

Constitution

CODE OF ETHICS

We, the undergraduate members of the Panhellenic Council at Bowling Green State University, agree to unify our sorority chapters to promote all-around Greek Life through honesty, respect, and sisterhood. We shall acknowledge that the strength of our Panhellenic community depends on keeping each chapter strong and we will assist and support other chapters in any way possible when requested. Our goal is not to take away the competition, but to increase the opportunity and support systems that are the benefit of Greek Life. Our focus should be to educate the potential new members on the advantages of membership in the Greek Community. We, as sorority members, shall work for positive Panhellenic relations by not taking unfair advantage of a situation to promote our individual sorority. We shall uphold a high standard of social excellence and strong character. Membership is a social experience arrived at by mutual choice and selection. All sororities should possess positive attitudes about Panhellenic life.

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 and Director of Greek Affairs and/or his/her designee(s)
- C. The Director of Residence Life 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 and 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 2.7 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 Internal Affairs and Public Relations, Vice President of New Member Development, Vice President of Recruitment, Vice President of Standards, Vice President of Scholarship, Vice President of Service, and Vice President 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 Vice President of Internal Affairs and Public Relations 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 Coordinator 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 Vice President of Standards.
 - 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 Conduct 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 and outlined in the NPC Manual of Information 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 Activities in order to ensure continuous recognition by the University.

All chapters and chapter members are to uphold the Student Code of Conduct of Bowling Green State University and all Federal, State, and local laws in order to keep recognition status. Any violations can be taken to Panhellenic Conduct Board.

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 and Executive Board meetings 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:
 - 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 Go Greek 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 Panhellenic Conduct Board 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 on the Scholarship Board for a minimum of one semester.
- 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.

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 Standards 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 at the next Panhellenic meeting.

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 exceptions of the President and VP Internal Affairs and Public Relations, who are 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 and August of their term.
- D. The officers of the Executive Board shall attend the **?????** (AFLV) 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 AFLV awards applications by the appropriate deadlines established by AFLV.

- E. The officers of the Executive Board shall maintain effective communication with the Interfraternity Council, Independent Greek Council, 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. 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. Create a master calendar for the Panhellenic Community every semester.
 - 10. Promote Greek unity and the Greek community throughout the campus and encompassing community.
 - 11. 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.
 - 12. Hold at least one public relations workshop with the Graduate Advisor for PR and Public Relations Chairs from each member group.

13. Serve as a liaison to Greek Affairs to assist with efforts related to marketing and promoting the overall Greek community.
 14. Run all Panhellenic Delegate Round Tables
 15. Oversee the selected Panhellenic Greek Week Committee Chairwoman
 16. Oversee the selected Panhellenic Technology Chairwoman
 17. Oversee the selected Panhellenic Resident Student Association (RSA) Representatives
- 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. Program Affairs.....
 3. Perform New Member pinning ceremony for all new members at the end of Formal Recruitment or Panhellenic Open Recruitment during each semester.
 4. Coordinate the Formal Recruitment Bid Day each fall semester.
 5. Hold roundtables for the New Member Educators of each chapter
- 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 serving as a representative on the Go Greek Team.
 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 in November.
 8. Choose, train, and utilize members of the Go Greek Team to be responsible for various functions of the Panhellenic Recruitment Process as outlined in Article VII of the Bylaws. For selection and responsibilities for the Go Greek Team, see the Panhellenic Recruitment Rules.
 9. Cooperate with Greek Affairs to represent the Panhellenic during University Preview Days
 10. **Cabinet Position**
- K. The Vice President of Standards shall:
1. Preside over regular meetings of the Conduct Board.
 2. Choose, and train Judicial Board representatives as to all Panhellenic policies, conduct procedures, and due process.

3. Chair all hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, Standing Rules, NPC Polices and Procedures, UNANIMOUS AGREEMENTS, and the Bowling Green State University Code of Student Conduct.
 4. Oversee all meetings of the Constitution Evaluation and Revision Committee.
 5. Serve as the Election Chair of the Panhellenic Council.
 6. Work with Student Legal Services to provide for programming.
 7. Hold at least one leadership workshop with the Graduate Advisor, Risk Management Chairs, and social chairs of each member chapter per semester.
 8. Keep updated files on all chapters' risk management and alcohol policies.
 9. Orchestrate the signing each semester of the Philanthropy Alcohol Agreement and Hazing Compliancy form as outlined in Article IX of the Bylaws.
 10. Organize at least one liability awareness event per semester as deemed appropriate.
 11. Chair all mediations and hearings dealing with alleged violations of the Panhellenic Constitution and Bylaws, Standing Rules, NPC Policies and Procedures, and UNANOMOUS AGREEMENTS.
- L. The Vice President of Scholarship shall:
1. Plan, in cooperation with counterparts from Inter-Fraternity Council, Independent Greek Council, 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. Promote increased relations between faculty and the Panhellenic Community.
 6. Recognize faculty on behalf of the Panhellenic Community.
 7. Increase relations between advisors and chapters.
 8. 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.
- 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 Independent Greek Council, 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. Cabinet Position

- 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. Sign Panhellenic Council contracts when authorized to do so.

5. Manage and update rosters in conjunction with chapter presidents.

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. 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.
- C. 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.

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 Vice President of Standards.
- 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: Greek Issues Chairwoman, Technology Chairwoman, and two Resident Student Association Delegates.
- 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, Independent Greek Council, 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 Internal Affairs and Public Relations.
- 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 Issues chair woman- overseen by VP Internal Affairs and Public Relations
 - 1. Plans Panhel Pride week and organizes Intramural cup.
 - 2. Promote Greek unity and the Greek community throughout the campus and the encompassing community.
 - 3. Attend at least 1 meeting of IFC, NPHC, and IGC per month and provide a copy of the meeting minutes for all organization's meeting regardless of attendance.
 - 4. Promote University Homecoming activities to each chapter through measures deemed necessary.
 - 5. Create awareness and increase consciousness around issues pertaining to women through education and the provision of resources.

6. Celebrate the accomplishments of women, including members of the Panhellenic Community, as well as women outside the Panhellenic Community.
7. Explore and educate as to misconceptions and stereotypes associated with sorority life.
8. 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.
9. 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.)

H. Specific duties of the Technology Chair- overseen by VP Internal Affairs and Public Relations

1. Serve as a resource to the Panhellenic Community and individual chapters on matters concerning listprocs, orgsync, 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.
5. Serve as Panhellenic representative on housing board.

- 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

Section 3 – Appointment

- A. All Cabinet positions shall be appointed by the Vice President of Internal Affairs and Public Relations 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 Internal Affairs and Public Relations by the appointed date, and shall undergo an interview with the Vice President of Internal Affairs and Public Relations, 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 4 – Removal from Office

- A. If at any time, the Go Greek 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 Internal Affairs and Public Relations, 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 Vice President of Standards 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 Vice President of Standards 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 VP Internal Affairs and Public Relations, including:
 9. Complete Chapter contact lists within two weeks of the beginning of each semester to the VP of Finance.
 - b. Chapter Officer contact information.
 - c. Chapter Cabinet contact information.
 - d. Advisor contact information.
 10. 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." (See Appendix A).
- 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 15th 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. Refer to the Release Figure Method as stated in the NPC Manual.
- 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, VP of Standards, and Panhellenic Advisor, shall prevail.

Section 1 – The

- A. The Panhellenic Recruitment 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 for fall semester.
- C. Recruitment Chair will be in charge of planning Greek Carnival and Move-In-Madness. In addition, 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 for fall semester.

- D. Recruitment Counselor Director (Rho Gamma Director) will be selecting and training the Recruitment Counselors (Rho Gammas) 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 for fall semester.
- 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 for fall semester.

Article VIII – JUDICIAL PROCEDURES

Section 1 – The Conduct Board

- A. A sorority violating any of the governing rules and policies of the Panhellenic Community or the Bowling Green State University Code of Student Conduct shall be subject to judicial action.
- B. The purpose of the Conduct Board shall be to:
 - 1. Hold member groups accountable for the policies and rules of the Panhellenic Community and the UNANIMOUS AGREEMENTS, Bowling Green State University Code of Student Conduct, 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 Conduct 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. Up to 13 Justices will attend the hearing and have a vote at any one time.
 - 2. The Chief Justice shall not have a voice or vote.
- D. A neutral stance shall be maintained by the Chief Justice, who shall preside over all hearings of the Conduct Board.
- E. Conduct 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 Conduct 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 Conduct 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 Conduct Board Members:
 - 1. Conduct Board members must have and maintain a minimum cumulative grade point average of a 2.5.
 - 2. Conduct Board members must be in good standing with Bowling Green State University.
 - 3. Members from Probationary Chapters may serve on the Judicial Board.
 - 4. Conduct Board members must be in good standing with their individual chapters.
 - 5. Conduct 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 Conduct Board Members
 - 1. Each chapter shall be responsible for procuring its representative for the Conduct Board.
 - 2. One Justice from each chapter will be installed by the Chief Justice, under the guidance of an appointed advisor.
- I. Duties and responsibilities of Conduct Board members:
 - 1. Participate in all training.
 - 2. Attend regular meetings of the Conduct 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 Conduct Board members
 - 1. Removal of Conduct 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 Vice President of Standards.
 - 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, Panhellenic VP 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, Panhellenic VP 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 VP of Standards will review the Violation Report Form with the Advisor to ensure it is filled out completely.
 - 1. If the VP of Standards 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 VP of Standards 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 VP of Standards and Advisor to proceed with the Judicial Process, The VP of Standards shall then hold mediation with the following parties being present:
 - 1. Vice President of Standards

2. The Panhellenic Advisor or an appointed Graduate Advisor
 3. Each Fraternity involved and a Chapter Advisor, if so desired
 4. The Panhellenic 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 Vice President of Standards.
 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 Vice President of Standards.
- 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 Vice President of Standards 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 Conduct 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 Conduct Board.
1. Conduct 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, Advisor, up to 13 justices from each Fraternity involved, a Chapter Advisor (if wanted), and in cases of a Recruitment Violation the College Panhellenic Recruitment Chair, and 14 Justices.
 5. If an IFC chapter is involved, a joint hearing can be called. The board will be made up of members of both the IFC and Panhel Conduct Boards. The board will be headed by both IFC and Panhel Chief Justices. The normal order of events for a Judicial Hearing are followed.
 6. 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.
 7. 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.
 8. 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 Conduct Board
 - g. Call of any witnesses by the accused and cross-examination by the accuser and members of the Conduct 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.
 9. The burden of proof shall at all times rest with the accusing party in any hearing of the Conduct Board.
 10. All Conduct 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 Conduct 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 and Director of 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 Conduct 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 VP Standards 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 VP Standards, 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 and the housing agreement.
- E. Failure to comply with any or all of these areas may result in disciplinary action through the Panhellenic Conduct Board.
- F. Each chapter shall comply with all University policies and regulations, along with all Federal, State, and local laws, at all times.
- G. No chapter shall buy alcohol with chapter funds or host "open bar" events with chapter funds, per FIPG standards and guidelines.

Article X- COMMUNITY STANDARDS/ APPAREL

- A. We, as Panhellenic Women, will not produce offensive apparel. If found in violation, refer to *Article VIII Section 2* in the Panhellenic Constitution.
- B. We, as Panhellenic Women, encourage women to neither support nor wear offensive Greek apparel.
- C. The definition of *offensive* shall be but is not limited to; (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.

Appendix A

Panhellenic Recruitment Code of Ethics

As members of the Panhellenic Community, it is our responsibility to recruit new women to strengthen, reserve and promote Panhellenic spirit in our Greek Community. In order to accomplish this goal, each chapter will be given an equal opportunity to recruit new members as directed by the National Panhellenic Conference Manual or Information. Additionally, in order to see that each Potential New Member receives a positive impression of the Greek Community as a whole and is made to feel as comfortable as possible, the needs of each Potential New Member will always take precedence over the needs of the individual chapter.

The purpose of the Bowling Green State University Panhellenic Executive Council is to ensure that each Panhellenic sorority woman and chapter upholds their ethical responsibilities of Recruitment. It will be the duty of the Bowling Green State University Panhellenic Executive Council to administer all recruitment rules and distribute sanctions for violations to these rules in accordance with the National Panhellenic Conference Manual of Information.

All Unanimous Agreements of the National Panhellenic Conference will be followed by each individual member chapter of the Bowling Green State University Panhellenic Council and by the Bowling Green State University Panhellenic Executive Council, in accordance with the National Panhellenic Conference Manual of Information.

Potential New Member's Bill of Rights

- The right to be treated as an individual.
- The right to be fully informed about the Recruitment Process.
- The right to ask questions and receive true and objective answers from Rho Gammas and active Chapter members.
- The right to be treated with respect.
- The right to be treated as a capable and mature person without being patronized.
- The right to ask how and why and receive straight answers.
- The right to have and express opinions to Rho Gammas.
- The right to have inviolable confidentiality when sharing information with Rho Gammas.
- The right to make informed choices without undue pressures from others.
- The right to be fully informed about the binding agreements implicit in preference card (MRAA) signing.
- The right to make one's own choice and decision and accept full responsibility for the results of that decision.
- The right to have a positive, safe, and enriching Recruitment and new member experience.

Panhellenic Council Recruitment Agreements

All Unanimous Agreements of the National Panhellenic Conference must be followed in accordance with the National Panhellenic Conference Manual of Information.

- I. **Recruitment Mechanics**
 - A. Formal recruitment will begin on [Thursday, September 10th, 2009](#) and will end of Formal Bid Day, [Sunday, September 13th, 2008](#).
 - B. The maximum allowable chapter size (total) is 85 at Bowling Green State University.
 - C. [We utilize the National Panhellenic Council release figure method.](#)
 - D. Quota additions, as outlined in the NPC Manual of Information, will be utilized. Quota additions will never include a woman who lists a single intentional preference on her Membership Recruitment Acceptance Card.
 - E. Chapters may exceed total if they have bid matched to quota through formal recruitment.

- F. A list of women eligible for snap bids will be given to the chapters who do not reach quota after the initial bid matching process.
- G. The Recruitment Guides (Rho Gammas) will present a written invitation for membership on behalf of the chapters to each bid matched or snap bid [Potential New Member on Sunday, September 13th, 2009 after 12:30pm.](#)
- H. Statistics for Formal Recruitment will be compiled and distributed at the Advisors Meetings on Formal Bid Day.
- I. The deadline for recruitment registration is [10:00pm on Wednesday, September 9th, 2009.](#)

II. Minor Agreements

- A. Each chapter must have their recruitment chair, or a proxy, present at each recruitment chair roundtable session.
- B. The Panhellenic Council, with the assistance from the Office of Residence Life, the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Greek Independent Board (GIB) will provide all written information about Greek life to incoming students. These members of the Councils make up the Go Greek Team.
- C. Each Panhellenic chapter may hang a banner on their house or make a window splash promoting Greek life. The banners and window splashes may not promote individual chapters. These may be hung no [earlier Saturday, August 22rd, 2009. They must be taken down on Thursday, September 10th, 2009 5:00pm.](#) A walk through will be completed by the President and Vice President of Recruitment on Thursday evening at some point after 5:00pm.
- D. Chapter [rosters](#) must be updated prior to Formal Recruitment to [VP of Finance Rachel Burris](#). Chapter totals should be checked in consultation with the chapter president, recruitment chair, assistance recruitment chair, and alumna advisor.
- E. All chapters must supply their own membership invitation cards envelopes, and T-shirts. Chapters will distribute their own T-shirts on Bid Day.
- F. Chapters will have four hours from the conclusion of open house round events to turn in their list of potential new members to invite back. Chapters will have 2 ½ hours from the conclusion of Preference Parties to turn in their list of potential new members. No exceptions will be granted unless the deadline is extended for all chapters by the Panhellenic Executive Council. A fine will be issued for late lists: 15 minutes late = \$15, 30 minutes late = \$25, 45 minutes late = \$35, 60 minutes late = \$50. Every 30 minutes after the first hour \$10 will be added on.
- G. Chapters having alumni and guests participating in Formal Recruitment must distinguish them from active members of their chapter.
- H. No skits are allowed throughout Formal Recruitment.
- I. Resident Advisors may participate in Formal Recruitment; however, they may not escort potential new members around their chapter houses during first and second rounds if they are their residents.
- J. All pictures and/or slides of Panhellenic Executive Council members and Rho Gammas must be appropriately covered, and no chapter member may reveal the affiliation of any of the aforementioned persons.
- K. Tasteful music may be played before, during, and after the potential new members are in or near the chapter houses. Music is allowed during second rounds. Music may be allowed for third rounds but must be at a noise level that is respectful of other chapters.
- L. Structure of Formal Recruitment Rounds:
 - i. First round is designated as an open house and every potential new member will visit [13 chapters](#). Locations will be in the chapter houses unless a chapter is unhoued. Each event will be 20 minutes long. Only water may be served. No food is to be served. The drinks may be served in plain, disposable cups, along with plain disposable napkins. (These items should be included in the budget.)

- ii. Second round is designated as a Philanthropy round, and each potential new member will visit up to seven chapters. Each event in this round will last 40 minutes. All common areas may be shown; in addition up to three bedrooms and the study lounge. Any type of drink, except alcohol, may be served in any type of disposable cup. Finger foods of any kind may be served with the use of disposable napkins of plates (all included in budget).
 - iii. Third round is designated as Preference round, and each potential new member will visit up to three chapters. Each event will last one hour. Any type of drink, except alcohol, may be served. Food of any type may be served. All items must be included in the budget. Preference Parties must be held on Bowling Green State University's campus.
 - iv. No intentional gifts are to be taken away from any chapter, from any round of Formal Recruitment, by any potential new members. The definition of intentional gifts shall be subject to VP Recruitment, President, and Advisors.
- M. The limit for Recruitment expenses shall be \$900 per chapter during Formal Recruitment. The budget shall include decorations, food, serving items, rental equipment, and other necessary supplies. Items purchased, donated, or gifted for Fall 2009 Formal Recruitment, and Philanthropy Round supplies, will be included and listed with the appropriate value on the budget. An itemized budget along with receipts for all items purchased must be turned into the Panhellenic Office by 5pm Wednesday, September 9, 2009 or the chapter will be fined \$25.
- N. Decoration limitations for Formal Recruitment:
- i. All decorations must follow the Residence Life and Event Planning Rules/Guidelines for every round during Formal Recruitment 2008.
 - ii. First round decorations will be informal in nature. Bulletin boards depicting sisterhood and social activities, academic programming, financial obligations, philanthropy programming, and other aspects of sorority life will be permitted. These aspects of bulletin boards may have a theme to them. No candles or AV will be permitted. Decorations must also follow the Event Planning Guidelines.
 - iii. Second round decorations will be that of arts and crafts. During this round, banners or window splashes may be displayed outside to promote philanthropy. An example would be, "Alpha Chi wants to show you how we support battered women." Each chapter may incorporate a theme related to their philanthropy during second rounds. No decorations hanging from the ceiling, will be permitted. No excessive decoration, as determined by VP Panhellenic Recruitment and Greek Advisors.
 - iv. Third round decorations will be at the discretions of the individual chapter and should be fitting to that chapter's Preference round ceremony.
 - v. All decorations are subject to the approval of the Panhellenic Executive Council and its advisors.
 - vi. All decorations must be contained inside the building/chapter where the event is being held. This includes balloons, twinkle lights, and any other non-permanent structures that may be located outside of the Chapter House.
- O. Clothing worn by chapter members during Formal Recruitment:
- i. Panhellenic Council asks chapters to use discretion when selecting recruitment outfits (Limited skin exposure, etc.)
 - ii. First round – Chapter members will be required to wear the designated Panhellenic recruitment T-shirts designed and distributed by the Panhellenic Executive Council, in the colors the chapters have chosen.
 - iii. Second round – Chapters will be responsible for choosing chapter clothing that will be worn by each member of the chapter depicting the chapters Greek letters, or Philanthropy T-shirts from different years of the chapter's Philanthropy. Clothing must be approved by the Panhellenic Executive Council and its advisors as soon as the outfits of the individual chapters have voted on them. They must be approved by the VP of Membership Development before ordering.
 - iv. Third round – Chapters will be responsible for selecting tasteful attire to conduct their Preference ceremony.

- v. Bid Day – All Bid Day T-shirts must be approved by VP of New Membership Development before ordering.

III. Major Agreements

A. General Recruitment Behavior:

1. At no time during recruitment sessions shall more than **three** chapter members surround a potential new member at one time. More than **three** chapter members around a potential new members constitutes "Hot-Boxing."
2. At no time should a potential new member be left alone or unattended in the chapter house.
3. No chapter member or alumnae shall either pressure or obligate a potential new member to accept a bid or guarantee a bid to them. This includes insinuating that they will be invited to the next round by saying, "I'll see you tomorrow," or any other suggestive or misleading comments.
4. The subject of alcohol should not be discussed with a potential new member. If the potential new member brings up the subject, the chapter must steer the conversation away from it. This includes discussion of parties or any other function where alcohol is present.
5. Chapter members shall not suggest to any potential new member that she refuses a membership invitation from one group in order to wait for a membership invitation from another group, suggest that she participate COR, or suggest during Formal Recruitment times that a potential new member single intentionally preference on her Membership Recruitment Acceptance Card, regardless of the method of communication. (E-mail, Blogs, Facebook, Instant Messenger, Myspace, etc.)
6. All Chapters shall uphold and demonstrate the Panhellenic spirit in thought, word, song, and action. At no time shall chapter members say anything negative about any other Greek chapter; this includes rumors, stereotypes, or any other harmful information regardless of the method of communication. (E-mail, Blogs, Facebook, Instant Messenger, Myspace, etc.)
7. Each chapter is responsible for educating their members on appropriate recruitment conversation as determined by their national organizations, the Bowling Green State University Panhellenic Council, and the National Panhellenic Conference.
8. The Panhellenic Council prohibits the use of alcoholic beverages or any other controlled substance with membership recruitment and Bid Day activities.
9. The Panhellenic Council prohibits the participation of men in membership recruitment, and through Formal Recruitment should be enforced until 24 hours after the closing of Panhellenic-structured Bid Day activities.
10. No chapter woman should be in a Residence Hall for Recruitment purposes from the conclusion of move-in until the conclusion of Panhellenic-structured Bid Day on **Sunday, September 13th, 2009**.

B. Pre-Formal Recruitment Times

1. Any recruitment events held from the start of the school year until formally structured Recruitment may only be open to students in their second-semester or older.
2. Any advertisement for these events must promote Greek life as well as inform ineligible students of formal recruitment. Advertisements can include window splashes, banners, news paper ads, personal invitations, and flyers distributed directly to eligible women. (No Facebook, Myspace, AIM, ect. may be used for advertisement.)
 - a. Any Chapter that does not have University Housing, is allowed one window and one banner to be displayed in the Union.
 - b. "Phi Mu says Go Greek! Come to our open house for Pre-Formal recruitment. For Sophomores and up"
3. All bids extended from these events must be done by the chapters by Friday, **September 4, 2009**.

- C. Formal Recruitment Contact:
- i. A period of strict silence between sorority chapter members and potential new members starts immediately following the conclusion of the last Preference event and will end at the start of the Bid Day ceremony.
 - ii. No individual chapter summer recruitment events may be held.
 - iii. No chapter may distribute or solicit any form of advertising or publication between the [September 4th, 2009](#) and the beginning of the Formal Recruitment Bid Day ceremony, [Sunday, September 13th, 2009](#).
 1. By use of terms distributing or soliciting of advertising between the respective dates, this means that the chapters may promote going Greek, but not an individual chapter for recruitment. See Section B, number 2 for restrictions.
 2. The advertising and public relations will be taken care of by the VP of Internal Affairs and Public Relations, Panhellenic Assistant Program Chair and the Vice President of Recruitment.
 - iv. During Formal Recruitment, no chapter member or alumna may contact friends and/or family of potential new members to either gather information (unless approved by the Panhellenic Advisor) or to influence a potential new member's decision. Gathering recommendations prior to recruitment is acceptable.
 - v. No bids shall be extended by chapters to first year students from April 20th until the end of the Panhellenic-structured Bid Day on [Sunday, September 13th, 2009](#). No bids shall be extended to non-first year students from [September 4th, 2009](#) until the end of the Panhellenic-structured Bid Day on [Sunday, September 13th, 2009](#).
- D. Formal Bid Day
- i. Snap bids should be turned into the Panhellenic Executive Council no later than [two hours after names are released on September, 13, 2009](#).
 - ii. All chapters will receive a list of women eligible for Continuous Open Bidding as soon as possible [following](#) Bid Day. The list will be distributed electronically to Chapter Recruitment Chairs.
 - iii. All chapter members attending Bid Day activities should wear their letters promoting their chapter. Chapters may bring their large (usually wooden) letter for chapter members to hold.
 - iv. All chapter members and/or alumnae attending Bid Day activities should not be under the influence of any controlled substance.
 - v. Chapters should bring Bid Day T-shirts, gifts, Balloons, or whatever the chapter dreams appropriate to the Bid Day celebration.
 - vi. No chapter shall block other chapters during Bid Day, [Sunday, September 13th](#). Chapter members must stay in their designated area. Photographers, gifts, wooden Greek letters must not block other chapters as well.
- E. Reporting Recruitment Violation
- i. Chapters are first and foremost encourage to communicate with each other concerning violations to the above Code of Ethics and Recruitment Rules.
 - ii. If a chapter chooses to report a violation, it must be reported in writing within 24 hours of receiving knowledge of the incident and not more than 30 days after the occurrence of the incident.
 - iii. If the Panhellenic Executive Council chooses to file a violation, it should be put in writing within 24 hours of receiving knowledge of the incident and not more than 30 days after the occurrence of the incident.
- F. Sanctions for Recruitment Violations

- i. Any chapter found guilty of a recruitment violation will be appropriately sanctioned by the Panhellenic President and/or Panhellenic VP of Recruitment, mediator, Chapter President, and witness of violation.
- ii. Sanctions will be set in order to educate the chapter charged, and/or to benefit the surrounding community.

Appendix B

Greek Week Expectations

The Panhellenic Council and its members resolve to abide by the following expectations during Greek Week:

1. Pranking is one thing, but vandalism is a violation of the Code of Student Conduct. Any vandalism will be documented and go through the necessary conduct processes.
2. No chapter shall take composites from any other Greek organization.
3. All chapters shall abide by the stipulations in the Greek Prank Agreement.
4. Every chapter is responsible for their own house. The residents of the chapter will be responsible for any fines accrued for additional cleaning or damages.
5. With number three, the expectation is that Panhellenic chapters will treat each other with respect and not vandalize another Panhellenic member's house.
6. If belongings are taken from a chapter, they will be returned within 24 hours of the closing ceremonies of Greek Week. If any items are not returned, then the chapter will be documented and will go through the necessary conduct processes.
7. Personal Entry Devices (PEDs) **SHOULD NOT** be given to another person. This is a violation of the Code of Student Conduct, a risk management issue, and a security breach. If someone has freely given his/her PED to another student in order to gain access to his or her house, then the student who gave his/her PED will be documented. If a PED is stolen, it should be reported immediately to the Greek House Director.