Constitution of the Saint Leo Panhellenic Association

Effective for the 2009-2010 School Year
In effect as of February 9, 2009
ARTICLE I. NAME

The name of this organization shall be the Saint Leo Panhellenic Association.

ARTICLE II. OBJECT

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

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

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

(1) The REGULAR membership of the Saint Leo Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities.

(2) The ASSOCIATE membership of the Saint Leo Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters, and any local sororities on campus.

ARTICLE IV. OFFICERS

(1) The officers of the Saint Leo Panhellenic Association shall be President, Vice-President of Operations and Recruitment, Recording Secretary, Treasurer, Risk Manager, Public Relations Chair, Social Chair, Fundraising Chair, and Scholarship Chair.

(2) The officers shall be delegates from fraternities holding regular membership in the Saint Leo Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.

(3) The officers shall serve for a term of one year, the term of office to begin no later than the fall semester.
(4) Any officer failing to perform her duties as outlined in Saint Leo Bylaws, Article VI, Section 3, shall resign and a successor be designated by election or as provided in Article VI.

ARTICLE V. MEETINGS

(1) Regular. The Saint Leo Panhellenic Association shall hold at least one regular meeting annually.

(2) Special. A special meeting of the Saint Leo Panhellenic Association may be called by the President with adequate notice (24 hours) when necessary and shall be called by her upon the written request of any regular or associate member fraternity at Saint Leo University.

(3) Panhellenic Council. Mandatory attendance by chapter delegate and/ or alternate delegate at all Panhellenic Council meetings. Please notify recording secretary 24 hours in advanced for any absences. After 3 absences a chapter will lose voting rights for 3 more meetings.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the Saint Leo Panhellenic Association shall be The Saint Leo Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Saint Leo Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and new member process, which do not violate the sovereignty, rights, and privileges of member fraternities.

(1) MEMBERHIP. The Saint Leo Panhellenic Council shall be composed of one delegate, one alternate delegate and one alumna advisor from each National Panhellenic Conference fraternity chapter at Saint Leo University and from such National Panhellenic Conference fraternity colonies or national sororities and Gamma Upsilon Sorority at Saint Leo University as the council may approve for membership.

(2) SELECTION OF DELEGATES AND ADVISORS. Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than six weeks before the end of the school year. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.
(3) DELEGATE VACANCIES. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Recording Secretary of her name, address, e-mail addresses, and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate in all cases, except that of President. The Vice-President shall fulfill the duties of President.

(4) OFFICERS. The officers of the Saint Leo Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Saint Leo Panhellenic Association.

(5) MEETINGS. Regular Meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.

SPECIAL MEETINGS of the Panhellenic Council may be called by the President when necessary with notice (24 hours) and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

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

(6) VOTING
(a) The voting body of the Saint Leo Panhellenic Association shall be its Panhellenic Council.
(b) The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, its alternate shall cast the vote of her fraternity. If both delegate and alternate are absent, a member of the fraternity may cast the vote, providing her credentials have been presented in writing to the Council President prior to the meeting.
(c) Two-thirds of the voting members of Panhellenic Council shall be required to establish recruitment rules and to set the date for new member process and to add a chapter. A majority vote shall be required to carry all other questions.
(d) Vote one per chapter

(7) VOICE. The alternate delegates and alumnae advisors to Panhellenic Council shall have voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

(1) The Panhellenic Advisor shall be appointed by:
(a) The college or university administration
(2) The advisor shall serve in advisory capacity to the Saint Leo Panhellenic Association and its council.

ARTICLE VIII. STANDING COMMITTEES

Such Standing Committees and special officers as may be necessary to carry out the work of the Saint Leo Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board, which appoints them. i.e. Recruitment, Risk Management, Academics, etc.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

(1) All members of the Saint Leo Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.

(2) All Saint Leo Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

(1) Violation of any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Saint Leo Panhellenic Council in conformity with those recommended by National Panhellenic Conference (See College Panhellenics Association Judicial Procedures).

Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be addressed using the NPC Judicial Procedure as stated in the NPC Manual of Information, 14th Edition.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by two-thirds (three-fourths) vote of the voting members of Saint Leo University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

BYLAWS

ARTICLE I. FINANCE

(1) FISCAL YEAR. The fiscal year of the Saint Leo University Panhellenic Association shall be from August 1st through July 31st of the following year inclusive.
(2) CONTRACTS. The signatures of the Treasurer and Panhellenic Advisor shall be required to bind Saint Leo University Panhellenic Association.

(3) CHECKS. The Treasurer and Panhellenic Advisor shall sign all checks issued on behalf of the Saint Leo University Panhellenic Association. (Once a bank account has been established and dues implemented)

(4) PAYMENTS. All payments due to the Saint Leo University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Saint Leo University Panhellenic Association.

(5) MEMBERSHIP DUES.
   (a) Amount. The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member.
   (b) If a change in the new member dues and dues for collegians changes over the course of the years a revised budget must be made and voted on before dues and recruitment events take place.
   (c) Time of Payment. The dues of each Panhellenic Association member fraternity shall be payable on or before the third Thursday of the month at the beginning of each semester.

(6) BUDGET. The budget will be prepared by the treasurer and approved by each sorority represented by each sorority represented by the Saint Leo University Panhellenic Association at the last meeting of the semester before it is to be in effect.

(7) At the last meeting of the semester each sorority may not approve the budget for the following semester. When this occurs the treasurers must and will recalculate the budget.

(8) ACCOUNTS. The Saint Leo University Panhellenic Association Account will be at Washington Mutual Bank. The Executive Council shall all be cosigners on the account, as well as the Panhellenic Advisor.

ARTICLE II. SELECTION OF OFFICERS

(1) Each sorority recognized by the Saint Leo University Panhellenic Association during the Spring Semester of each year for the following fall semester will vote upon the offices of President, Vice President of Operations and Recruitment, Recording Secretary, Treasurer, Risk Manager, Public Relations Chair, Social Chair, Fundraising Chair, and Scholarship Chair. If there is a tie, there shall be a re-vote of all National Panhellenic Organizations at Saint Leo University, until there is not a tie.

ARTICLE III. OFFICER DUTIES

All positions shall:
(1) Attend every Executive board and General meeting.
(2) Write a written letter to the secretary if absent within 24 hours before any of the meetings.
(3) Work together to benefit the whole Greek community not just one specific organization.
(4) Uphold all of their duties, which are listed below.

The President shall:

(1) Have overall responsibility for the operation of the Panhellenic Council.
(2) Call and preside at all regular and special meetings of the Saint Leo University Panhellenic Association.
(3) Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
(4) Call and preside at all Panhellenic Council Executive Board meetings.
(5) Review, approve and sign all Panhellenic Association checks and contracts involving the Saint Leo University Panhellenic Association.
(6) Serve as member ex-officio of all Panhellenic Council Committees.
(7) Should revise the bylaws annually and submit them to Panhellenic Council Advisor before being sent out to National Panhellenic Council.
(8) Maintain a complete and up-to-date President’s file which will include a copy of the current Saint Leo University Panhellenic Association Constitution, Bylaws, and Standing Rule; the current Panhellenic Association 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.
(9) Other duties as assigned.

The Vice – President of Operations and Recruitment shall:

(1) Perform the duties of the President in her absence, inability to serve, or at her call.
(2) Serve as Chairman of the Judiciary Committee.
(3) Other duties as assigned.
(4) Perform the duties of the President in her absence, inability to serve, or at her call when President and Vice-President of Operations are not able to.
(5) Serve as Chairman of the Membership Recruitment Committee and can be a member of the judicial committee if needed.
(6) Appoint a head of the Recruitment Counselors that would serve on the Recruitment/Membership Committee
(7) Coordinate and ensure Formal Recruitment Week runs efficiently and help other Sigma Rho Chi’s with their duties.
(8) If the opportunity arises she may be able to counsel PNMs but only after their recruitment counselor has spoken with them or a significant problem that has arisen
(9) Other duties as assigned.

The Recording Secretary shall:
(1) Keep an up-to-date roll of the members of the 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 Association member fraternity.
(3) Keep full minutes of all meetings of the Saint Leo University Panhellenic Association, the Panhellenic Council, and a record of all action taken by the Executive Board.
(4) Maintain a complete and up-to-date file that will include the minutes of meetings of the Saint Leo University Panhellenic Association and its Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; current correspondence.
(5) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
(6) Other duties as assigned

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

The Risk Manager shall:
(1) Work with the Scholarship Chair to present programs on Risk Management for the entire Panhellenic Council.
(2) Serve on the Greek Council Judicial Committee.
(3) Meet with the Greek Advisor and the IFC Risk Manager to review and approve Greek event forms.

The Public Relations Chair shall:
(1) Head the Public Relations Committee.
(2) Promote any events that are sponsored by the Panhellenic Council.
(3) Is a member of the Recruitment committee.
(4) Play a significant role in preparing promotional materials and the distribution of those materials.
The Social Chair shall:
   (1) Head the Social Committee.
   (2) Organize events for the Panhellenic Council.

The Fundraising Chair shall:
   (1) Head any fundraising events put on by Panhellenic Council.
   (2) Ensure at least one event is put on per semester during each academic school year.

The Scholarship Chair shall:
   (1) Head the Scholarship Committee.
   (2) Work with the Risk Manager to present programs on Risk Management for the entire Panhellenic Council.
   (3) Present educational programs for the entire Panhellenic Council.
   (4) At conclusion of each semester, complete NPC scholarship reports and provide a scholarship summary to each member group of Council

If a position is not upholding their listed duties when they will hold a meeting with the Saint Leo University National Panhellenic Council President and the National Panhellenic Advisor for Saint Leo University. If the woman does not improve with in three weeks after having the meeting she can only be removed her from position by either by a 2/3rd delegate vote or by the declining of her position.

Note: Where it is advisable or necessary to provide for additional officers, their duties shall be outlined in this Article.

ARTICLE IV. THE EXECUTIVE BOARD

The Executive Board shall:

   (1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
   (2) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
   (3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.
   (4) Work with Greek Council and IFC to create Greek functioning community here at Saint Leo University.

ARTICLE V. STANDING COMMITTEES

The standing Committees of the Saint Leo University Panhellenic Council shall be: Membership Recruitment, Publicity, Scholarship, and Social.
The Standing Committees shall serve for a term of one year. Such term of office is to begin to later than six weeks before the end of the school year via a nomination week, speech week, and election week. A committee chairman or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairmen and members.

(1) Membership Recruitment committee
(a) Membership: The Membership Recruitment Committee shall consist of the Vice President of Operation/Recruitment as the chairman and no more than four other members. Public Relations Chair will also be a member of Recruitment Committee along with being a Recruitment Counselor (Sigma Rho Chi).

(b) Duties. This committee shall be responsible for all Panhellenic Council Matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distributing copies of them when approved to the delegated of the member fraternities. Following each membership recruitment period, the Chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council.

(c) Duties of a Sigma Rho Chi (Recruitment Counselor): Sigma Rho Chi’s will be used for every formal recruitment session in the spring terms every year. Chosen or self-elected Sigma Rho Chi’s shall return from fall semester into spring semester as a disassociated member of Greek life by not wearing or showing (including internet sources) any letters or insignia of one’s own organization. Also, recruitment counselors shall remain unbiased, provide valid information on organizations if requested by PNMs, uphold appropriate attitude throughout the week of recruitment, as well as, assisting the Recruitment Chairwomen with anything pertaining to recruitment events. (To see more guidelines for Sigma Rho Chi’s please see the National Panhellenic Council Recruitment Handbook)

(2) Public Relations Committee
(a) Membership. The Public Relations Committee shall consist of the Public Relations Chair and no more than four members.

(b) Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with Saint Leo University’s Panhellenic Association. This committee shall work closely with the Executive Board and all Committees to make certain that the news media is kept informed of favorable publicity and the Panhellenic Association and its member fraternities.
(3) Social Committee
   (a) Membership. The Social Committee shall consist of the Social Chair and no more than 4 members.
   (b) Duties. The Social Committee shall be responsible for planning and supervising all social activities of the Saint Leo University Panhellenic Association. This committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council member fraternities and of major campus events.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

(1) Continuous Open Recruitment (COR) 365 days a year

(2) The National Panhellenic Conference Quota-Total system shall be followed.

(3) The preferential bidding system shall be used.

(4) Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women students up to Quota/Total. Students with less than 12 credit hours and a GPA of under a 2.0 will be deferred from recruitment events until appropriate GPA and credit hours are met. For second night parties (One hour parties during Formal Recruitment) organizations must only extend invitation to students who have at least the minimum GPA of their own organization.

(5) Organizations, which do not fill basic Quota during formal membership recruitment, may continue to extend bids to new members up to Quota in Continuous Open Bidding even though reaching Quota puts them over Total.

(6) All membership events shall be held in campus facilities.

(7) Every regularly enrolled new member, initiate or affiliate of an organization shall be counted in the Chapter Total, as long as they are enrolled in a minimum of 12 credit hours per semester.

   (a) A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.

   (b) Any deactivation, termination or other change in membership shall be reported to the President of the Panhellenic Association and with the Panhellenic Advisor no later than twenty-four hours after it has occurred.

ARTICLE VII. NEW MEMBER PROCESS AND INITIATION
(1) A woman must be a regularly matriculated (minimum of 12 credit hours per semester) student to be eligible for membership recruitment.

(2) A Panhellenic Association member fraternity may not issue an invitation to membership or formally extend a bid to a woman during any school recess.

(3) A new member may be initiated whenever she has met the requirements of the fraternity to which she is a new member.

ARTICLE VIII. HAZING

All forms of hazing, when a bid is extended during chapter activities either pre initiation or post initiation to a new chapter member or member, which are defined, as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts’ morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

ARTICLE IX. EXTENSION

(1) When all NPC chapters at Saint Leo University are close to or over Total, the Panhellenic shall consider raising Total or adding another chapter.

(2) Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority, which may petition an NPC fraternity for a chapter.

(3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus. (See UNANIMOUS AGREEMENTS-College Panhellenic Association Judicial Procedures.)
ARTICLE X. VIOLATIONS

(1) Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through mediation.

(2) If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.

(3) If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met. (See UNANIMOUS AGREEMENTS-The College Panhellenic Agreement).

ARTICLE XI. RULES OF ORDER


ARTICLE XII. AMENDMENT

These Bylaws may be amended by three-fourths vote of the voting members of the Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.