

CONSTITUTION
University of Hartford
Panhellenic Association

Ratified at the Panhellenic Meeting by a vote.

ARTICLE I. NAME

The name of this organization shall be: University of Hartford Panhellenic Association

ARTICLE II. PURPOSE

The purpose of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

- (1) Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- (2) Promote superior scholarship as basic to intellectual achievement.
- (3) Cooperate with member fraternities and the University administration in concern for and maintenance of high social and moral standards.
- (4) Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- (5) Act in accordance with such rules established by the Panhellenic Council and does not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate

- (1) The REGULAR membership of the University of Hartford Panhellenic Association shall be composed of all chapter members in good standing of the National Panhellenic Conference member fraternities at the University of Hartford.
- (2) The ASSOCIATE membership of the University of Hartford Panhellenic Council shall be composed of all members in good standing of the National Panhellenic Conference colonies or pledged chapters.

ARTICLE IV. OFFICERS

- (1) The officers of the University of Hartford Panhellenic Association shall be President, Executive Vice President, Vice President of Activities, Vice President of Membership, Vice President of Finance, Vice President of Public Relations, Vice President of Philanthropy, Vice President of Communications, and Vice President of Academics.

- (2) The officers shall be delegates from fraternities holding regular membership in the University of Hartford Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.
- (3) The officers shall serve for a term of one year, beginning in the fall semester.
- (4) Any officer failing to perform her duties as outlined shall resign and a successor shall be designated by election or as provided in Article VI, Section 3.

ARTICLE V. MEETINGS

- (1) Regular. The University of Hartford Panhellenic Council shall hold at least one regular meeting weekly. The Executive Board shall meet on a weekly basis.
- (2) Special. A special meeting of the University of Hartford Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any associate or regular member fraternity of the University of Hartford.
- (3) The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the University of Hartford Panhellenic Association.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the University of Hartford Panhellenic Association shall be the University of Hartford Panhellenic Council. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the University of Hartford Panhellenic Association and to compile rules governing the Panhellenic Association, including recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

- (1) **MEMBERSHIP.** The University of Hartford Panhellenic Council shall be composed of a delegate, and one alternate delegate (chapter president) from each National Panhellenic Council fraternity chapter at the University of Hartford and from such National Panhellenic Conference fraternity colonies, or national sororities at the University of Hartford as the council may approve for membership.
- (2) **SELECTION OF DELEGATES AND ADVISORS.** Delegates to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year, starting in the spring semester.
- (3) **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within 2 weeks and to notify the Panhellenic Council Vice President of Communications with her name, address and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases except that of the President. The Vice President shall fulfill the duties of the President.
- (4) **OFFICERS.** The officers of the University of Hartford Panhellenic Association shall serve as officers of its Panhellenic Council. These officers shall serve as the

Executive Board of the Panhellenic Council, and shall have such powers and duties as are prescribed in the Bylaws of the University of Hartford Panhellenic Council.

- (5) **MEETING.** Regular meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

SPECIAL MEETINGS of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

QUORUM. Two-thirds of the member fraternities shall constitute quorum for the transaction of business.

(6) **VOTING**

(a) The voting body of the University of Hartford Panhellenic Association shall be its Panhellenic Council.

(b) The Voting Members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the alternate shall cast the vote of her fraternity. If both delegate and alternate are absent, a member of the fraternity may cast the vote, providing her credentials have been presented in writing to the Council President prior to the meeting.

(c) Two-thirds of the voting members of the Panhellenic Council shall be required to establish Total Chapter Size and to add another chapter. A majority vote shall be required to carry all other questions.

(7) **VOICE.** The alternate delegates to Panhellenic Council shall have voice, but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

- (1) The Panhellenic Advisor shall be that Student Affairs staff member whose job responsibilities include sorority affairs
- (2) The Advisor shall serve in Advisory capacity to the University of Hartford Panhellenic Association and its Council.
- (3) Each National Panhellenic Conference chapter shall invite a University of Hartford Faculty or Staff member to serve as their Faculty Advisor.

ARTICLE VIII. STANDING COMMITTEES

Such Standing Committees and special officers as may be necessary to carry out the work of the University of Hartford Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board, which appoints them.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

- (1) All members of the University of Hartford Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements,

- Agreements of Questionnaires and Constitutions and the Jurisdiction of a College Panhellenic Council).
- (2) All University of Hartford Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

ARTICLE X. VIOLATIONS

Violation of any regulations of this Constitution or its related Bylaws, recruitment rules, rules concerning matters other than recruitment, the National Panhellenic Conference **UNANIMOUS AGREEMENTS** shall be the occasion for penalties established by the University of Hartford Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.

ARTICLE XI. AMENDMENTS

This constitution may be amended by two-thirds vote of the voting members of the University of Hartford Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

BYLAWS

ARTICLE I. FINANCE

- (1) **FISCAL YEAR.** The fiscal year of the University of Hartford Panhellenic Association shall be from July 1 to June 30 inclusive.
- (2) **CONTRACTS.** The signature of the president and treasurer or the treasurer and Panhellenic Advisor, shall be required to bind the University of Hartford Panhellenic Association
- (3) **CHECKS.** The Panhellenic Association University account number can be obtained from the University of Hartford Panhellenic Advisor. Checks for payments shall be made payable to the University of Hartford Panhellenic Association.
- (4) **PAYMENTS.** All payments due to the University of Hartford Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payment shall be made payable to the University of Hartford Panhellenic Association.
- (5) **MEMBERSHIP DUES.**
 - a. Amount. The dues of each Panhellenic Association member fraternity shall be an assessment per member and pledge. The amount of such dues shall be determined annually by the Panhellenic Council at its first meetings.
 - b. Time of Payment. The dues of each Panhellenic Council member fraternity shall be payable on or before the second meeting of each semester. **Late dues will be subject to late fees.**
- (6) **FINES-**Fines will be set by Panhellenic Council with notice of at least one week for the reasons and costs of those fines.

Examples of reasons fines could be levied:

 - a. Any chapter failing to remove rush paraphernalia from the Greek Life office by the day following bid day.
 - b. Any chapter member failing to attend or turn in an excuse form for any mandatory Panhellenic event.
 - c. Any chapter member failing to attend or turn in an excuse form for any Panhellenic rush workshops.
 - d. Failure to turn in rush plans or revisions.
 - e. Failure to turn in GPA's by deadline
 - f. Failure to pay Panhel dues on time will result in an addition \$5 per day added to the charge.
 - g. Failure to pay Panhel fines on time will result in an additional \$5 per day added to the charge.

ARTICLE II. SELECTION OF OFFICERS

The officers of the University of Hartford Panhellenic Association shall be chosen by a combination election-rotation plan. Each National Panhellenic Conference

fraternity chapter shall be represented on the University of Hartford Panhellenic Association.

ARTICLE III. OFFICER DUTIES

The President shall:

- (1) Have overall responsibility for the operation of the Panhellenic Council.
- (2) Call and preside at all regular and special meetings of the University of Hartford Panhellenic Association
- (3) Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
- (4) Call and preside at all meetings of the Panhellenic Council Executive Board.
- (5) Review, approve and sign all Panhellenic Association checks and contracts involving the University of Hartford Panhellenic Association
- (6) Serve as an ex-officio member of all Panhellenic Council Committees with voice but not vote.
- (7) Report as required to National Panhellenic Conference Area Advisor.
- (8) Maintain a complete and up-to-date President's file which will include a copy of the current University of Hartford Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor, her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- (9) Perform all other duties pertaining to this office:
 - Meet regularly with the Panhellenic Advisor
 - Develop an effective working relationship with the President of IFC

The Executive Vice President shall:

- (1) Perform the duties of the President in her absence, inability to serve, or at her call.
- (2) Serve as Chairman of the Judiciary Committee
- (3) Advise Junior Panhellenic Council
- (4) Organize and appoint standing committees as outlined in ARTICLE V.
- (5) Perform all other duties pertaining to this office.
- (6) Maintain a complete up-to-date officer's notebook.

The Vice President Membership shall:

- (1) Serve as the chairperson for Panhellenic's Formal and Informal Rush.
- (2) Responsible for compiling all rush information and distribution to chapter rush person in a timely manner.
- (3) Responsible for compiling rush statistics and distributing them in a timely manner.
- (4) Works with President and executive Board members to coordinate rush.

- (5) Works with IFC to coordinate rush information night and the New Member Program.
- (6) Responsible for coordinating recruitment counselor selection, including formulating the Recruitment Counselor application and planning training sessions.
- (7) Maintain a complete up-to-date officer's notebook
- (8) Perform all other duties pertaining to this office.

The Vice President of Communications shall:

- (1) Keep an up-to-date roll of the members of the Panhellenic Council and call it all Council meetings.
- (2) Keep current statistics concerning the number of initiated members and pledges of each Panhellenic Association member fraternity.
- (3) Keep full minutes of all meetings of the University of Hartford Panhellenic Association and a record of all action taken by the Executive Board.
- (4) Maintain a complete and up-to-date file, which will include minutes of the meetings of the University of Hartford Panhellenic Association and its Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; current correspondence.
- (5) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
- (6) Perform all other duties pertaining to this office.

The Vice President of Finance shall:

- (1) Be responsible for the general supervision of the finances of the University of Hartford Panhellenic Association.
- (2) Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy of each University of Hartford Panhellenic Association Member fraternity.
- (3) Receive all payments due to the Panhellenic association, collect all dues, and give receipts.
- (4) Be responsible for the prompt payment of all bills of the University of Hartford Panhellenic Association.
- (5) Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- (6) Sign Panhellenic Association contracts when authorized to do so.
- (7) Perform all other duties pertaining to this office.

The Public Relations Coordinator shall:

- (1) Be responsible for the positive promotion of Greek life.
- (2) Work with the IFC VP: PR in publishing weekly article in The Informer.
- (3) Work with the VP; Membership to promote Recruitment.

- (4) Maintain a complete up-to-date officer's notebook.
- (5) Perform all other duties pertaining to this office.

The Vice President for Academics shall:

- (1) Be responsible for the promotion of scholastic achievement throughout the Panhellenic system.
- (2) Work with the IFC Scholarship Chair in the promotion of scholastic achievement throughout the Greek community.
- (3) Maintain GPA's for all current and new members as well as chapter GPA's.
- (4) Maintain a complete up-to-date officer's notebook.
- (5) Perform all other duties pertaining to this office.

ARTICLE IV. THE EXECUTIVE BOARD

The Executive Board shall:

- (1) Appoint all Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
- (2) 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.
- (3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.

ARTICLE V. STANDING COMMITTEES

The Standing Committees of the University of Hartford Panhellenic Council shall be: Judiciary and Membership Selection.

The Standing Committee shall serve from a term of one year, beginning each fall. A committee chairman or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairmen and members.

- (1) Judiciary Committee
 - a. Membership. The Judiciary Committee shall consist of the Executive Vice President as Chairman, each NPC member chapter delegate, and the Panhellenic Advisor as an ex-officio member.
 - b. Duties. It shall be the duty of the Judiciary Committee to deal with the violations of the Constitution, Bylaws, and Standing Rules and

rush regulations of the University of Hartford Panhellenic Association.

- (2) Membership Selection Committee
 - a. Membership. The Membership Selection Committee shall consist of the rush chairperson from each chapter, and shall be chaired by the Vice President: Membership.
 - b. Duties. This committee shall be responsible for all Panhellenic Council matters related to Membership Selection. This committee shall be responsible for reviewing and developing Membership Selection rules and distributing copies of them when approved to the presidents of the member fraternities. Following each Membership Selection period, the Chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP SELECTION

- (1) An early spring recruitment shall be held. Whether or not to conduct a Fall Rush shall be determined by the Panhellenic Council each year in the previous spring.
- (2) The National Panhellenic Conference quota-total system shall be followed. Review of total will be held every three years or as needed by the Executive Board.
- (3) The preferential bidding system shall be used.
- (4) Except during the formal recruitment period, continuous open bidding shall be in effect during the college year 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) Every regularly enrolled new member, initiate or affiliate of chapters shall be counted in the Chapter Total
 - a. A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor at the second Panhellenic meeting each semester.
 - b. Any de-pledging, termination or other changes in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than 24 hours after it has occurred.

ARTICLE VII. PLEDGING AND INITIATION

- (1) A woman must be a regular, full-time matriculating student with a minimum GPA of 2.25 to be eligible for recruitment and pledging.
- (2) A Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.

- (3) A pledge may be initiated whenever she has met the requirements of the fraternity to which she is pledged, and has earned at least a cumulative GPA of 2.25.
- (4) The Panhellenic Council and the Panhellenic Advisor will set the date by which every fraternity is required to have new members initiated. This is no longer than 8 weeks.

ARTICLE VIII. HAZING

All forms of hazing, pledge day or pre-initiation activities, which are defined as hazing are prohibited.

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 paddling in any form; creations of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games or activities; and any other activities that are not consistent with fraternal law, ritual or policy or that regulations and policies of the educational institution.

All chapters shall agree to follow the rules set forth in the University of Hartford Anti-Hazing Policy, as well as The Source in regards to hazing.

ARTICLE IX. EXTENSION

- (1) When all NPC chapters at the University of Hartford are close to or over total the Panhellenic Council shall consider raising Total or adding another chapter.
- (2) Such a chapter shall be organized through colonization by a NPC fraternity or through organization of an interest group, which may petition an NPC fraternity for a chapter.
- (3) Consideration shall be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities that have filed letters expressing interest in the campus.
- (4) Interest groups shall complete the following requirements before petitioning Panhel for admittance.
 - a. Groups must maintain the interest group status for at least one year.
 - b. An interest group must have a minimum of 35 members at the time they petition Panhel for admittance.
 - c. All members must have a GPA of at least a 2.25.
 - d. An interest group must perform at least 2 philanthropic events per semester
 - e. An interest group must perform at least 2 fundraisers per semester.

- f. An interest group must attend at least 2/3 of the Leadership Seminars per semester.
- g. The president of the interest group must hold a monthly meeting with the Greek Advisor and the Panhellenic President.
- h. All rush events and dates must be approved by the Panhellenic Association.
- i. All interest groups must file a letter on intent one year prior to petitioning Panhel for admittance.
- j. All other admittance procedures will follow NPC national policies.

ARTICLE X. VIOLATIONS

- (1) Any dispute arising out of the violation of the Panhellenic Association rules and regulations shall be adjusted through a conference of delegates of the fraternities involved, chaired by the Executive VP.
- (2) If the conference of delegates cannot reach an amicable solution, the matter shall be referred to the Judiciary Committee.
- (3) 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 Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met.

ARTICLE XI. RULES OF ORDER

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

ARTICLE XII. AMENDMENT

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