



UNIVERSITY OF
NORTHERN COLORADO

BYLAWS OF THE PANHELLENIC
ASSOCIATION

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Table of Contents

Article I. Finance	3
Article II. Selection of Officers	4
Article III – Officer Duties and Qualifications	4
Article IV. Standing Committee	8
Article V. The Executive Board	8
Article VI- Risk Management.....	9
Article VIII. Administration of Membership Recruitment	10
Article VIII. Pledging and Initiation	10
Article IX. Extension.....	11
Article X. Violations	11
Article XI. Rules of Order.....	11
Article XII. Internet Policy	12



BYLAWS OF THE PANHELLENIC ASSOCIATION

Article I. Finance

Section 1. FISCAL YEAR: The fiscal year of the University of Northern Colorado Panhellenic Association shall be from July 1 to July 30 inclusive.

Section 2. CONTRACTS: The signatures of the Panhellenic President, Director of Internal Affairs, and Program Coordinator for Fraternity and Sorority Life shall be required to bind the University of Northern Colorado Panhellenic Association.

Section 3. CHECKS: All checks issued on behalf of the University of Northern Colorado Panhellenic Council shall be signed by Panhellenic President and Director of Internal Affairs.

Section 4. PAYMENTS: All payments due to the University of Northern Colorado Panhellenic Council shall be made to the Director of Internal Affairs, who shall record them. Checks for payments shall be made payable to the University of Northern Colorado Panhellenic Association.

Section 5. DUES:

- a. NPC College Panhellenic dues are paid yearly as invoiced by the NPC Office.
- b. Panhellenic Council membership dues shall be an assessment per member and new member.
 - i) The amount of such dues shall be determined by the Panhellenic Council at its 1st meeting each semester.
 - ii) The dues of each Panhellenic chapter shall be payable on or before the 5th meeting of the school year
 - (1) Should a chapter fail to submit payment on time there will be a late charge of \$3.00 per member/per day will be added to the unpaid balance.

Article II. Selection of Officers

- Section 1.** Officers shall be selected on election basis each year in the Fall semester.
- Section 2.** Dates of elections will be provided by the President of the Panhellenic Council. Any delegate from any fraternity who desires an office will submit an application. It is strongly suggested that each respective fraternity have at least two (2) women apply.
- Section 3.** Officers will be elected by majority vote. Each chapter is allowed one (1) vote.
- Section 4.** All candidates shall hold a cumulative and semester grade point average (based on a 4.0 system) of 2.75 or higher.
- Section 5.** All candidates must be in good standing with their respective chapters.
- Section 6.** All candidates must meet the officer duties and qualifications as outlined in Article IV of the Constitution and Article III of the Bylaws, as well as have participated in Formal Recruitment as an active member within their chapter.

Article III – Officer Duties and Qualifications

Section 1. President

- a. Duties: The President shall:
- i) Have overall responsibility for the operation of the Panhellenic Council.
 - ii) Call and preside at all regular and special meetings of the University of Northern Colorado Panhellenic Council.
 - iii) Call and preside at all Panhellenic Council executive board meetings.
 - iv) Sign all checks of the Panhellenic Council.
 - v) Serve as member ex-officio of all Panhellenic Council committees.
 - vi) Complete the NPC annual report and send it to the NPC area advisor.
 - vii) Communicate regularly with the NPC area advisor.
 - viii) Maintain a complete and up-to-date president's file, which will include a copy of the current University of Northern Colorado Panhellenic Council constitution, bylaws and standing rules; Panhellenic Recruitment Rules; the current Panhellenic Council budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC area advisor; copies of the College Panhellenic reports to the area advisor and other pertinent materials.
 - ix) Select an organization to be sponsored as a Panhellenic wide philanthropy and coordinate a committee of chapter representatives to hold at least one event per semester raising awareness and funds for the organization chosen.
 - x) Perform all other duties usually pertaining to this office.
 - xi) Assign duties to other officers as needed.
- b. Qualifications: Candidates for President shall:
- i) Served on Panhellenic Executive board the previous year, served as a Recruitment Counselor, or has held a position within their chapter executive board.

- ii) Junior or Senior status as specified by the University of Northern Colorado.
- iii) May not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Section 2. Director of Internal Affairs

- a. Duties: The Director of Internal Affairs shall:
 - i) Perform the duties of the president in her absence, inability to serve, or at her call.
 - ii) Keep an up-to-date roll of the members of Panhellenic Council and record meeting attendance based on roll called by the Panhellenic President at all council meetings.
 - iii) Keep current statistics concerning the number of initiated members and new members of each Panhellenic Council member fraternity.
 - iv) Keep full minutes of all meetings of the University of Northern Colorado Panhellenic Association and the Panhellenic Council and keep a record of all action taken by the Executive Board.
 - v) Ensure that all minutes are available on the University of Northern Colorado Fraternity and Sorority Life webpage.
 - vi) Send minutes to the NPC Area Coordinator following each executive board and council meeting.
 - vii) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
 - viii) Supervise the finances of the University of Northern Colorado Panhellenic Council. Prepare the annual budget in collaboration with the Program Coordinator for Fraternity and Sorority Life.
 - ix) Receive all payments due to the Panhellenic Council, collect all dues, and provide detailed invoices.
 - x) Promptly pay the annual NPC dues and all bills of the University of Northern Colorado Panhellenic Council.
 - xi) Communicate with all chapter delegates of member fraternities.
 - xii) Oversee cabinet liaison positions when appointed.
 - xiii) Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council, and provide an annual report at the close of their term of office.
 - xiv) Sign Panhellenic Council contracts when authorized to do so.
 - xv) Edit and revise the constitution and bylaws.
- b. Qualifications:
 - i) May not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Section 3. Director of External Affairs

- a. Duties: The Director of External Affairs shall:

- i) Coordinate the Greek Awards Ceremony in conjunction with the Interfraternity Council Director of Academic Affairs and the Program Coordinator for Fraternity and Sorority Life.
- ii) Promote academic achievement within the Panhellenic community and provide at least one (1) academic program each year.
- iii) Plan the annual Greek Week in collaboration with other Greek governing council representatives.
- iv) Coordinate with University Program Council (UPC) representatives about Homecoming Week events..
- v) Oversee and collaborate with the academic chairs of each chapter.
- vi) Coordinate with Director of Risk Management to host a Greek Education.
- b. Qualifications:
 - i) May not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Section 4. Director of Risk Management

- a. Duties: The Director of Risk Management shall:
 - i) Develop and implement an annual plan for Fraternity and Sorority Life risk management in conjunction with the Interfraternity Council Director of Risk Management and Program Coordinator for Fraternity and Sorority Life.
 - ii) Plan and implement Greek Educations for all fraternity and sorority members in conjunction with the Interfraternity Council Director of Risk Management.
 - iii) Adjudicate violations of the NPC Unanimous Agreements, Panhellenic Council Code of Ethics, constitution, bylaws, recruitment rules, and standing rules of the University of Northern Colorado Panhellenic Council.
 - iv) Demonstrate a working knowledge of the NPC Unanimous Agreements, Panhellenic Council Code of Ethics, constitution, bylaws, recruitment rules, and standing rules of the University of Northern Colorado Panhellenic Council.
 - v) Host a meeting with the Risk Management Chair from each Panhellenic Chapter at least once (1) a semester.
 - vi) Review and approve or deny all event registration forms submitted by an individual Panhellenic chapter.
- b. Qualifications:
 - i) May not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Section 5. Director of Public Relations

- a. Duties: The Director of Public Relations shall:
 - i) Create marketing and advertising strategies and materials for Fraternity & Sorority Life as a whole.

- ii) Coordinate with Office of Student Life Marketing Specialist for Panhellenic Council UNC Branding.
- iii) Communicate campus activities and involvement opportunities to the Panhellenic community.
- iv) Manage all Panhellenic Council Social Media accounts.
- v) Create recruitment materials including but not limited to: PNM booklets, New Student Orientation flyers, Orientation giveaways, and recruitment signs.
- vi) Coordinate at least one (1) fundraising event each year for all members of the Panhellenic community to raise funds for Greek Educations.
- vii) Coordinate a minimum of three (3) community service opportunities for the Panhellenic community.
- b. Qualifications:
 - i) May not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Section 6. Director of Recruitment

- a. Duties: The Director of Recruitment shall:
 - i) Be responsible for all Panhellenic Council matters related to membership recruitment.
 - ii) Review and develop membership recruitment rules, submit them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distribute copies of them when approved to the delegates of the member fraternities.
 - iii) Coordinate all summer recruitment programming in conjunction with the Interfraternity Council Director of Recruitment.
 - iv) Work in collaboration with the Panhellenic Council Director of Recruitment Counselors.
- b. Qualifications: Candidates for Director of Recruitment shall:
 - i) Have served on Panhellenic Executive board the previous year, served as a Recruitment Counselor, or has held a position within their chapter executive board.
 - ii) Be of Junior or Senior status as specified by the University of Northern Colorado.
 - iii) Reside in the Greeley area the summer prior to Formal Recruitment.
 - iv) Not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Section 7. Director of Recruitment Counselors

- a. Duties: Director of Recruitment Counselors shall:
 - i) Assist the Director of Recruitment with membership recruitment matters and the Panhellenic Recruitment Counselor program.
 - ii) Plan and execute recruitment counselor applications and interviews.
 - iii) Plan recruitment counselor spring trainings including a retreat.

- iv) Plan and execute pre-recruitment training week for recruitment counselors
- v) Design and/or approve recruitment counselor apparel for all recruitment related events.
- b. Qualifications
 - i) Recruitment Counselor experience is required.
 - ii) May not serve in positions within their chapter that will interfere with their ability to uphold Panhellenic position duties and requirements including recruitment. This includes but is not limited to chapter President, Treasurer, New Member Educator, etc. Prior to running for any position within their chapter, the Panhellenic Executive Board Member must discuss this decision with the Panhellenic President.

Article IV. Standing Committee

Section 1. The standing committee and any other special officers deemed necessary by the Executive Board to carry out the work of the University of Northern Colorado Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board, which appoints them.

Section 2. The standing committee of the University of Northern Colorado Panhellenic Council shall consist of the Panhellenic Judicial Board.

Section 3. The Judicial Board shall consist of one (1) member from each University of Northern Colorado Panhellenic organizations. The Judicial Board shall elect a Chief Justice who shall preside over a minimum of one (1) meeting per month for the duration of their term. The Program Coordinator for Fraternity and Sorority Life shall serve as a non-voting, ex-officio member. The Judicial Board shall be appointed by the Executive Board to serve during the tenure in office of the Board, which appoints them. 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 University of Northern Colorado Panhellenic Association that are not settled informally or through mediation. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Article V. The Executive Board

Section 1. The executive board shall:

- a. Appoint cabinet members, standing and special committees and their chairwomen, and, in making these appointments, recognize representation from all member fraternities.
 - i) Cabinet members include but are not limited to Interfraternity Council Liaison, Residence Hall Association Liaison, University Program Council Liaison, Multicultural Greek Council Liaison, National Pan-Hellenic Council Liaison, and Student Senate Liaison.
 - ii) Hold at least one (1) formal meeting per semester with the Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council representatives.

- iii) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
- iv) Report all business and activities performed by the executive board following the meeting of the entire council at the next regular meeting of the Panhellenic Council through the Director of Internal Affairs and record the reports in the minutes of that meeting.

Article VI- Risk Management

Section 1. As a student organization recognized by the University of Northern Colorado, the Panhellenic Council follows the Student Code of Conduct set in place by the University of Northern Colorado as well as the FIPG risk management policy.

Section 2. Hazing

- a. Hazing is defined as “an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization;” and any other activities which are not consistent with the regulations and the policies of the University of Northern Colorado or the law.
- b. All forms of hazing, including new member day/or pre-initiation activities, which are defined as hazing, shall be banned.
- c. Any fraternity found in violation of this policy shall be subject to the penalties as stated in the latest NPC manual.
- d. Every active member and new member shall sign an anti-hazing agreement as specified by the Program Coordinator for Fraternity and Sorority Life.

Section 3. Restrictions

- a. The Panhellenic Council prohibits the purchase or use of alcohol by member chapters or the Panhellenic Council.
- b. The Panhellenic Council prohibits the use of alcohol at a function of a member fraternity and other non-Greek organizations unless provided by a third-party vendor.
- c. The Panhellenic Council prohibits any illegal use of alcohol, illegal substances and/or drugs; such as providing to minors or promoting usage.
- d. The Panhellenic Council prohibits the use of inappropriate themes on publicity items, including, but not limited to, t-shirts, posters, etc.
- e. The Panhellenic Council prohibits member chapters from taking part in any form of vandalism.

Section 4. Sexual Harassment

- a. The Panhellenic Council and member chapters shall abide by the University of Northern Colorado’s policy regarding sexual harassment.

Section 5. Greek Education

- a. Greek Education is designed to educate members on a variety of topics including but not limited to risk management, community service, building inclusive communities, professional development, and health and wellness.
- b. Attendance**
 - i) All active members and new members of each member fraternity are required to attend two (2) Greek Education events each semester.
 - ii) The dates and times of Greek Education events will be determined by the Panhellenic Council Director of Risk Management in conjunction with the Interfraternity Council Director of Risk Management and announced at least three (3) weeks prior to each event. Chapters are required to obtain 80% of membership in attendance at two (2) educational events per semester to remain in good standing with the University of Northern Colorado.
 - iii) If 80% of chapter membership is not in attendance, the chapter(s) will not be in good standing within the Panhellenic Community. This will be explained by the Director of Risk Management every semester to each chapter president at the beginning of their presidential term.
 - iv) Excused absences will be determined by the Panhellenic Council Director of Risk Management and the Program Coordinator for Fraternity and Sorority Life.

Section 6. Event Registration

- a. All respective fraternities must submit an Event Registration Form three (3) days prior to any chapter-sponsored event to the Director of Risk Management and Program Coordinator for Fraternity and Sorority Life.
- b. Chapter sponsored events include but are not limited to social events, philanthropic activities, chapter retreats, and leadership training.

Article VIII. Administration of Membership Recruitment

Section 1. The University of Northern Colorado Panhellenic Council shall administer a Formal Recruitment every Fall semester. All recruitment procedures will be outlined in the Panhellenic Council Recruitment Rules.

Article VIII. Pledging and Initiation

Section 1. A potential new member must be a regularly matriculated student to be eligible for membership recruitment and pledging.

- a. Regularly matriculated shall be defined as a “full time” student, meaning that they are enrolled in at least 12 credit hours through the University of Northern Colorado.

Section 2. A Panhellenic chapter may not issue an invitation to membership or formally pledge a potential new member during any school break.

Section 3. A new member may be initiated whenever they have met the requirements of the fraternity to which they are pledged.

Article IX. Extension

Section 1. The procedure for determining total states: total is the allowable chapter size as determined by a National Panhellenic Council specialist and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one (1) academic term are counted in total. The Panhellenic reviews total each term to ensure that existing total reflects current campus conditions and the Panhellenic goal of growth and parity, and to allow the maximum number of women to participate in the sorority experience. To allow chapters to achieve parity as quickly as possible, total will be automatically adjusted every fall semester. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than seven days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable alternative method according to the Manual of Information.

Section 2. A new Panhellenic chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority, which may petition an NPC fraternity for a chapter. Extension must be voted on by each currently established Panhellenic Chapter.

Section 3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.

Section 4. Only regular members of the College Panhellenic Council shall vote on extension matters.

Article X. Violations

Section 1. Any dispute arising out of the violation of the NPC Unanimous Agreements, the Panhellenic Code of Ethics, constitution and bylaws, standing rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedures as included in the NPC Manual of Information.

Article XI. Rules of Order

Section 1. The University of Northern Colorado Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in this constitution, bylaws, and standing rules.

Article XII. Internet Policy

Section 1. All Panhellenic members shall:

- a. Represent Fraternity & Sorority Life positively on social media outlets including but not limited to Facebook, Twitter, Pinterest, Snapchat, Instagram, LinkedIn, YouTube, Reddit, Flickr, and Tumblr.
- b. Not post a status, image, or other post on any of the social media forums listed above that degrades themselves, their chapter, the Panhellenic Community, or the University of Northern Colorado community and its students, faculty, and staff.