

**Constitution**

**Article I – NAME**

The name of this organization shall be the Panhellenic Community of Bowling Green State University, hereafter referred to as the Panhellenic Community.

**Article II – “GRANT OF POWERS”**

The authority vested in the Panhellenic Community shall be derived from the “Grant of Powers” for Student Participation in University Government at Bowling Green State University, as established by the University administration, effective beginning September 15, 1958.

**Article III – SCOPE OF AUTHORITY**

The Panhellenic Community derives its authority from and is responsible to:

- A. The Coordinator of Greek Affairs and/or his/her designee(s)
- B. The Associate Director of Residence Life for Greek Affairs and/or his/her designee(s)
- C. The Executive Director of Residence Life and University Dining Services and/or his/her designee(s)
- D. The Vice President of Student Affairs and/or his/her designee(s)
- E. The President of the University and/or his/her designee(s)
- F. The Board of Trustees of the University

**Article IV –MISSION**

The mission of the Panhellenic Community shall be to develop and maintain sorority life and intersorority relations at a high level of accomplishment in order to be a positive force in the lives of its members.

**Article V-OBJECTIVES**

- A. Cooperate with member sororities and the University administration in concern for and maintenance of high social and moral standards.
- B. Promote superior scholarship as basic to intellectual achievement and development.
- C. Foster close, positive inter-relationships between member sororities, other members of the Greek community, the campus, and the encompassing community.
- D. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
- E. Comply with the policies outlined in Bowling Green State University's *Student Code of Conduct*.
- F. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights, and privileges of member sororities.
- G. Consider the goals and ideals of member groups as continually applicable to campus and personal life.

**Article VI – MEMBERSHIP**

- A. The Panhellenic Community shall be composed of all members of eligible sororities while active members of their chapters. Eligibility of chapters is based on agreement to abide by this Constitution and Bylaws, including the payment of necessary dues for membership.
- B. There shall be three classes of membership: Probationary, NPC, and Full.
  - 1. The PROBATIONARY membership shall be composed of all members of National Panhellenic Conference colonies and any group not recognized by the National Panhellenic Conference who is seeking membership in the Panhellenic Community at Bowling Green State University. The probationary period shall last for one year (or, in the case of National Panhellenic Conference colonies, for one year or until they have

achieved 75% of the required membership in order to receive a charter), during which period the group in question shall have voice but no vote.

2. The NPC membership of the Panhellenic Community shall be composed of all chapter members in good standing with National Panhellenic Conference sororities at Bowling Green State University, and any National Panhellenic Conference colonies that have fulfilled the required one-year probationary period or have reached 75% of the required membership for charter, and have undergone a review by the Executive board of the Panhellenic Council.
  3. The Full membership shall be comprised of all members of groups not recognized by National Panhellenic Conference who have sought membership in the Panhellenic Community by petitioning for membership as outlined in Article V, Letter C of the Constitution, have fulfilled the required one-year probationary period, and have undergone a review by the Executive Board of the Panhellenic Council.
- C. In order for a probationary group to become an NPC or Full member, they shall file a petition with the Panhellenic Council including:
1. Name of the petitioning group
  2. Name of members by class
  3. Names of advisors (chapter advisors and campus advisors – these may be one and the same)
  4. A copy of the local and national Constitution and Bylaws
  5. A statement of approval signed by the Associate Director of Residence Life/Greek Affairs, Director of Residence Life, and the Vice President of Student Affairs
  6. A statement of goals and contributions to the University and the Greek community.
  7. A statement indicating that the chapter's semester grade point average is at least a 2.5 at the time of petitioning for membership
  8. A statement indicating that the sorority is in good standing as defined by Article V of the Bylaws
- D. A group seeking probationary status in the Panhellenic Community must be approved by a 2/3 vote of the Panhellenic Council.
- E. Probationary members shall abide by the Constitution and Bylaws of the Panhellenic Community.

#### **Article VII – OFFICERS**

- A. The officers of the Panhellenic Community shall be President, Vice President of Programming, Vice President of New Membership Development, Vice President of Recruitment, Chief Justice, Vice President of Scholarship, Methods Director, and Director of Finance.
- B. The officers shall be delegates from sororities holding full or associate membership in the Panhellenic Community. Delegates from sororities holding probationary membership shall not be eligible to hold office.
- C. The officers shall serve for a term of one year, the term of office to begin no later than four weeks before the end of the Fall Semester.
- D. Any officer failing to perform her duties as outlined in Article II of the Bylaws shall undergo a review by the Executive Board of the Panhellenic Community and the Panhellenic Advisors. If she is asked to resign, a successor shall be designated by election or as provided in Article II, Section III of the Bylaws.

#### **Article VIII - THE PANHELLENIC COUNCIL**

The administrative body of the Panhellenic Community shall be the Panhellenic Council of Bowling Green State University, hereafter referred to as the Panhellenic Council. It shall be the duty of the Panhellenic Council to administer to all business related to the overall welfare of the Panhellenic Community and to compile and enforce rules governing the Panhellenic Community which do not violate nor impede the sovereignty, rights, or privileges of member sororities.

- A. MEMBERSHIP – The Panhellenic Council shall be composed of one primary delegate, who shall not be the chapter president, and one secondary delegate, who may be any member of the chapter, from each member sorority, whether full, NPC, or probationary. If a chapter's membership falls below 15 members, the sorority in question may choose to send only one delegate, who may be any member of the chapter. In addition, each chapter may elect to have one alumna advisor or National Consultant present.
- B. SELECTION OF DELEGATES – Delegates shall be selected by their respective chapters to serve for a term of one year, commencing no later than 2 weeks before the end of the Fall Semester.

- C. DELEGATE VACANCIES – When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to send a proxy to all meetings of the Panhellenic Council until a replacement delegate can be elected, preferably within 2 weeks of the vacancy occurring. It shall also be the responsibility of the sorority to notify the Panhellenic Council Methods Director of the new delegate's name, address, and telephone number. While there is a vacancy, the secondary delegate shall fulfill the responsibilities of the primary delegate in all cases, and the proxy shall fulfill the responsibilities of the secondary delegate until such time as a replacement is chosen.
- D. OFFICERS – The officers of the Panhellenic Community shall serve as the Officers of the 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 Article II of the Bylaws
- E. MEETINGS – Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each semester. There shall be no fewer than two meetings of the Panhellenic Council in any given month.
1. 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.
  2. Three-quarters of the member sororities shall constitute a quorum for the transaction of business at meetings of the Panhellenic Council.
- F. VOTING – The voting body of the Panhellenic Community shall be its Panhellenic Council.
1. The voting members shall be the primary delegates from each sorority holding full or associate membership.
  2. A two-thirds vote shall be required from all the voting members of the Panhellenic Council to establish Recruitment Rules, to establish Total Chapter Size, to set dates for Recruitment, and to amend the Constitution of the Panhellenic Community. A simple majority vote (50% +1) shall be required to amend the Bylaws of the Constitution of the Panhellenic Community and to carry all other questions, except where otherwise provided by this Constitution and its Bylaws.
- G. VOICE – The secondary delegate, alumnae advisors, and National Consultants shall have voice but no vote.
- H. PANHELLENIC ADVISOR – The Panhellenic Advisor shall be the Associate Director of Residence Life for Greek Affairs and/or his/her designee, and shall:
1. Advise the Executive Board of the Panhellenic Council in all areas of concern.
  2. Designate Graduate Advisor(s) to assist with his/her responsibilities.
  3. The Panhellenic Advisor, acting in the best interests of the Panhellenic, Greek, and University communities, may veto, which action may be appealed by the Panhellenic Council.
- I. STANDING COMMITTEES – such Standing Committees and special officers as may be necessary to carry out the work of the Panhellenic Council may be appointed by its Executive Board to serve during the tenure in office of the board that appoints them. The Panhellenic Council Executive Board must establish the following Standing Committees in each term:
1. A Judicial Board, consisting of one appointed representative from each chapter, as outlined in Article VIII of the Bylaws, which shall be overseen by the Chief Justice.
  2. A Constitution Evaluation and Revision Committee consisting of the Judicial Board representative from each chapter, the purpose of which being annual assessment of the Panhellenic Community Constitution and Bylaws in order to offer suggested changes to the Panhellenic Council.

**Article IX – UNANIMOUS AGREEMENTS**

- A. All members of the Panhellenic Community shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS
- B. All Panhellenic Community rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

**Article X – VIOLATIONS**

- A. Violation of any regulations of this Constitution or its related Bylaws shall be the occasion for penalties as deemed appropriate by the Executive Board of the Panhellenic Council, in conformity with those recommended by the National Panhellenic Conference.
- B. Any dispute growing out of the alleged violation of the Panhellenic Community rules and policies shall be adjusted through arbitration, according to the procedures outlined in Article VIII of the Bylaws.

**Article XI – RECRUITMENT**

The Panhellenic Community will use NPC Release Figure as defined by the National Panhellenic Conference to govern the recruitment process for chapters with membership in the National Panhellenic Conference. Recruitment procedures for chapters at Bowling Green State University without membership in the National Panhellenic Conference will be governed by individual chapter constitutions and by-laws.

- A. Total, for National Panhellenic Conference-member chapters at Bowling Green State University, is 85.
- B. Formal Recruitment Rules and Recruitment Dates for each academic year must be reviewed and approved by the Panhellenic Council by April 15 of the previous academic year. The Recruitment Rules are considered a part of the Panhellenic Constitution and must be approved by a two-thirds majority of the National Panhellenic Conference-member chapters.

**Article XII – COORDINATION WITH THE UNIVERSITY**

The Panhellenic Council is a registered student organization at Bowling Green State University. The Panhellenic Council will maintain all required records with Greek Affairs and the Office of Campus Involvement in order to ensure continuous recognition by the University.

**Article XIII - NON-DISCRIMINATION**

The Bowling Green State University Panhellenic Community is committed to equal opportunity for all and does not discriminate in membership or access to its programs and activities on the basis of race, sexual orientation, color, national origin, religion, creed, age, marital status, mental or physical ability, or veteran status.

The member sororities of the Panhellenic Community have the right to confine their membership to women, and their right to exist as single-sex organizations shall not be abrogated by any government agency or action.

**Article XIV – AMENDMENTS**

This Constitution may be amended by two-thirds vote of the voting members of the Panhellenic Council, providing the suggested change has been proposed and tabled for two weeks prior to voting.

**BYLAWS**

**Article I – RULES OF ORDER**

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

**Article II – OFFICERS**

**Section 1 - Qualifications**

- A. No member of the Panhellenic Council Executive Board, hereafter referred to as the Executive Board, shall hold an executive position in her respective chapter during her term in office.
- B. Meetings of the Panhellenic Council shall be mandatory for all Executive Board members.
- C. Each member of the Executive Board shall have participated in at least one Formal Recruitment as an initiated member of her chapter.
- D. Each member of the Executive Board shall have and maintain a cumulative grade point average of 2.8 prior to and throughout her term in office. The minimum cumulative grade point average for a candidate wishing to run for office may not be waived under any circumstance.
- E. Each member of the Executive Board must be a member in good standing of her respective chapter.
- F. Specific requirements for the office of President are as follows:
  - 1. She shall have been a member of her chapter for a minimum of three semesters, including the semester she became a New Member, but not including summer semesters.
  - 2. She shall have served as a delegate, Executive Board member, or Cabinet Chair to the Panhellenic Council and/or as a chapter president of a member group for a minimum of one year.
  - 3. She shall be well versed in Parliamentary Procedure.
  - 4. She shall have arranged her schedule so as to fulfill her responsibilities in the office of President in the best interests of the sorority community at Bowling Green State University.
- G. Specific requirements for the office of VP Internal Affairs and Public Relations are as follows:
  - 1. She shall have been a member of her chapter for a minimum of three semesters, including the semester she became a New Member, but not including summer semesters.
  - 2. She shall have served as a delegate, Executive Board member, or Cabinet Chair to the Panhellenic Council and/or as an executive officer of a member group for a minimum of one year.
  - 3. She shall be well versed in Parliamentary Procedure.
  - 4. It is preferable that she has served as a Cabinet Chair to the Panhellenic Council for a minimum of one year.
- H. Specific requirements for the Office of Membership Development are as follows:
  - 1. She shall have been a member of her chapter for a minimum of two semesters, including the semester she became a New Member, but not including summer semesters.
  - 2. She shall have served as a delegate, Executive Board member, or Cabinet Chair, or Recruitment Counselor to the Panhellenic Council and/or as a chapter president or New Member Educator of a member group for a minimum of one year.
  - 3. She shall be well versed in Parliamentary Procedure.
  - 4. It is preferable that she has served as an officer for the New Member Greek Council for a minimum of one semester.
- I. Specific requirements for the Office of Vice President of Recruitment are as follows:

*Revised November 2007*

1. She shall have been a member of her chapter for a minimum of three semesters, including the semester she became a New Member, but not including summer semesters.
  2. She shall have served as a delegate, Executive Board member, Cabinet Chair, Recruitment Counselor, or member of the Recruitment Dream Team to the Panhellenic Council and/or as a chapter president or Recruitment Chair of a member group for a minimum of one year.
  3. She shall be well versed in Parliamentary Procedure.
  4. She shall be required to maintain residence in Bowling Green for the summer prior to Fall Recruitment
- J. Specific requirements for the office of Vice President of Standards are as follows:
1. She shall have been a member of her chapter for a minimum of two semesters, including the semester she became a New Member, but not including summer semesters.
  2. She shall be well versed in Parliamentary Procedure.
  3. It is preferable that she has served as a member of the Judicial Board Standing Committee for a minimum of one year.
- K. Specific requirements for the office of Vice President of Scholarship are as follows:
1. She shall have been a member of her chapter for a minimum of two semesters, including the semester she became a New Member, but not including summer semesters.
  2. It is preferable that she has served in some capacity as a part of the Panhellenic Council or the New Member Panhellenic Council prior to running for this position.
- L. Specific requirements for the office of Vice President of Service:
1. She shall have been a member of her chapter for a minimum of two semesters, including the semester she became a New Member, but not including summer semesters.
  2. She shall be well versed in Parliamentary Procedure.
- M. Specific requirements for the office of Vice President of Finance are as follows:
1. She shall have been a member of her chapter for a minimum of two semesters, including the semester she became a New Member, but not including summer semesters.
  2. It is preferable that she has served in some capacity as a part of the Panhellenic Council or treasurer of her member chapter.
  3. It is preferable that she has experience in accounting, bookkeeping, and computer applications.

← Formatted: Bullets and Numbering

## Section 2 – Hierarchy of Authority

- A. In the case of the absence of the President, the duties of the President shall pass to the next officer listed in the Hierarchy of Authority. If she is unable to fulfill the duties, they shall continue on to the next officer listed, and so forth.
- B. The Hierarchy of Authority is as follows:
1. President
  2. Vice President Internal Affairs and Public Relations
  3. Vice President of Member Development
  4. Vice President of Recruitment
  5. Vice President of Standards
  6. Vice President of Scholarship
  7. Vice President of Service
  8. Vice President of Finance

### Section 3 – Officer Elections

- A. The Vice President of Internal Affairs and Public Relations will serve as the Election Chair. If she is unable to serve in that position, the President of Panhellenic Council will appoint a new Election Chair from the membership.
- B. The Election Chair is responsible for all elections materials, including the distribution of applications.
- C. The Election Chair will run the portion of the meeting designated for elections in accordance with the Bylaws.
- D. Elections will take place no later than four weeks prior to the end of the Fall Semester.
- E. The President of the Panhellenic Council shall notify each sorority of the election date.
- F. Applications are due 11 days prior to elections to the election chair and one week prior to elections all application will be given to delegates.
- G. Any potential candidate who submits an application may drop out of the election process at any time.
- H. If for any reason there is no candidate running for an office, any interested party will be eligible to run for that office after being nominated from the floor on the evening of elections.
- I. Positions shall be voted on according to the hierarchy of authority as listed in Article II, Section 2 of the Bylaws, and beginning with the office of President.
- J. Voting shall proceed as follows:
  - 1. After nominations have been closed, each candidate will have three minutes to speak and a three-minute question and answer period.
  - 2. The primary delegate for each chapter will cast that chapter's vote.
  - 3. If necessary, a preliminary vote will be taken to reduce the field to no more than four candidates.
  - 4. The winner of each selected office shall be decided by a majority (50% + 1) of the votes cast
  - 5. The vote shall be cast by secret ballot, the result of which shall be tallied by the Panhellenic Council President, the Panhellenic Advisor, and the Graduate Advisor(s).
- K. No more than 3 members of any chapter shall hold executive board positions in the same term.

### Section 4 – Installation

All officers of the Executive Board shall be installed into their positions at a regular meeting of the Panhellenic Council, according to National Panhellenic Conference guidelines, by the President of the previous Executive Board within one week of being elected into office.

### Section 5 – Officer Duties and Responsibilities

- A. All officers of the Executive Board shall deaffiliate from their respective chapters prior to and throughout the duration of Formal Recruitment.
- B. All officers of the Executive Board are to complete two hours a week of scheduled office hours, with the exception of the President, who is to complete four hours a week.
- C. The officers of the Executive Board shall attend the Council Executives/Chapter Presidents Retreat presented by Greek Affairs in January of their term.
- D. The officers of the Executive Board shall attend the Mid-American Greek Council Association (MGCA) meeting as the official Bowling Green State University, Panhellenic Council delegation.

1. The outgoing Executive Board will be responsible for the preparation and submission of MGCA awards applications by the appropriate deadlines established by MGCA.
- E. The officers of the Executive Board shall maintain effective communication with the Interfraternity Council, Greek Independent Board, National Pan-Hellenic Council, Panhellenic delegates, the National Panhellenic Conference, and other relevant organizations and officers within the University community.
- F. It shall be the responsibility of the Panhellenic Executive Board to study, formulate, and further such policies and plans as will be in the best interest of the members of the Panhellenic Community and the University.
- G. The President shall:
  1. Call and preside at all Panhellenic Council and Executive Board meetings.
  2. Be an ex-officio member of all Panhellenic Council Committees with voice but no vote.
  3. Have overall responsibility for the operation of the Panhellenic Council.
  4. Report as required to the National Panhellenic Conference Area Advisor.
  5. Maintain communication with the Panhellenic Advisor and Graduate Advisor(s), and with any and all of the individuals listed in Article III of the Constitution, as requested by them.
  6. Maintain a complete and up-to-date President's file that will include:
    - a. Bowling Green State University Panhellenic Community Constitution, Bylaws, and Standing Rules.
    - b. Current Panhellenic Council budgets.
    - c. National Panhellenic Conference Manual of Information and related materials.
    - d. Correspondence and materials received from the National Panhellenic Conference Area Advisor.
    - e. Copies of College Panhellenic Reports to the Panhellenic Area Advisor.
    - f. Other pertinent materials and records.
  7. Serve as the "Head Delegate" for the Panhellenic Council at the Mid-American Greek Council Association annual meeting.
  8. Chair all mediations and hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, Standing Rules, NPC Policies and Procedures, and UNANOMOUS AGREEMENTS.
  9. Sign Panhellenic Council contracts when authorized to do so.
- H. **The VP Internal Affairs and Public Relations shall:**
  1. Call the roll at all meetings of the Panhellenic Council.
  2. Maintain the records of all meetings.
  3. Send minutes of meetings of the Panhellenic Council to every member sorority, the Executive Board members, the Cabinet members, Panhellenic Advisor(s) and NPC Area Advisor.
  4. Deposit all official books and records with the Panhellenic Council Advisor within 48 hours of the last regular meeting of the regular academic year.
  5. Maintain the necessary office supplies.
  6. Maintain a list and the statistical information of Panhellenic Council officers, delegates, committee chairpersons, new members, advisors, as well as a current list of all members of the Panhellenic Community.
  7. Conduct and file all correspondence of the Panhellenic Council.
  8. Serve as Parliamentarian for the Panhellenic Council.
  9. She shall attend the organizational suite meetings each month as the Panhellenic Council's representative.
  10. Create a master calendar for the Panhellenic Community every semester.
  11. Promote Greek unity and the Greek community throughout the campus and encompassing community.

12. Be responsible for all Panhellenic Council publicity through the media including press releases, personal ads, etc. This may include helping individual officers or individual chapters with publicity.
13. Hold at least one public relations workshop with the Graduate Advisor for PR and Public Relations Chairs from each member group.
14. Serve as a liaison to Greek Affairs to assist with efforts related to marketing and promoting the overall Greek community.
15. Oversee the selected Panhellenic Greek Week Committee Chairwoman
16. Oversee the selected Panhellenic Technology Chairwoman

I. **The Vice President of Member Development shall:**

1. Serve as the advisor to the New Member Greek Council under the Constitution of the New Member Greek Council. As well as deliver a weekly report to the Panhellenic Council on behalf of the New Member Greek Council.
2. Perform New Member pinning ceremony for all new members at the end of Formal Recruitment or Panhellenic Open Recruitment during each semester.
3. Coordinate the Formal Recruitment Bid Day each fall semester.
4. Oversee the selected Panhellenic Resident Student Association (RSA) Representatives

J. The Vice President of Recruitment shall:

1. Direct all the Panhellenic Recruitment programs in cooperation with the member sororities.
2. Be responsible for programming as well as overseeing the Go Greek Team in collaboration with the IFC Director of Recruitment.
3. Educate the Recruitment Chairpersons from each chapter, which education will consist of at least four workshops.
4. Communicate all relevant information regarding Recruitment to the Panhellenic Council.
5. Conduct Summer pre-registration information sessions in coordination with the Office of Greek Affairs, and be responsible for the Panhellenic Recruitment table.
6. Help the Recruitment and/ or Panhellenic Graduate Advisor to compile post-Recruitment statistics and file post-Recruitment forms.
7. Be paid a stipend for the amount of \$2000 dollars from the recruitment budget allocated in two installments of \$1000 each, the first allocated at the start of the first summer session and the second allocated within two weeks after Bid Day has commenced.
8. Choose, train, and utilize members of the Recruitment Dream Team to be responsible for various functions of the Panhellenic Recruitment Process as outlined in Article VII of the Bylaws.
9. Cooperate with Greek Affairs to represent the Panhellenic during University Preview Days

K. **The Vice President of Standards shall:**

1. Preside over regular meetings of the Judicial Board.
2. Choose, and train Judicial Board representatives as to all Panhellenic policies, judicial procedures, and due process.

3. Chair all hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, Standing Rules, NPC Polices and Procedures, and UNANIMOUS AGREEMENTS.
4. Oversee all meetings of the Constitution Evaluation and Revision Committee.
5. Serve as the Election Chair of the Panhellenic Council.
6. Serve as a chairperson for Greeks Advocating the Mature Management of Alcohol (G.A.M.M.A), conducting regular risk management education at meetings.
7. Serve as a liaison between G.A.M.M.A. and the Panhellenic Council.
8. Work with Student Legal Services to provide for programming.
9. Hold at least one leadership workshop with the Graduate Advisor for Risk Management and Risk Management Chairs of each member chapter per month.
10. Keep updated files on all chapters' risk management and alcohol policies.
11. Be available for program presentations to individual chapters or the Greek community on liability issues that chapters may face.
12. Orchestrate the signing each semester of the Philanthropy Alcohol Agreement and Hazing Compliancy form as outlined in Article IX of the Bylaws.
13. Organize at least one liability awareness event per semester as deemed appropriate.
14. Hold at least one leadership workshop with the Graduate Advisor for Risk Management and Social Chairs of each member chapter.

L. **The Vice President of Scholarship shall:**

1. Plan, in cooperation with counterparts from Inter-Fraternity Council, Greek Independent Board, and National Pan-Hellenic Council, any awards to be given for scholarly achievement by member groups and/or individual members of said groups.
2. Hold regular meetings with the Scholarship Chairpersons from each member group.
3. Implement the academic programs recommended by the National Panhellenic Conference, including, but not limited to, the "Academic Challenge" and "Month of the Scholar."
4. Develop and implement monthly programming on scholarly achievement and success.
5. Design and create an informational handbook for Scholarship Chairs of member groups at the beginning of her term in office.
6. Promote increased relations between faculty and the Panhellenic Community.
7. Recognize faculty on behalf of the Panhellenic Community.
8. Increase relations between advisors and chapters.
9. Serve as a liaison between Greeks and the faculty at Bowling Green State University, and keep contact with the Faculty Senate, reporting information to the Panhellenic Council.
10. Serve as a liaison between the Panhellenic Council and the University Alumni Office.
11. Organize and present programs for promotion of alumnae and chapter relations.

M. **The Vice President of Service shall:**

1. Maintain accurate records as to Community Service activity by the members of each member group of the Panhellenic Community.

2. Obtain and distribute information regarding upcoming service events to each member chapter.
  3. Hold meetings at least once per month with the Community Service Chairs of each member organization.
  4. Reach out to the community in the form of service projects representing the Panhellenic Community, in conjunction with the Interfraternity Council, the Greek Independent Board, and the National Pan-Hellenic Council
  5. Sponsor at least one community service activity per semester.
  6. Organize and promote Philanthropy days for the Panhellenic Council and respective chapters.
  7. Set all known philanthropic events a semester in advance.
  8. Hold at least one philanthropy leadership workshop with the Graduate Advisor for Philanthropy and Community Service for the Philanthropy Chairs and Service Chairs of each member group.
  9. Attend all philanthropic events and serve as a mediator should any conflicts arise during the event.
  10. Ensure that all Chapter sponsored philanthropic events are approved no later than three weeks prior to the event.
  11. Create awareness and increase consciousness around issues pertaining to women through education and the provision of resources.
  12. Celebrate the accomplishments of women, including members of the Panhellenic Community, as well as women outside the Panhellenic Community.
  13. Explore and educate as to misconceptions and stereotypes associated with sorority life.
  14. Serve as a liaison between Panhellenic Council and campus organizations pertaining to Women's Issues including but not limited to the Women's Center, Counseling Center, C.A.S.O., and SAFE.
  15. Serve as a resource to the Panhellenic Community and individual chapters on matters concerning all human relations issues (i.e., cultural issues, environmental issues, etc.)
- N. The Vice President of Finance shall:
1. Keep a complete and accurate ledger record of disbursements and receipts.
  2. Distribute and collect per-semester dues and fines as stated in Article VI of the Bylaws.
  3. Submit a fiscal budget, including per-semester spending guidelines, in consultation with the Panhellenic Advisor and Graduate Advisor, for approval of the Director of Greek Affairs.
  4. Present the books for audit to a University-approved auditor at the end of her term in office.
  5. Sign Panhellenic Council contracts when authorized to do so.

#### **Section 6 – Removal from Office**

- A. The officers of the Executive Board shall have prior to and maintain throughout their term in office all minimum qualifications for office, and shall fulfill all duties as prescribed in Article II, Section 5 of the Bylaws.
- B. Should the situation arise that an officer of the Executive Board no longer meets the qualifications for office, has failed to fulfill the obligations of her office, or cannot complete her term in office, she shall undergo an evaluation by the Executive Board, the Panhellenic Advisor, and the Graduate Advisor(s), and they will make a recommendation as to her status.
  1. An evaluation drafted by the Executive Board members along with the Advisors must name the problem at hand, provide any necessary proof, and provide suggestive feedback as to the status of the officer in question. In addition, the officer in question must provide oral testimony as to her status and any defending statements she deems appropriate.

2. Should her position be vacated, the next officer in the Hierarchy of Authority shall fulfill her duties until such time as a replacement can be elected.
- C. Executive Members of the Panhellenic Council are responsible for upholding the duties and expectations of their position. If Executive Members are not fulfilling these requirements they will participate in a three step removal process.
  1. Verbal Warning from President, Grad Advisor, and Advisor
  2. Written Warning from President, Grad Advisor, and Advisor. The member will be warned that this is their last chance to better the situation with their position. The Executive Member will present themselves in front of the rest of the Executive Board. They will need to explain why they are not upholding their duties of their position. The Executive Board will operate in a positive process to provide suggestions and helpful ideas to this member.
  3. If the Executive Member is not upholding their duties on a third occasion, the member will be removed from her position. The Executive Board will then need to open up the position for applicants that are interested in this position.

#### **Section 7 – New Officer Elections**

- A. Should the situation arise that an officer vacates her position; elections shall be held to find a replacement for the vacancy.
- B. The President of Panhellenic Council shall notify each sorority of the vacancy and election date.
- C. Before the election date, all interested candidates will submit an application to the Methods Director.
- D. Any potential candidate who submits an application may drop out of the election process at any time.
- E. If for any reason there is no candidate running for an office, any interested party will be eligible to run for that office after being nominated from the floor on the evening of elections.
- F. Voting shall proceed as prescribed in Article II, Section 3 of the Bylaws.

#### **Section 8– Replacement Officer Installation**

- A. The presiding officer of the Panhellenic Council shall install the new Officer of Executive Board into her position at the next regular meeting of the Panhellenic Council, according to National Panhellenic Conference Guidelines, by the presiding officer of the Panhellenic Council.
- B. Once installed, she will immediately assume all responsibilities of her newly elected office.

#### **Article III – CABINET**

##### **Section 1 – Cabinet Members and Qualifications**

- A. The regular Cabinet chairpersons shall be: Public Relations, Community Service, Greek Issues, Philanthropy and Intramurals, Liability Awareness, Women's Issues, Faculty and Alumni Relations, Technology Chair, and Organizational Representatives.
- B. The Cabinet members shall not be current delegates from their chapters, nor shall they become elected delegates from their chapters while holding their Cabinet positions.
- C. The Cabinet members shall have and maintain a cumulative grade point average of 2.5, which cannot be waived under any circumstance.
- D. The Cabinet members shall be in good standing with their respective chapters.

##### **Section 2 – Cabinet Chair Duties and Responsibilities**

- A. It shall be the duty of the Cabinet to attend all Panhellenic meetings.
- B. The Cabinet shall complete at least one hour a week of scheduled office hours in the Panhellenic Office.

- C. Each Cabinet Chair shall be responsible for communicating with their respective counterparts (if possible) in Interfraternity Council, Greek Independent Board, and National Pan-Hellenic Council.
- D. Each Cabinet Chair shall keep and maintain a comprehensive notebook of all activities and correspondence.
- E. The Cabinet members shall be responsible for turning in weekly reports to the Vice President of Programming.
- F. The Cabinet shall also be responsible for maintaining a positive relationship with both the Panhellenic Advisor and the Graduate Advisor(s).
- G. Specific duties of Greek Week- overseen by VP Internal
  - 1. In conjunction with the Interfraternity Council, Greek Independent Board, and the National Pan-Hellenic Council, plan, organize, and direct Greek Week.
  - 2. Promote Greek unity and the Greek community throughout the campus and the encompassing community.
  - 3. Select and oversee a steering committee for Greek Week.
  - 4. Attend at least 1 meeting of IFC, NPHC, and GIB per month and provide a copy of the meeting minutes for all organization's meeting regardless of attendance.
  - 5. Promote University Homecoming activities to each chapter through measures deemed necessary.
- H. Specific duties of the Technology Chair- overseen by VP Internal
  - 1. Serve as a resource to the Panhellenic Community and individual chapters on matters concerning listprocs, website design, and general web or email activities.
  - 2. Update the Panhellenic website as needed.
  - 3. Make Panhellenic resources available in web and email format including but not limited to weekly minutes, calendar activities, constitution, applications, and the budget.
- I. Specific duties of the Resident Student Association Representatives include:
  - 1. Serve as a liaison between Panhellenic Council and RSA.
  - 2. Promote increased involvement from the Panhellenic Council in that organization's activities.
  - 3. Attend all meetings of that organization and obtain copies of the minutes.
  - 4. Represent Panhellenic Council in a positive and enthusiastic manner at all organization-related activities.
- J. Any Cabinet Chair may appoint a committee if she deems it so necessary in order to better facilitate the demands of her office. Members of the appointed committee must have and uphold a G.P.A. of 2.5

← Formatted: Bullets and Numbering

Section 4 – The Recruitment Go Greek Team

- A. The Panhellenic Recruitment Go Greek Team shall be chosen by the Vice President of Recruitment and shall report to her all matters in which their position entails.
- B. Panhellenic Assistant Recruitment Chair will include financial and promotional responsibilities. She will serve as a liaison between the Panhellenic Council and the Office of the Bursar, assuring that potential new members pay recruitment fees, reimbursements to team members; promote all events accordingly in conjunction with the Public Relations chair on the Panhellenic Cabinet. She must be available through the entirety of Panhellenic formal recruitment and must fulfill all tasks of the Go Greek Team. Will be required to temporarily disaffiliate from her chapter until Bid Day 2008.
- C. Panhellenic Assistant Programs will be in charge of planning Greek Carnival and Move-In-Madness. In addition,

Deleted: Recruitment Dream Team  
Deleted: Dream

Deleted: ¶  
Deleted: ¶  
Deleted: Assistant Programs

she will promote Greek Life proudly at Orientation for Bowling Green State University. She will be held accountable for Greek information tables, Campus Fest, Residence Hall Informational Sessions, Greek Move-In Crew and will work closely with the Public Relations Chair on Cabinet. In addition she will thoroughly educate the Chapter's Recruitment Chairs and Presidents on how to use the Web-Based system. She must be available through the entirety of Panhellenic formal recruitment and must fulfill all tasks of the Go Greek Team. Will be required to temporarily disaffiliate from her chapter until Bid Day 2008.

Formatted: Indent: Left: 0.5"

D. Recruitment Counselor Director (Rho Gamma Director) will be selecting and training the Recruitment Counselors for the following year. She will run all meetings for recruitment guides and will attend all Panhellenic Council meetings from the beginning of fall semester through 2 meetings after Bid Day. Also, meet with recruitment Grad student bi-weekly. She must be available through the entirety of Panhellenic formal recruitment and must fulfill all tasks of the Go Greek Team. Will be required to temporarily disaffiliate from her chapter until Bid Day 2008.

E. Panhellenic Go Greek Team Representative must be available to fulfill all responsibilities listed below. They will live in Offenbauer Hall during the months of June and July and will assist the Panhellenic and IFC recruitment chairs in promoting Greek life during BGSU Orientation and Registration. Will be required to temporarily disaffiliate from her chapter until Bid Day 2008.

#### Section 5 – Go Greek Team Qualifications

- A. She shall have been a member of her chapter for a minimum of two semesters not including the semester in which she joined.
- B. She will have a minimum cumulative grade point average of 2.5, which cannot be waived under any circumstance.

#### Section 6 – Appointment

- A. All Cabinet positions shall be appointed by the Vice President of Programming by no later than the third meeting of the Panhellenic Council in the Spring Semester.
- B. All individuals interested in Cabinet positions will submit applications to the Vice President of Programming by the appointed date, and shall undergo an interview with the Vice President of Programming, and a Graduate Advisor.
- C. The Director of Recruitment Counselors shall be appointed prior to the beginning of 2nd semester by the current VP of Recruitment and the past Director of Recruitment Counselors.

#### Section 7 – Removal from Office

- A. If at any time, the Recruitment Dream Team fails to fulfill the obligations of her position, or she no longer meets the requirements for election, she shall, at the request of the Vice President of Recruitment or the Vice President of Programming, undergo an evaluation by the Executive Board, the Graduate Advisor(s), and the Panhellenic Advisor. If she is asked to resign, the Vice President of Recruitment shall fulfill her responsibilities until such time as a replacement can be appointed.

#### Article IV – DELEGATES

##### Section 1 – Qualifications

- A. It shall be the responsibility of the chapter for selecting members to serve as primary and secondary delegates, unless the chapter's membership has fallen below 15, in which case, they are required to send only one delegate.
- B. The delegates shall be members in good standing with their respective chapters.
- C. The primary delegate shall not be the chapter president of the member group she shall represent, except in the case that the group's membership has fallen below 15; in which case, any member of the chapter is eligible.
- D. The secondary delegate may be any member of the group she shall represent, including the chapter president.

**Section 2 – Duties and Responsibilities**

- A. The primary delegate shall be the voting delegate on all issues of business before the Panhellenic Council, except the election of officers, in which case both the primary and secondary delegate will have a vote.
- B. Delegates shall serve as a liaison as well as relay minutes from the Panhellenic Council to their respective member group.
- C. Delegates shall be well versed in Parliamentary Procedure.
- D. Delegates shall serve on committees created by the Cabinet as necessary.
- E. Delegates shall keep an updated binder with all information pertinent to their position including an updated copy of the Panhellenic Constitution and Bylaws and the minutes from past meetings.

**Section 3 – Proxies**

- A. If a delegate cannot attend a regular meeting of the Panhellenic Council, it is her responsibility to send in her place a proxy to represent the member chapter at the meeting.
- B. When a proxy is sent for a primary delegate, she shall take on the responsibilities of the secondary delegate, while the secondary delegate assumes the responsibilities of the primary delegate.
- C. A delegate may not send a proxy more than three times in a given term.

**Section 4 – Delegate Replacement**

- A. When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to send a proxy to all meetings of the Panhellenic Council until a replacement delegate can be elected, preferably within 2 weeks of the vacancy occurring. It shall also be the responsibility of the sorority to notify the Panhellenic Council Methods Director of the new delegate's name, address, email, and telephone number.
- B. While there is a vacancy, the secondary delegate shall fulfill the responsibilities of the primary delegate in all cases, and the proxy shall fulfill the responsibilities of the secondary delegate until such time as a replacement is chosen.
- C. If a delegate fails to attend more than three regular meetings of the Panhellenic Council, the Executive Board may request that the member chapter in question select a new delegate for representation in the Panhellenic Council.

**Article V – GOOD STANDING**

- A. To be in good standing with the Panhellenic Council, a member sorority shall:
  - 1. Sign annually the University's hazing compliance form, as outlined in Article XI of the Bylaws.
  - 2. Abide by all University policies.
  - 3. Keep on file with the Liability Awareness Chair the Risk Management policies and procedures of the chapter.
  - 4. Keep on file with the Vice President of Scholarship the scholarship program and policies of the chapter.
  - 5. Promptly pay all dues and fines, so as to have no outstanding bills without prior arrangement of a payment schedule.
  - 6. Abide by the Constitution and Bylaws of the Panhellenic Community of Bowling Green State University.
  - 7. Sign, at the beginning of each term in office, the Philanthropy Alcohol Agreement, as outlined in Article X.
  - 8. File all records as requested with the Panhellenic Council, to be determined by the Methods Director, including:
    - a. Complete Chapter contact lists within two weeks of the beginning of each semester.
    - b. Chapter Officer contact information.

- c. Chapter Cabinet contact information.
  - d. Advisor contact information.
9. Maintain continuous recognition as a registered student organization by meeting the reporting requirements of Greek Affairs and the Office of Campus Involvement. Greek Affairs will coordinate the registration process.
- B. Failure to fulfill all the items necessary in order for good standing shall result in a review by the Executive Board and Advisors, which may result in the loss of voting privileges for the concerned chapter.

#### Article VI – FINANCE

- A. It shall be the responsibility of the Director of Finance to administer to all areas of finance, as outlined in Article II of the Bylaws, except in matters of Recruitment, which concerns shall be handled by the Vice President of Recruitment as outlined in Article II of the Bylaws.
- B. Dues of \$6.00 per member, per semester, shall be levied upon each Panhellenic member group.
- C. Dues of \$20.00 per New Member shall be levied upon the formation of a New Member class each semester, and shall be paid in addition to Member dues for each New Member.
- 1. The \$20.00 shall be split between the Panhellenic Council and Panhellenic Recruitment, \$5.00 will be allocated to the Panhellenic Council, and the remaining \$15.00 will be allocated to Panhellenic Recruitment in place of Recruitment fees.
- D. The bill for each Panhellenic member group shall be paid within two weeks of the initial billing unless other arrangements have been made.
- E. After the two-week period, a ten percent COMPOUNDED fine shall be assessed to the chapter's daily until the late bill has been paid or a payment schedule has been arranged.
- F. For all chapters maintaining a grade point average above the All Women's Grade Point Average, a ten percent REDUCTION shall be taken off the semester dues.
- G. Any group seeking a monetary co-sponsorship shall submit a written request to the Director of Finance, who will present the request to the Panhellenic Council for review and voting.
- 1. Total monetary donations may not exceed the amount prescribed for co-sponsorships in the per-semester budget.
  - 2. A simple majority (50% + 1) of all voting member groups is required to approve any given co-sponsorship, providing the co-sponsorship has been proposed, and tabled for one week.

#### Article VII – RECRUITMENT

- A. Formal membership recruitment will be held in September of each year. Specific dates will be affirmed in the "Panhellenic Council Recruitment Agreements."
- B. Except during designated dates to accommodate formal recruitment, Continuous Open Bidding shall be in effect during the academic year for all eligible sororities not at total.
- C. Chapters who do not fill basic Quota during formal recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even if reaching Quota puts them over Total.
- D. All membership recruitment events must be held on the campus of Bowling Green State University.
- E. Every regularly enrolled new member and initiate of the chapter shall be counted in the Chapter Total.
- 1. A list of pledged and initiated members shall be filed with the Panhellenic Council and with the Panhellenic Advisor by the end of the first week of classes each semester.
  - 2. Any depledging, termination or other change in membership shall be reported to the Panhellenic Council and with the Panhellenic Advisor no later than twenty-four hours, or by the end of the next business day, after it has occurred.

- F. By the 15<sup>th</sup> of April each year, the Panhellenic Council shall adopt "Panhellenic Council Recruitment Agreements" to govern formal recruitment activities for the following Fall Formal Recruitment. The proposed agreements will be provided to the Panhellenic delegates at least two weeks prior to voting. The "Panhellenic Council Recruitment Agreements" shall include the following:
  - 1. A Code of Ethics.
  - 2. Specific dates for all aspects of Formal Recruitment.
  - 3. The amount to limit recruitment expenses for each chapter.
  - 4. Other agreements to ensure that the Formal Recruitment process is fair and equitable to both the chapters and prospective new members.
- G. Quota will equal the number of women participating in Formal Recruitment at the start of Preference Round parties divided by the number of participating chapters
- H. Quota additions will be used as recommended in the National Panhellenic Conference Manual of Information. Quota additions will never include a woman who lists a single intentional preference on her Membership Recruitment Acceptance Card.
- I. Snap Bidding will occur as recommended in the National Panhellenic Conference Manual of Information.
- J. Administration of the Formal Recruitment process will be done through "Collegiate Recruiter" from Integrated Collegiate Systems. The Priority Rush (PRUSH) procedure will be used.
- K. Release Figures will be provided to each chapter at the appropriate time. Chapters are strongly encouraged to follow the release figures in preparing invitations.
- L. In the case of any uncertainty regarding recruitment procedures, the National Panhellenic Conference Manual of Information, as interpreted by the Panhellenic President, Chief Justice, and Panhellenic Advisor, shall prevail.

#### **Article VIII – JUDICIAL PROCEDURES**

##### **Section 1 – The Judicial Board**

- A. A sorority violating any of the governing rules and policies of the Panhellenic Community shall be subject to judicial action.
- B. The purpose of the Judicial Board shall be to:
  - 1. Hold member groups accountable for the policies and rules of the Panhellenic Community and the UNANIMOUS AGREEMENTS, NPC Policies and Procedures, and Standing Rules.
  - 2. Educate member chapters and individual members of the Panhellenic Community about the relevance and importance of the policies and procedures of the Panhellenic Community.
  - 3. Assert the capability of the Panhellenic Community to self-govern.
- C. The Judicial Board shall consist of the Chief Justice and no more than one delegate from each sorority, as well as the Panhellenic Advisor or a designated Graduate Advisor.
  - 1. Only 7 Justices will attend the hearing and have a vote at any one time.
  - 2. No Justice shall be a member of the chapter(s) involved in a particular hearing.
  - 3. The Chief Justice shall not have a voice or vote.
- D. A neutral stand shall be maintained by the Chief Justice, who shall preside over all hearings of the Judicial Board.
- E. Judicial Board meetings and hearings will be given a top priority by each chapter.
- F. Duties of the Chief Justice that specifically pertain to hearings of the Judicial Board are as follows:

1. Making arrangements for the hearing (Location, set-up, appointment of a secretary among board members, and notification of the hearing to the board members and involved individual(s)/chapter(s).
  2. Providing all individual(s)/chapter(s) involved with an outline of Judicial Board hearing procedures.
  3. Informing, in writing, cited chapters and their advisors of the verdict, sanctions (if applicable), and the appeals process.
- G. Qualifications of Judicial Board Members:
1. Judicial Board members must have and maintain a minimum cumulative grade point average of a 2.5.
  2. Judicial Board members must be in good standing with Bowling Green State University.
  3. Members from Probationary Chapters may serve on the Judicial Board.
  4. Judicial Board members must be in good standing with their individual chapters.
  5. Judicial Board members may not hold executive positions for the Panhellenic Council.
  6. Judicial Board members may not hold executive positions for their individual chapters.
  7. Judicial Board members shall have been members of their chapter for at least one full semester, which may be the semester they became a New Member.
- H. Selection of Judicial Board Members
1. Applications will be provided to members of the Panhellenic Community no later than two weeks into the start of the spring semester.
  2. Each chapter shall be responsible for procuring at least one applicant for the Judicial Board.
  3. All applicants will then undergo an interview process with the Chief Justice and Panhellenic Advisor or a designated Graduate Advisor.
  4. One Justice from each chapter will be selected and installed by the Chief Justice, under the guidance of an appointed advisor.
- I. Duties and responsibilities of Judicial Board members:
1. Participate in all training.
  2. Attend regular meetings of the Judicial Board.
  3. Maintain confidentiality as to the proceedings of all hearings.
  4. Represent, to the best of her ability, the ideals of the Panhellenic Community and her individual chapter.
  5. Serve, if asked, as a member of the Constitution Evaluation and Revision Committee.
- J. Removal of Judicial Board members
1. Removal of Judicial Board members shall be done upon the recommendation of the Chief Justice and the approval of the Executive Board.
  2. A Justice who has been removed may be replaced, but if a suitable replacement cannot be found, the Judicial Board may carry on without representation from the chapter in question, as long as membership does not drop below 75% of the member organizations.
  3. Judicial Board Members shall be removed for any of the following:
    - a. Failure to maintain the minimum cumulative grade point average of 2.5
    - b. Loss of good standing with the University
    - c. Loss of good standing with the member's chapter
    - d. Failure to maintain confidentiality of all proceedings
    - e. Failure to complete all training sessions

**Section 2 – Procedures for Handling Violations of the Constitution**

- A. Should occasion arise that a violation of the Panhellenic Constitution or its Bylaws is thought to have occurred, a Violation Report Form shall be completed and filed with the President.
  - 1. If the accusers are affiliated with a member group of the Greek community, or are a member of the Greek Staff at Bowling Green State University, they will have the President of their Chapter, Panhellenic President, College Panhellenic in charge of recruitment (only if a recruitment violation), Recruitment Counselor (only if a recruitment violation), Potential New Member, or the Panhellenic Advisor fill out the violation report form and file it with the President.
  - 2. If the accusers are not affiliated with a member group of the Greek community, nor are they a member of the Greek Staff at Bowling Green State University, then they shall report the alleged violation to the President of a Chapter, Panhellenic President, College Panhellenic in charge of recruitment (only if a recruitment violation), Recruitment Counselor (only if a recruitment violation), Potential New Member, or the Panhellenic Advisor, who shall then complete the Violation Report Form and file it with the President.
  - 3. All Violation Report Forms including Recruitment Violations must be filed within 30 days of the alleged incident.
- B. The President will review the Violation Report Form with the Advisor to ensure it is filled out completely.
  - 1. If the President and Advisor decide that there is not enough weight to the allegation, then judicial proceedings shall not occur, and record of the Violation Report Form may not be used in any subsequent hearings as evidence of prior violations.
  - 2. If the President and Advisor finds that there is enough weight to the allegation, a recommendation shall be made that the President proceed with the Judicial Process.
- C. If a recommendation is made by the President and Advisor to proceed with the Judicial Process, The President shall then hold mediation with the following parties being present:
  - 1. President
  - 2. The Panhellenic Advisor or an appointed Graduate Advisor
  - 3. Each Fraternity involved and a Chapter Advisor, if so desired
  - 4. The Collegiate Vice President of Recruitment, if it is a Recruitment Violation
- D. A successful mediation shall preserve confidentiality, settle differences without the formal process of a hearing, and provide a solution acceptable to all involved parties without involving multiple witnesses or time-consuming discussions.
- E. The mediation guidelines are as follows:
  - 1. The date, time, and location of the mediation shall be mutually convenient for all concerned parties.
  - 2. A time limit of no longer than an hour shall be set and adhered to.
  - 3. Pertinent materials shall be provided for everyone present, including copies of the Violation Report Form.
  - 4. The problem shall be identified before any discussion takes place.
  - 5. Each involved party shall be provided ample time to explain her position.
  - 6. All possible solutions shall be explored and discussed.
  - 7. A fair, reasonable, specific, and achievable course of action shall be decided upon, if possible. These actions can include, but are not limited to, service work, educational presentations, and monetary fines.
  - 8. The mediation proceedings shall remain confidential, and all members present should agree to this in the presence of the President.
  - 9. Before the close of the meeting, it should be ensured that all involved parties know and understand the results of the mediation.

10. Written minutes of the mediation proceedings should be kept by the Panhellenic Advisor, appointed Graduate Advisor, or Panhellenic President.
- F. If, through mediation, a resolution is achieved which is acceptable to all parties present, the appropriate forms found in the NPC Manual of Information shall be filled out and signed by all members present and kept in a confidential file for a minimum of seven years.
1. It shall be the duty of the President to type and provide copies of the outcome of the mediation to all concerned parties, as well as the Panhellenic Advisor, and to keep record of the outcome on file.
  2. All parties involved in the mediation process shall be respected, and all information regarding the mediation shall remain confidential.
  3. If a sanction has been imposed as a result of the mediation, it shall be the responsibility of the Chief Justice to oversee the completion of said sanction.
  4. If a sanction has been imposed as a result of the mediation, and it is not completed to satisfaction or it is not completed within the stipulated time, the case shall be brought before the Judicial Board.
  5. The goals of all mediations shall be conflict resolution, the promotion of Greek unity, and education.
- G. If through mediation, an acceptable resolution cannot be reached for all parties involved, the case shall be handed up to the Judicial Board.
1. Judicial Board Hearings must be given priority by each chapter.
  2. It shall be the duty of the Chief Justice to notify all concerned parties as to the date, time, and location of the hearing, as well as to provide an outline of the hearing process. She shall also be responsible for explaining the details of the process, as well as answering the questions of chapter(s) or individual(s) involved.
  3. Immediately prior to the hearing, one Justice shall be appointed as the secretary, and shall take notes throughout the proceedings.
  4. The participants of the Hearing are: **the Panhellenic Chief Justice**, the Panhellenic President, Advisor, Representatives from each Fraternity involved including a Chapter Advisor, in cases of a Recruitment Violation the College Panhellenic Recruitment Chair, and 7 Justices.
  5. **The chapter president should serve as the representative of the fraternity involved. If a chapter president is unable to attend due to extenuating circumstances, she may appoint a vice president of her chapter to attend in her place. She must notify the Panhellenic Chief Justice of this change within 48 hours of the scheduled hearing.**
  6. **If a chapter does not attend a scheduled hearing they are waiving all rights to a judicial hearing and a decision will be reached in their absence.**
  6. The order of events of the Judicial Hearing is as follows:
    - a. Call to Order by the Chief Justice
    - b. Introductions
    - c. Violation Report Form read by the Chief Justice
    - d. Five minutes for an opening statement by the accuser
    - e. Five minutes for an opening statement for the accused
    - f. Call of any witnesses by the accuser and cross-examination by the accused and members of the Judicial Board
    - g. Call of any witnesses by the accused and cross-examination by the accuser and members of the Judicial Board
    - h. Closing statement by the accuser
    - i. Closing statement by the accused
    - j. All in attendance, save the Chief Justice, members of the Judicial Board, and the Panhellenic Advisor, are excused
    - k. Charges restated by the Chief Justice
    - l. Motion is made to discuss responsibility of the accused in the issue at hand
    - m. After discussion, a motion is made to vote on responsibility of the accused party
    - n. Verdict is rendered
    - o. If found responsible, an appropriate sanction is determined. If found not responsible, the charges are dismissed

- p. The accuser and accused are shown back into the room, and the verdict is read
  - q. Verdict and appeal information (if found responsible) are put in writing and promptly mailed to the involved parties.
7. The burden of proof shall at all times rest with the accusing party in any hearing of the Judicial Board.
8. All Judicial Board hearings shall be tape recorded, excepting the deliberation and sanctioning phases, and copies shall be provided to the parties involved upon their request, at the expense of their respective chapters.
- H. If, as a result of a hearing of the Judicial Board, the accused party is found responsible, they may appeal the decision by citing one of the following:
- 1. Unduly harsh sanctioning
  - 2. Procedural error
  - 3. New evidence coming to light
- I. All appeals shall then be turned over to the Associate Director of Residence Life for Greek Affairs, who shall review all tapes and notes of the hearing in question and rule on the requested appeal.
- J. At any time, a chapter may appeal decisions of the Judicial Board to the National Panhellenic Conference, as they deem necessary.

### Section 3 – Sanctions

- A. Should it become necessary to sanction an erring chapter or individual member of the Panhellenic Community, the following guidelines shall be adhered to:
- 1. Sanctions are intended to be an educational tool, not a punitive measure.
  - 2. Sanctions may not cause ridicule or embarrassment to the responsible chapter.
  - 3. A detailed explanation as to the reasoning behind the sanction must be provided to the responsible chapter.
  - 4. The severity of the sanction should correspond to the nature and degree of the offense.

### Article IX – RISK MANAGEMENT

- A. All forms of hazing as defined by Bowling Green State University's *Student Code of Conduct* shall be abolished. In addition:
- 1. All New Member activities, with the exception of scholarship programs, will cease two weeks prior to the first day of Final Exams.
  - 2. The Presidents and New Member Educators shall, each semester, have their respective chapter members, both active and new members, read and sign Bowling Green State University's hazing statement.
- B. Each Chapter shall keep on file with the Liability Awareness Chair a current copy of all risk management policies and procedures.
- C. Each chapter shall sign, at the beginning of each semester, the Philanthropy Alcohol Agreement, as provided by the Liability Awareness Chair, whereby agreeing not to host nor participate in any philanthropic event where alcohol is present.
- D. Each chapter residing in University Housing shall abide by all University Housing regulations, including Fire Safety regulations.
- E. Failure to comply with any or all of these areas may result in disciplinary action through the Judicial Board standing committee.
- F. Each chapter shall comply with all University policies and regulations at all times.

**Article X- COMMUNITY STANDARDS/ APPAREL**

Section 1: We, as Panhellenic Women, will not produce offensive apparel. If found in violation, refer to *Article VIII Section 2* in the Panhellenic Constitution.

Section 2: We, as Panhellenic Women, encourage women to neither support nor wear offensive Greek apparel.

Section 3: The definition of *offensive* shall be but is not limited to; ([wordreference.com](http://wordreference.com))

- 1) unpleasant or disgusting
- 2) causing anger or annoyance; insulting
- 3) for the purpose of attack rather than defense

**Article XI – AMENDMENTS**

The Bylaws of the Panhellenic Community Constitution may be amended by a majority vote (50% + 1) of the voting members of the Panhellenic Council, providing the suggested change(s) have been proposed and tabled for two weeks prior to voting.