Panhellenic Council Bylaws

ARTICLE I - NAME
The name of the association under these bylaws shall be the Panhellenic Council of Muhlenberg College.

ARTICLE II - PURPOSE
The object of the Panhellenic Council shall be to develop and maintain fraternity/sorority life and inter-fraternity relations at a high level of accomplishment and in so doing to:

A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
B. Promote superior scholarship as basic to intellectual achievement.
C. Cooperate with member fraternities and the college administration in concern for and maintenance of high social and moral standards.
D. Act in accordance with National Panhellenic Conference Unanimous Agreements and policies.
E. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III - MEMBERSHIP
Section One: Classes of Membership. There shall be two classes of membership, Regular and Provisional, each defined as follows:

A. The Regular membership of the Muhlenberg College Panhellenic Council shall be composed of each chapter of any National Panhellenic Conference (NPC) women’s fraternal organization currently recognized by Muhlenberg College.
B. The Provisional membership of the Muhlenberg College Panhellenic Council shall be composed of all colonies or pledged chapters of NPC women’s fraternal organizations recognized by Muhlenberg College.
C. Dues. Members shall be required to pay dues within the first 30 days of each semester. The cost of dues will be established annually at the first Regular meeting of the spring semester.

Section Two: Delegates.

A. Appointment. Each fraternity shall appoint one (1) delegate and one (1) alternate delegate to attend Panhellenic Council meetings with all the rights of membership. Members shall appoint the delegate and alternate delegate in writing to the secretary of the Panhellenic Council at least two weeks prior to the last Regular meeting of the fall semester.
B. Term of Service. Delegates shall serve for a term of one year or until a successor is selected. The term of service shall begin no later than the day before the last Panhellenic Council meeting of the Fall semester. Whenever possible, the delegate of one year shall be the Panhellenic Council officer candidate from that chapter for the succeeding year.
D. Vacancies. A delegate vacancy will be filled by the alternate delegate. It shall be the responsibility of the fraternity concerned to select a new alternate delegate within two (2) weeks and to notify the Panhellenic Council Secretary of her name, address and telephone number.
ARTICLE IV. OFFICERS

Section One: Election of Officers.

A. Officers. The officers of the Muhlenberg College Panhellenic Council shall be, by order of rank: President, Vice President, Secretary, and Treasurer.

B. Qualifications. The officers shall be women from fraternities holding Regular membership in the Muhlenberg College Panhellenic Council. Women from fraternities holding Provisional membership shall not be eligible to hold office. Candidates for President and Vice President must have served on the Panhellenic Council for at least one full semester. Service of at least nine (9) weeks shall be considered a full semester.

C. NomCom. The four officer positions are slated through a nominating committee comprised of the outgoing officers and the Greek Advisor.

D. Candidates for office shall prepare a statement identifying their preference regarding each position to be submitted to the nominating committee by October 15. The nominating committee will meet to determine which delegate is best suited for each officer position. Results will be announced at the last regular meeting in November.

Section Two: Term of Office.

A. Officers shall serve a term of one (1) year or until their successors are elected. Their term of office shall commence with the close of the last Regular meeting of the fall semester.

B. No Panhellenic Council member shall hold more than one Panhellenic Council office at a time. No chapter member shall be eligible to serve more than two consecutive terms in the same office.

Section Three: Duties of Officers.

A. The President shall:
   1. Have overall responsibility for the operation of the Panhellenic Council.
   2. Call and preside at regular and special meetings of the Panhellenic Council.
   3. Serve as ex-officio, a member of Panhellenic Council Committees.
   4. Report as required to the NPC Area Advisor.
   5. Maintain a complete and up-to-date President's file which will include a copy of the current Muhlenberg College Panhellenic Council Bylaws, and Standing Rules; the current Panhellenic Council budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
   6. Perform other duties as prescribed by these bylaws and by the parliamentary authority adopted by the Association

B. The Vice President shall:
   1. Preside at regular and special meetings of the Panhellenic Council in the absence of the President.
   2. Serve as Chairperson of the Membership Recruitment Committee.
   3. Perform other duties as prescribed by these bylaws and by the parliamentary authority adopted by the Council.

C. The Secretary shall:
   1. Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
   2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Council member fraternity.
   3. Keep full minutes of all meetings of the Muhlenberg College Panhellenic Council and a record of all action taken by the Executive Board.
4. Maintain a complete and up-to-date file which will include the minutes of meetings of the Muhlenberg College Panhellenic Council from date of its organization, copies of all contracts made by the Panhellenic Council, and current correspondence.

5. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.

6. Perform other duties as prescribed by these bylaws and by the parliamentary authority adopted by the Council.

D. The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Muhlenberg College Panhellenic Council.

2. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Muhlenberg College Panhellenic Council member fraternity.

3. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.

4. Be responsible for the prompt payment of bills of the Muhlenberg College Panhellenic Council.

5. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.

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

7. Perform other duties as prescribed by these bylaws and by the parliamentary authority adopted by the Association.

Section Four: Panhellenic Council Advisor

1. The Panhellenic Advisor shall be appointed by the Muhlenberg College administration.

2. The advisor shall serve in advisory capacity to the Muhlenberg College Panhellenic Council and its Executive Board.

3. The advisor shall have voice but no vote in Panhellenic Council business.

ARTICLE V. MEETINGS

Section One: Regular Meetings. Regular Meetings of the Panhellenic Council shall be held at such place or places, on such date or dates, and at such time or times as shall have been established by the Council, but no fewer than three (3) times per semester. A notice of each Regular Meeting shall be required.

Section Two: Special Meetings. 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. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days’ notice shall be given to all members by telephone, in writing, or by electronic means.

Section Three: Quorum. A majority of the members of the Panhellenic Council shall constitute a quorum for the transaction of business.

Section Four: Voice. The delegates of Provisional member chapters shall have voice but no vote.

Section Five: Vote. The voting members of Panhellenic Council shall be the delegate of each fraternity holding Regular membership.

ARTICLE VI. PANHELLENIC COUNCIL EXECUTIVE BOARD

A. The Executive Board of the Panhellenic Council will consist of its elected officers and college appointed advisor.

B. The Executive Board shall:

1. Meet at the request of the President to administer routine business between meetings of the
Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.

2. Report action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Secretary and record the action in the minutes of that meeting.

**ARTICLE VII. COMMITTEES**

**Section One. Creation.** Standing and special committees may be created by the membership as necessary.

**Section Two. Appointment.** Except as provided elsewhere in these bylaws, the president shall appoint the chairmen and members of standing and special committees and, in making these appointments, recognize representation from all member fraternities.

**Section Three: Membership Recruitment Committee.**

A. **Membership.** The Membership Recruitment Committee shall be chaired by the Panhellenic Council Vice President and consist of the Formal Recruitment Chair, or her designee, from each member fraternity.

B. **Duties.** This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for:

1. Reviewing and developing membership recruitment rules and a Code of Ethics.
2. Submitting rules for discussion and approval to the Panhellenic Council before the end of the semester preceding the formal membership recruitment.
3. Distributing copies of them when approved to the delegates of the member fraternities.
4. Establishing a type (fully structured, partially structured) and schedule for the annual formal recruitment period.
5. Selecting an online software service for the management of recruitment and for the training of members and potential new members in the use of such software.
6. Following each membership recruitment period, the Chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council.

**ARTICLE VIII. PARLIAMENTARY AUTHORITY**


**ARTICLE IX. AMENDMENTS**

These bylaws may be amended by an affirmative vote of a majority of the members of the Muhlenberg College Panhellenic Council, provided notice of the proposed amendment has been given in writing at the immediately preceding regular meeting.
STANDING RULES

ARTICLE I. FINANCE

A. FISCAL YEAR. The fiscal year of the Muhlenberg College Panhellenic Council shall be from January 1 of one year to December 31 of the following year, inclusive.

B. CONTRACTS. The signatures of the treasurer and Greek Advisor shall be required to bind the Muhlenberg College Panhellenic Council.

C. CHECKS. The treasurer and Greek Advisor shall sign all checks issued on behalf of the Muhlenberg College Panhellenic Council.

D. PAYMENTS. All payments due to the Muhlenberg College Panhellenic Council shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Muhlenberg College Panhellenic Council.

E. MEMBERSHIP DUES.
   1. Amount. The dues of each Panhellenic Council member fraternity shall be an assessment of $10 per member per semester. The Panhellenic Council shall determine any changes to the amount of such dues. Any member who is studying abroad, any new member, or a member on a Leave of Absence from the College is not counted for the purposes of paying dues.
   2. Any chapter wishing to register a social event must have all Panhellenic Council dues paid in full (this includes fines and other fees). All chapters with outstanding debts when requesting registration will not be permitted to register an event. This rule does not apply if recruitment week has not yet concluded.

ARTICLE II. MEMBERSHIP RECRUITMENT, PLEDGING AND INITIATION

A. Responsibilities of the Membership Recruitment Committee:
   1. Plan Recruitment for both Fall and Spring - set the calendar for all related events, arrange for space, transportation, etc.
   2. Develop the theme and logo for Recruitment, the recruit booklet, Rho Gamma t-shirts, and any other printed materials.
   3. Coordinate the interview and selection of Rho Gammas.
   4. Develop all Rho Gamma training materials including the Rho Gamma manual and conduct training workshops for Rho Gammas.
   5. Facilitate regular meetings for Rho Gammas and Recruitment Chairs.
   6. Organize and coordinate the Mandatory All Sorority Meeting. Ensure that chapters attend, coordinate attendance, etc..
   7. Organize and facilitate the mandatory Orientation for recruits.
   8. Hold follow up (evaluative) meetings for Recruitment Chairs and Rho Gammas.

B. An early fall sophomore-deferred membership recruitment shall be held.

C. The National Panhellenic Conference Quota-Total system shall be followed.

D. The preferential bidding system shall be used.

E. Except during the formal membership recruitment period, Continuous Open Bidding (COB) shall be in effect during the school year (fall through spring) for all eligible women students.

F. Chapters that do not fill basic Quota during formal membership recruitment may continue to bid until Quota is reached in Continuous Open Bidding even if reaching Quota puts them over Total.

G. All membership events shall be held in the chapter house or campus facilities.

H. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
I. A list of members who have completed new member education, been initiated, and are affiliated shall be filed with the President of the Panhellenic Council and with the Greek Advisor on the first day of classes in each semester.

J. Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Council and the Greek Advisor no later than twenty-four hours after it has occurred.

ARTICLE III. NEW MEMBER EDUCATION AND INITIATION

A. A woman must be a regularly matriculated student of sophomore standing or higher, to be eligible for membership recruitment and to participate in a new member education program.

B. A woman must have a minimum cumulative grade point average of 2.50 to be eligible for membership recruitment and to participate in a new member education program.

C. A Panhellenic Council member fraternity may not issue an invitation to membership to a woman or have her participate in any new member education programming during a school recess.

D. A new member may be initiated whenever she has met the requirements of the fraternity to which she has completed the new member education program.