all due and give receipts.
4. Be responsible for the prompt payment of all bills of the University of South Alabama Panhellenic Council.
5. Maintain up-to-date financial records, give financial reports once a month at a regular meeting of the Panhellenic Council, and present an annual report at the close of her term of office.
6. Sign all contracts involving the University of South Alabama Panhellenic Council.
7. Act as a member of the Executive Board.
8. Shall have the option of serving as a Gamma Rho Chi if have served on both sides of recruitment.

The Corresponding Secretary shall:

1. Send all sororities and fraternities congratulation notes concerning recruitment, Founder's Day, and awards, etc.
2. Be responsible for the official correspondence of the Panhellenic Council.
3. Serve as a member of the Executive Board.
4. Shall have the option of serving as a Gamma Rho Chi if have served on both sides of recruitment.

The Member at Large shall:

1. Enforce and regulate Activities Review Board policies with the IFC and NPHC Programming Directors.
2. Review and justify proposed philanthropic activities for their inclusion on the Greek calendar.
3. Maintain an activities calendar for the Greek community.
4. Oversee Panhellenic committee chairs.
5. Serve as a member of the Executive Board.
6. Shall have the option of serving as a Gamma Rho Chi if have served on both sides of recruitment.

The Scholarship Director shall:

1. Promote scholarship in various manners.
2. Serve as a resource for the scholarship chairman for each fraternity.
3. Serve as a member of the executive Board of the Panhellenic Council.
4. Shall have the option of serving as a Gamma Rho Chi if have served on both sides of recruitment.

ARTICLE V. APPOINTED OFFICERS AND DUTIES

1. The appointed officers of the Panhellenic Council shall be the Assistant Judicial Chairperson and the chairpersons of the following:
Philanthropy, Risk Management, Inter-Sorority Relations, Greek Ambassador, Scrapbook, Special Events, Public Relations, Assistant Programming, IFC Liaison, JP liaison, and Greek Week Chairperson.

The Assistant Judicial Chairperson shall:

Be charged with aiding the Vice-President/Judicial in all responsibilities concerning Junior Panhellenic. This includes coordination of the Jr. Panhellenic fundraiser and the Mr. USA Pageant.

2. Apply for the position of Vice-President/Judicial.
3. Be a member of Panhellenic.

The Greek Week Chairperson shall:

1. Plan the Greek Week activities for the entire week with the IFC and NPHC chairmen.
2. Co-chair the Greek Week meetings.
3. Keep in contact with the IFC and NPHC Greek Week Chairmen concerning everything related to Greek Week.
4. Be responsible for keeping record of debits and credits.
5. Disassociate from her fraternity during Greek Week.

All Committee Chairpersons shall:

1. Attend all Panhellenic meetings.
2. Presided over and conduct committee meetings.
3. Plan committee activities.
4. Turn in minutes of each meeting to the Programming Director.
5. Regulate budget for her specific committee.

ARTICLE VI. EXECUTIVE BOARD

1. The Executive Board will consist of the President, Vice-President/Judicial, Vice-President/Recruitment, Recording Secretary, Treasurer, Corresponding Secretary, Scholarship Officer, Member at Large, and the Panhellenic Advisor.
2. The Executive Board will appoint all standing committees and their chairpersons and in making these appointments, recognize representation from all the member fraternities.
3. The Executive Board will assist the President with overseeing the Panhellenic Council.

ARTICLE VII. COMMITTEES OF PANHELLENIC COUNCIL

1. Philanthropy- oversees all philanthropic events and projects.
2. Risk Management- Educates the Greek system on drugs, alcohol, hazing issues, etc.
3. Inter-Sorority Relations- Develops and improves all-sorority relations.
4. Scrapbook- Creates a Panhellenic scrapbook.

5. Special Events- develops seasonal activities (i.e. faculty appreciation, Get Acquainted Days).
6. Public Relations- Writes, edits and distributes Greek News Notes twice a year. Promotes all Panhellenic functions. Writes articles for the Vanguard.
7. Assistant Programming- Works with Programming Director on the Activities Review Board.

ARTICLE VIII. STANDING COMMITTEES

The Standing Committees of the University of South Alabama Panhellenic Council shall be the Judicial Board, Recruitment Committee, Greek Week, and Junior Panhellenic.

1. The Judicial Board.
 - A. Membership. The Judicial Board shall consist of the Vice-President/Judicial as Chairperson, the Assistant Judicial VP as an Assistant Chairperson, a representative selected by each sorority, and the Panhellenic Advisor as an ex-officio member.
 - B. Duties. It shall be the duty of the Judicial Board to deal with the violations of the Constitution, Bylaws, Standing Rules and Recruitment Regulations of the University of South Alabama Panhellenic Council. The members of the Judicial Board will be required to attend Judicial Board procedures workshop and attend all requested hearings.
2. Recruitment Committee.
 - A. Membership. The Recruitment Committee shall consist of the Vice-President/Recruitment as Chairperson, the Assistant Recruitment Chairperson, the Recruitment Chairmen and Presidents of each member fraternity, and the Panhellenic President and Panhellenic Advisor as ex-officio members.
 - B. Duties. The Greek Week Committee shall work along with the NPHC and IFC Committees and together shall execute the week's activities.
3. Junior Panhellenic.
 - A. Membership. The Junior Panhellenic Committee shall consist of the Vice-President/Judicial, the Assistant Judicial officer, and the members of Junior Panhellenic, which represents all sororities on the council.

ARTICLE IX. COUNCIL MEETINGS

1. Time and Place. The Panhellenic Council shall meet at a time and place decided upon the last meeting of each semester for the following semester.
2. Order of Business.
 - A. Call to Order.
 - B. Roll Call and Approval of Minutes.
 - C. Officer Reports.
 - D. Committee Reports.
 - E. Unfinished Business.
 - F. New Business.
 - G. Adjournment.

ARTICLE X. ADMINISTRATION OF MEMBERSHIP SELECTION

1. An early Fall Recruitment shall be held.
2. The National Panhellenic Conference quota-total system shall be followed.
3. The Preferential bidding system shall be used.
4. Except during the Formal Recruitment period, or a new colonization, Continuous Open Bidding shall be in effect during the college year (Fall through Spring semesters) for all eligible women students.
5. If a chapter has not filled basic quota during Formal Recruitment, they may do so in continuous open bidding even though it puts them over total.
6. Total chapter size will be 65. Total chapter size designates the total number of pledges and initiated members in each fraternity during the college year.
7. Every regularly enrolled full-time or part-time student, who is a new member/pledge, an initiate, or is affiliated by a chapter, shall be counted as a member of that chapter.
 - A. A list of new members/pledges, initiated and affiliated members shall be file with Panhellenic Advisor within the first two weeks of classes each semester, except summer semester. Fall lists should be in before Fall Recruitment begins in order to know chapter size in advance of any possible quota additions.
 - B. Any depledging, termination or other changes in membership shall be reported to the Panhellenic Advisor no later than twenty-four hours after it has occurred.

8. Prospective members shall be contacted by the Panhellenic Council during the summer through booklets, brochures and letters concerning fall Recruitment and the Greek System.

ARTICLE XI REQUIREMENTS FOR PLEDGING AND INITIATION

1. A University of South Alabama Panhellenic Council member fraternity may not issue an incitation to membership or formally pledge a student during a summer vacation period.
2. A student must be a regularly articulated student to be eligible for recruitment and pledging.
3. A pledge may be initiated whenever she has met the requirements of the fraternity she has pledged.

ARTICLE XII. ASST. RECRUTIMENT CHAIR & RECURITMENT COUNSELORS

Assistant Recruitment Chairman

1. The Assistant Recruitment Chairman shall be selected by interview from interested fraternity women who submit applications to the Panhellenic Council for consideration. She shall be interviewed at the time appointed for Recruitment Counselors. The duties are as follows.
 - A. She will aid the VP/Recruitment in all responsibilities concerning recruitment including coordination of all Panhellenic Council Recruitment rules, publications, projects, and activities.
 - B. She will serve as a member of the Recruitment Committee.
 - C. She will not be required to have previously served on Panhellenic.
 - D. She must have participated in at least one formal recruitment as a recruiter.
 - E. She must serve as Gamma Rho Chi during the summer and during fall recruitment.
 - F. She must totally disaffiliate from her group from the end of spring semester through the end of the fall recruitment period.

Recruitment Counselors

Assistance to potential members during fall recruitment is provided by upper-class sorority members chosen from all member fraternities to serve as Recruitment Counselors or Gamma Rho Chi's. They are chosen on the basis of sorority nomination and interview selection. Each sorority may nominate 10% of its membership and nominees must be in good standing with their respective

sororities. The Recruitment Committee will determine how many may be selected each year. Trained particularly for this role at special workshops, Recruitment Counselors are well versed on Panhellenic procedures and policies. They are expected to be able to give information and impartial advice on any aspect of sorority and campus life. Recruitment Counselors may not exhibit any affiliation with their respective sorority from May until the end of formal recruitment. Sorority pins or Greek letters may not be worn, no Greek insignia be displayed either on their person or personal property from May until the end of and work entirely from a Panhellenic point of view. Therefore, they must attend at least one Panhellenic Council meeting prior to Recruitment.

ARTICLE XIII. HAZING

1. Hazing is prohibited.
2. Hazing is defined as any action taken or situation created, intentionally, whether on or off sorority premises, to produce mental or physical discomfort, embarrassment or ridicule. Such activities and situations include 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; and any other activities which are not consistent with the regulations and policies of the education institution.

ARTICLE XIV. EXTENSION

1. When all the NPC fraternities at the University of South Alabama are close to or over chapter total for an extended period of time, the Panhellenic Council may consider raising total or adding another chapter.
2. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of local sorority, which may petition an NPC fraternity for a charter.
3. Consideration shall be given to NPC fraternities, which have file letters expressing an interest in the campus.
4. Extension procedures and policies shall be supervised and coordinated by the Panhellenic advisor.
5. The NPC guidelines, which apply to extension, shall be followed when NPC groups are involved.

ARTICLE XV. AMENDMENT

The Bylaws may be amended by three-fourths majority vote of the voting members of the University of South Alabama Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding meeting.