**Bylaws of Rutgers University Panhellenic Council**

**Article I. Name**

The name of this organization shall be the Rutgers University Panhellenic Council.

**Article II. Object**

The object of the Panhellenic Council shall be to develop and maintain member’s sorority life and inter-fraternity 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 andintellectual development.
3. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of members’ fraternities.

**Article III. Membership**

Section1. Membership
Membership of the Panhellenic Council shall be composed of all socially based fraternities and sororities at Rutgers University. Members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each member shall have a voice and one vote on all matters.

Section 2. Privileges and the Responsibilities of Membership
Duty of Compliance. All members shall comply with all NPC Unanimous Agreements and be subject to these Rutgers College Panhellenic Council Bylaws, Student Code of Conduct, and any other additional rules and policies that this Panhellenic Council may adopt. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

**Article IV. Officers and Duties**

Section 1. Officers
The officers of the Rutgers University Panhellenic Council shall be President, Vice President of Finance and Communication, Vice President of Recruitment, and Vice President of Programming.

Section 2. Eligibility
In order to hold office, the Officer must meet the following qualifications:

1. Must be enrolled for at least 12 credits and have at least a 2.5 cumulative GPA.
2. Must maintain at least a 2.5 cumulative GPA for the length of your term to retain your office.
3. Must be an initiated member of their own chapter for least one complete semester.
4. Must be in good standing in their own chapter. Good standing is defined by Rutgers Panhellenic Council, as having a cumulative GPA at or above a 2.5, and being a member of their sorority who is up to date in their financial obligations, has an acceptable attendance record in accordance with their own chapter’s policies, and has no disciplinary action pending against their.
5. Their chapter must be in good standing with Panhellenic and the Office of Fraternity and Sorority Affairs before the election meeting is called to order.
6. May not serve your chapter as President, Director of Recruitment/Membership, or Panhellenic Delegate because of potential conflict of interest during the same term.
7. Must attend monthly Panhellenic Council Meetings
8. Must attend executive board meetings
9. Must be able to attend the Panhellenic retreat held yearly
10. The President and Vice President of Recruitment must not participate in their chapters recruitment activities and shall assist in the Panhellenic Recruitment process, aiding in the resolution of conflicts active as a Recruitment Counselor. Other members of the Executive Board are to participate or withdraw from their chapter’s recruitment activities at the discretion of the Vice President of Recruitment.
11. Candidates for President:
	1. Must have served on their chapter’s Executive Board, the PH Executive Board or on a Panhellenic Committee/Team. If this does not apply a candidate may submit a letter of recommendation from two members serving on the executive board of their respective chapters within the Panhellenic Community.

Section 3. Elections
The offices of President, Vice President of Finance and Communication, Vice President of Recruitment, and Vice President of Programming of the Rutgers University Panhellenic Council shall be elected by ballot.

1. Procedures of Election Committee
	1. Only candidates that submit an Executive Council applications by the date announced within the application are eligible for Office. A Candidate shall only contend for a maximum of two (2) Offices and shall indicate these Offices in their application.
	2. Alphabetical order shall determine the order in which each set of candidates delivers their speech. The Vice President of Finance and Communication shall explain the time limits to the candidates. All candidates shall leave the room and shall be present only when they speak.
	3. Each candidate may invite one (1) person to speak on their behalf. This speaker shall present within a time limit of one (1) minute. The speaker will deliver their speech directly before the candidate. Members of the outgoing Panhellenic Executive Board are not eligible to speak on behalf of any candidate.
	4. Each candidate shall present their qualifications and goals for the Office for which they are contending within a time limit of four (4) minutes.
	5. The Panhellenic Council may then question the candidates within a time limit of five (5) minutes.
	6. After all Candidates for an Executive Council Office have presented, the Panhellenic President shall open the floor to discussion. The period of discussion shall exceed no longer five (5) minutes for each position. The candidates shall not be present for this discussion.
	7. Following the discussion, the Panhellenic President will call for a vote.
	8. Candidates must be physically present, unless there is an emergency or unforeseen circumstance, including, but not limited to, COVID-19 lockdowns or virtual learning, approved in advance by the Panhellenic President and Advisors.
2. Voting Procedure
	1. Only Member Chapters in Good Standing are permitted to cast ballots.
	2. Voting shall be conducted by written ballot. If the meeting is held virtually due to extenuating circumstances voting shall be conducted via direct message to the President.
	3. If only one candidate is nominated for an Executive Council Office, the Panhellenic President may allow discussion on whether to have a vote or to keep the position vacant. However, the candidate shall still present their qualifications and goals for the Office for which they are contending.
	4. Executive Council Officer candidates shall be elected by a simple majority vote of Member Fraternities in Good Standing. If a simple majority vote is not reached on a ballot, then the candidate with the least number of votes on each ballot shall be eliminated from contention until one candidate receives a simple majority vote.
	5. A member of the Department of Fraternity and Sorority Affairs and a current Executive Council Officer appointed by the Panhellenic President shall tabulate the ballots.
	6. If a tie occurs, the Panhellenic President shall cast one (1) vote to break the tie. The member of FSA and the current Executive Council Officer appointed by the Panhellenic President to tabulate the votes shall then announce the new Executive Council Officer.

Section 4. Term
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon the formal installation of the office, following training with both the previous executive board, PH advisor, and OFSA staff.

Section 5. Vacancies
When a vacancy exists on the Executive Board, within 2 months of elections, replacement must be appointed within one week. The Executive Board will be able to appoint a member of the Panhellenic community to fill the vacancy. In the case of a vacancy after 2 months of elections, a second election will be held at the Delegate’s monthly meeting. Positions may not be vacated until a replacement has been selected via election or appointment unless special circumstances apply.

Section 6. Duties of Officers

1. As a part of the Panhellenic Executive Council, all Officers are expected, at a minimum to:
	1. Work cooperatively with the other Greek Councils of Rutgers University, with the larger Rutgers Community, with each Panhellenic officer, and with Chapter Presidents.
	2. Work cooperatively with OFSA.
	3. Commit to weekly office hours in the Council Office, at the discretion of the PH Executive Board.
	4. Attend all Executive Council retreats/meetings and Panhellenic meetings/activities for the duration.
	5. Participate in the thorough training and transfer of files with their successor;
	6. Maintain an updated officer’s manual for their respective position;
	7. Support the mission, goals and objectives of the Council;
	8. Promote the interests and welfare of the entire fraternity community;
	9. Attend workshops and retreats designed to develop/enhance leadership skills;
	10. Assist in the complete preparation of the Northeast Greek Leadership Association Awards packet and program applications;
	11. Maintain a 2.5 cumulative GPA for the length of their term;
	12. Maintain enrollment as a full-time student for the length of their term;
	13. Complete all other duties as assigned.
2. The President shall:
	1. Call and preside at all regular and special meetings of the Rutgers University Panhellenic Council.
	2. Coordinate Panhellenic Executive Board meetings.
	3. Meet weekly with the Panhellenic Advisor and keep the Panhellenic Advisor informed on all Panhellenic Business.
	4. Represent the Greek community and meet regularly with various University and community constituents, including chapter Presidents.
	5. Interpret and enforce the Panhellenic Constitution, Bylaws, Recruitment Rules, and other Panhellenic policies.
	6. Chair Judiciary Board.
	7. Maintain a complete and up-to-date President's file which will include a copy of the current Rutgers University Panhellenic Council Constitution and Bylaws, the current Panhellenic Council budget, current NPC Manual of Information and related materials, current correspondence and materials received from their NPC Area Advisor, copies of the College Panhellenic reports to the Area Advisor, and other pertinent materials.
	8. Coordinate and chair officer elections.
	9. Coordinate the Northeast Greek Leadership Association and National Panhellenic Conference award applications.
	10. Plan the Annual Delegate Retreat.
	11. Serve as an unbiased member of their organization for the duration of their term, and will disassociate for the duration of the informal and formal recruitment periods
	12. Serve as the primary contact for chapter Delegates and Presidents.
3. The Vice President of Finance and Communication shall:
	1. Take minutes at all meetings of the Panhellenic Council and send copies to the NPC Area Advisor, distribute to all chapters, officers, and OFSA.
	2. Meet biweekly with the Panhellenic Advisor.
	3. Create, edit and distribute an electronic newsletter for Panhellenic members. Take minutes of Panhellenic Executive meetings and distribute as needed to chapter delegates.
	4. Manage the Panhellenic Website and social media accounts.
	5. Maintain a general ledger of all Panhellenic transactions, supervising all reimbursements, cash payments, deposits, and transfers.
	6. Collect dues from all Panhellenic Chapters.
	7. Be responsible for the prompt payment of all bills of the Rutgers University Panhellenic Council and work directly with the Student Activities Business Office (SABO).
	8. Provide monthly financial reports to the Council and an annual financial report at the close of their term in office.
4. The Vice President of Recruitment shall:
	1. Have overall responsibility for planning, execution, and evaluation of all member chapters’ recruitment process, with the assistance of the Recruitment team.
	2. Appoint their Recruitment team at the beginning of their term.
	3. Review and develop recruitment rules by submitting them for discussion and approval.
	4. Meet biweekly with the appointed recruitment advisor at the Office of Fraternity and Sorority Affairs.
	5. Meet with Panhellenic chapters’ Recruitment Chairs.
	6. Serves as the Chair of the Recruitment Team.
	7. Provide an objective liaison between the chapters and the potential members as an aid to effective communication.
	8. Provide support for potential members and encourage their participation throughout the Recruitment process.
	9. Coordinate recruitment efforts on behalf of the Panhellenic Council at Summer Orientation, Admitted Student Days, Douglas Open House, Involvement Fair etc.
	10. Serve as an unbiased member of their organization for the duration of their term, and will disassociate for the duration of the informal and formal recruitment periods
5. The Vice President of Programming Shall:
	1. Coordinate the overall Panhellenic Calendar.
	2. Plan and assist in Panhellenic Community events that encompass sisterhood, education and/or mindfulness.
	3. Set up meeting places for events, including virtual settings over Zoom.
	4. Plan community service projects available to all Panhellenic members.
	5. Provide academic recognition for community members.
	6. Discuss topics in leadership.
	7. Hold resource meetings as needed for chapter officers.
	8. Meet biweekly with Panhellenic Council Advisor.
	9. Host at least one program or event per month.

**Article V. The Panhellenic Council**

Section 1. Authority

The governing body of the Rutgers University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Rutgers University Panhellenic Association including, but not limited to annually: review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, right and privileges of member sororities.

Section 2. Composition and Privileges
The Rutgers University Panhellenic Council shall be composed of one delegate from each chapter. The delegates shall be the voting members of the Panhellenic Council. If the delegate is absent during a vote, an alternate member of the chapter must cast the vote. It is recommended that the alternate member has considerable credentials, such as serving in a position of responsibility equivalent to the Delegate.

Section 3. Selection of Delegates
Delegates and alternates to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement and notify the Panhellenic President and Vice President of Finance and Communication their name, email address, and phone number.

Section 5. Regular Meetings
Meeting of the Panhellenic Council shall be held at a time and place established at the beginning of the academic term.

Section 6. Special Meetings
The President, when necessary, may call special meetings of the Panhellenic Council. Notice of a special meeting will be sent to members of the Panhellenic Council at least 24 hours prior to convening the meeting.

Section 7. Quorum

1. Two-thirds of the delegates from the member sororities of the Rutgers University Panhellenic Council in good standing shall constitute a quorum for the transaction of business.
2. Good standing is defined as a member chapter being up-to-date on all dues payments and not being held on any form of conduct probation.

Section 8. Vote Requirements
Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

**Article VI. The Panhellenic Advisor**

Section 1. Appointment
The Panhellenic Advisor of the Rutgers University Panhellenic Council shall be appointed by the Department of Fraternity and Sorority Affairs.

Section 2. Authority
The Panhellenic Advisor shall serve in an advisory capacity to the Rutgers University Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

**Article VII. Committees/Teams**

Section 1. Standing Committees

1. The standing committees of the Rutgers University Panhellenic Council shall be the Recruitment Team and Judicial Board.
2. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers

Section 2. Judicial Board

The Panhellenic Council shall establish a judicial board, comprised of the Delegates from the Rutgers Panhellenic member chapters, for the limited purpose of handling member organization infractions of the NPC Unanimous Agreements, Rutgers Panhellenic bylaws and/or other governing documents, Rutgers Panhellenic membership recruitment rules/guidelines, and Rutgers Panhellenic Code of Ethics. The Board shall be trained on the judicial process during their officer orientation at the Delegate Retreat.

Section 3. Appointment of Committee Membership
The Panhellenic Council shall appoint members and chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all members’ sororities as much as possible.

Section 4. Other Committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Section 5. Coalition of Women of Color

The Panhellenic Council is responsible for supporting and assisting the Coalition for Women of Color (CWC), an affinity group created to give a space for members of color in the Panhellenic Community, whenever needed, up to the discretion of the CWC Executive Board.

**Article VIII. Finances**

Section 1. Fiscal Year
The fiscal year of the Rutgers University Panhellenic Council shall be from July 1s t to June 30t h of the following year inclusive.

Section 2. Contracts and Checks
The dual signature of the Advisor of the Panhellenic Council and Vice President of Finance and Communication shall appear on any contract paid on behalf of the Panhellenic Council.

Section 3. Payments
All payments due to the Rutgers University Panhellenic Council shall be received by the Vice President of Finance and Communication, who shall record them. Checks for payments shall be made payable to the Rutgers University with Panhellenic Council written in the Memo.

Section 4. Dues

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. Panhellenic Council membership dues shall be an assessment per member and new member.
	1. Amount
		1. The dues of each Panhellenic Council member fraternity shall be in assessment per initiate and new member. The dues shall be $16 per member/new member per semester. Any changes in membership dues shall be voted on by voting members of Panhellenic.
	2. Time of Payment
		1. The initiated member dues for each Panhellenic Council member fraternity shall be assessed on a total given no later than the 4th week of the spring semester, and the 8th week of the fall semester.
		2. New member spring dues shall be issued on an individual fraternity-based timeline, where chapters must report their final date of open bidding within a week of the conclusion of formal recruitment.
	3. Late Payment Policy
		1. An additional payment of 15% of the total bill shall be imposed on the member chapter that is one week late in paying membership dues or other payments to the Panhellenic.
		2. An additional payment of 10% of the total bill shall be imposed on a chapter that is two weeks delinquent in payments to the Panhellenic Council. The Panhellenic President or VP Finance and Communication and Advisor shall send a letter to the chapter's Advisor. A meeting shall also be scheduled with the Panhellenic VP Finance and Communication and the delinquent chapter's Panhellenic delegate.

Section 5. Fees and Assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Section 6: Council Sponsored Events Attendance Policy
Chapters will be invoiced $1 for every percent of members that fails to attend a council sponsored event. *For example: If a chapter is required to have 10 members present at an event, but only sends 5, the chapter will have to pay a $50 fine because they only had 50% of the required members in attendance.*

**Article IX.**

**Administration of National Panhellenic Conference Membership Selection**

1. An early spring formal recruitment shall be held.
2. Quota shall be set in conjunction with the Council’s Recruitment Release Figure Specialist as

assigned by NPC.

1. The NPC preferential bidding system shall be used.
2. Except during the formal recruitment period, COB shall be in effect during the school year, September through May, for all eligible students.
3. Total is the allowable chapter size as determined by the College Panhellenic and includes both new members and initiated members. Any member who is away from campus for the entire academic year is not counted in total. Members away for one academic term are counted in total unless inactive member status has been granted for the entire academic year.
4. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the Rutgers University Panhellenic Council shall automatically reset total upon the completion of formal recruitment. Total will be determined in conjunction with the Council's RFM Specialist and with direction from NPC.

**Article X. New Member Process and Initiation**

1. In order to be eligible to join a chapter, the candidate must be a regularly matriculated student, be enrolled full-time (at least 12 hours) in an undergraduate college of Rutgers, the State University of New Jersey, at a New Brunswick/ Piscataway campus, have a minimum of 12 credits (including E credits) recognized by the University, and a minimum of a 2.5 cumulative GPA.
2. A Panhellenic Council member sorority may not issue an invitation to membership or formally

recruit a potential new member during any school recess.

1. A Panhellenic Council member sorority may not hold a new member process period for longer

than six weeks.

1. The Panhellenic Council will define a “new member” for all organizations as any individual who is currently enrolled in a new member process for any chapter associated with the Rutgers Panhellenic Council.
2. Hazing of any kind, verbal, physical, mental, or emotional is unacceptable and the chapter will be

held responsible if any such behavior is found.

**Article XI. Extension**

Section 1. Extension

1. Extension is the process of adding an NPC sorority.
2. The Rutgers University Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting Rights
Only members of NPC shall vote on extension matters.

Section 3. Additional Notes on Extension

1. When all National Panhellenic Conference chapters at Rutgers University are close to or over Chapter Total, the Panhellenic Council shall consider raising Chapter Total or extension.
2. It is unethical for an NPC sorority to establish a chapter on campus without approval of the proper authority. Proper authority is the College Panhellenic Council. NPC strongly recommends that Alumnae Panhellenic avoid participation in the extension procedures of the College Panhellenic.

**Article XII. Violation Resolution**

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and ~~alumnae members.~~ Conduct contrary to the NPC Unanimous Agreements and policies, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Rutgers University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Rutgers University Panhellenic Association shall follow all mediation guidelines found in the NPC Manual of Information.

**Article XIII. Hazing**

The Panhellenic Council condemns hazing and hazing-related behaviors. Additionally, each of our member organizations has its own set of policies condemning hazing. Panhellenic actively supports both state and federal legislation that requires increased anti-hazing efforts by institutions of higher education, national organizations and local campus organizations. We endorse increased anti-hazing, anti-bullying and bystander intervention education, reporting acts of hazing and accountability for individuals and organizations found responsible for hazing.

**Article XIV. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Rutgers University Panhellenic Council when applicable and when they are not inconsistent with the NPC

Unanimous Agreements, these bylaws and any special rules of order the Rutgers University Panhellenic Council may adopt.

**Article XV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Rutgers University Panhellenic Council, provided that the proposed amendment has been announced and submitted in writing at the

previous regular meeting, allowing an opportunity for chapters to assess and approve.

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