



Constitution of Sacred Heart University Panhellenic Association

ARTICLE I. NAME

The name of this organization shall be the Sacred Heart University 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 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 three classes of membership: Regular, Provisional and Associate. All members of the Panhellenic Association must pay Panhellenic dues per semester by October 1st and February 1st respectively. If additional members are added after the above mentioned dates, members will be required to pay their dues within two weeks of their bid being signed.

1. The REGULAR membership of the Sacred Heart University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities of Sacred Heart University.
2. The PROVISIONAL membership of Sacred Heart University Panhellenic Association shall be composed of all chapter members in good standing at National Panhellenic Conference colonies and pledged chapters at Sacred Heart University.
3. The ASSOCIATE membership of Sacred Heart University Panhellenic Association shall be composed of all members in good standing of Kappa Phi Sorority and Delta Phi Kappa Sorority that have met the requirements for membership in the Sacred Heart University Panhellenic Association.
 - a. Criteria for Associate Membership. Criteria for Associate Membership will be the same as both REGULAR and PROVISIONAL members.

- b. Privileges and Responsibilities. Privileges of Associate Members will be the same as both REGULAR and PROVISIONAL members.

ARTICLE IV. OFFICERS

1. The officers of the Sacred Heart University Panhellenic Association shall be President, Vice President of Recruitment, VP of Public Relations, VP of Philanthropy, Recording Secretary and Treasurer.
2. The officers shall be delegates from fraternities holding Regular or Associate membership in the Sacred Heart University Panhellenic Association. The Office of the President, Vice President, Vice President of Public Relations and Vice President of Philanthropy shall only be held by a delegate from fraternities holding Regular membership.
3. The officers shall serve for a term of one year, the term of office to being no later than six weeks before the end of the calendar year (January-December).
4. Any officer failing to perform her duties as outlined shall resign and a successor be designated by election or as provided in Article VI, Section 3.
5. All officers must have held a leadership position in their fraternity for at least one year.

ARTICLE V. MEETINGS

1. Regular. The Sacred Heart University Panhellenic Association shall hold a meeting on a weekly basis.
2. Special. A special meeting of the Sacred Heart University Panhellenic Association may be called by the President when necessary and shall be called by her upon written request of any Regular or Associate member fraternity at Sacred Heart University.
3. The delegate from each regular, provisional or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Sacred Heart University Panhellenic Association.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the Sacred Heart University Panhellenic Association shall be the Sacred Heart University Panhellenic Council.

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

1. MEMBERSHIP

- a. The Sacred Heart University Panhellenic Council shall be composed of one delegate and one alternate delegate from each Regular, Provisional and Associate member group at Sacred Heart University as identified in Article III.
 - b. The Sacred Heart University Alumna Advisory Council shall be composed of one alumna advisor from each Regular, Provisional and Associate member group at Sacred Heart University as identified in Article III.
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 1 week and to notify the Recording Secretary of her name, address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of President. The Vice President shall fulfill the duties of President.
4. OFFICERS. The officers of the Sacred Heart University 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 prescribed in the Bylaws of the Sacred Heart University Panhellenic Association.
5. MEETINGS. Regular meeting of the Panhellenic Council shall be held at a time and place established at the beginning of each semester.

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.

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

6. VOTING.
 - a. The voting body of the Sacred Heart University Panhellenic Association shall be its Panhellenic Council.
 - b. The voting members of the Panhellenic Council shall be the delegates of each fraternity holding Regular membership. The delegate from each group holding Associate membership shall be a voting member if the right is granted by the College Panhellenic Council as outlined in Article III. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting.
 - c. Two-thirds of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to determine Quota and to establish Total chapter size, to set the date for pledging and to add a chapter. Associate member

groups may not vote on extension or issues relating to extension. A majority vote shall be required to carry all other questions.

7. VOICE. The alternate delegates and members of the Alumnae Advisory Council shall have voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by:
 - a. The Sacred Heart University administration or the Director of Greek Life.
2. The Panhellenic Advisor shall serve in an advisory capacity to the Sacred Heart University Panhellenic Association and its Council.

ARTICLE VIII. STANDING COMMITTEES

The Panhellenic Council Executive Board shall appoint standing committees to carry out the work of the Panhellenic Council and Association.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the Sacred Heart University Panhellenic Association shall act in accordance with fundamental Panhellenic polices established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All Sacred Heart University Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by two-thirds vote of the voting members of Sacred Heart University Panhellenic Association, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.



BYLAWS OF THE SACRED HEART UNIVERSITY PANHELLENIC ASSOCIATION

ARTICLE I. FINANCE

All Finance related business for payments and fundraising shall go through the Panhellenic Treasurer and Panhellenic Advisor. For more information please see them in the Student Life Office.

1. **FISCAL YEAR.** The fiscal year of the Sacred Heart University Panhellenic Association shall one full academic year.
2. **CONTRACTS.** All Contracts need to be approved by the Panhellenic Advisor.
3. **CHECKS.** All requests for payment must be done through the Panhellenic Treasurer.
4. **PAYMENTS.** All payments due to the Sacred Heart University Panhellenic Association shall be given to the Treasurer, who shall record them. Checks for payments shall be made payable to the Sacred Heart University Panhellenic Association.
5. **DUES.**
 - a. NPC College Panhellenic dues are paid yearly as invoiced by the NPC Office.
 - b. Panhellenic Association membership dues shall be an assessment per member and new member.
 - i. The amount of such dues shall be determined by Panhellenic Council at its 2nd meeting.
 - ii. The dues of each Panhellenic Association member fraternity shall be payable within two business days of bid day each semester.

ARTICLE II. SELECTION OF OFFICERS

1. The office of the President of the Sacred Heart University Panhellenic Association, Vice President, Vice President of Public Relations and Vice President of Philanthropy shall be held in rotation by each National Panhellenic Conference fraternity chapter in the order in which they were founded nationally respectively. If Sacred Heart University extends membership to another NPC organization, that chapter will be put at the end of the rotation. If the delegate from the fraternity in order of rotation is not prepared to serve their position for that year, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.
2. All Panhellenic Association Executive Board Members should have served in a leadership position for her fraternity.
3. The offices of Recording Secretary and Treasurer shall be held by Kappa Phi and Delta Phi Kappa respectively.
4. Each officer must have a minimum grade point average of 2.75 or higher.

ARTICLE III. OFFICER DUTIES

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 Sacred Heart University Panhellenic Association.
3. Call and preside at all Panhellenic Council Executive Board meetings.
4. Serve as member ex-officio of all Panhellenic Council Committees.
5. Complete the NPC Annual Report and send it to the NPC Area Advisor.
6. Communicate regularly with the NPC Area Advisor.
7. Maintain and complete and up-to-date President's file, which will include a copy of the current Sacred Heart University Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic reports to Area Advisor and other pertinent materials.
8. Perform all other duties usually pertaining to this office.
9. Call and preside at all Judicial Board Meetings
10. Be responsible for the Judicial Board Committee, including development, oversight, and holding weekly meetings which will be reported weekly to the Executive Board.
11. Attend weekly meetings with the Director of Greek Life and the President of IFC to be scheduled at the beginning of each semester.
12. Meet with chapter Presidents on a monthly basis at a meeting time to be decided the first meeting of each semester.

The Vice President of Recruitment shall:

1. Perform the duties of the President in her absence, inability to serve or at her call.
2. Perform all other duties usually pertaining to this office.
3. Responsible for planning, running and implementing formal recruitment, including, but not limited to, being responsible for the Membership Recruitment Committee(See Article V), including development, oversight, and holding weekly meetings which will be reported weekly to the Executive Board.
4. Responsible for the recruitment, selection, training and management of the Panhellenic Recruitment Counselors.
5. Will assist, correspond and communicate all recruitment related information with Chapter Recruitment Chairs.
6. Will be disaffiliated from her Chapter for 30 days and until all bids have been received at the end of formal recruitment (includes Recruitment Counselors and Panhellenic Officers).

The VP of Public Relations shall:

1. Be responsible for the annual Awards Banquet during the Spring semester of each calendar year, including development, oversight, and holding weekly meetings which will be reported weekly to the Executive Board.
2. Be responsible for, and work with, the Vice President to develop all publicity required for recruitment as well as assisting all Chapters with their promotion of all Panhellenic related events.
3. Be responsible for the management of the Sacred Heart University Greek Life website and individual Chapter websites, including but not limited to, frequent updates, current events, rosters and any pertinent information.
4. Manage the Greek Life list serve containing pertinent information. Examples include event awareness, application deadlines, meeting times and any anything pertaining to Greek Life at Sacred Heart University.

The VP of Philanthropy shall:

1. Provide awareness to the Sacred Heart University community regarding all philanthropic events taking place.
2. Be responsible for Greek Week, including developments, oversight, and holding weekly meetings which will be reported weekly to the Executive Board.
3. Develop and oversee a Greek Calendar to ensure successful events and prevent overlapping of Philanthropic events.

The Recording 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 Association member fraternity.
3. Keep full minutes of all meetings of the Sacred Heart 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 Sacred Heart University Panhellenic Association and its 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. Send meeting minutes to the NPC Area Advisor.
7. Perform all other duties usually pertaining to this office.

The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Sacred Heart 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 Sacred Heart University Panhellenic Association member fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
4. Be responsible for the prompt payment of the annual NPC dues and all bills of the Sacred Heart 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.
8. Be responsible for the Academic Committee, including development, oversight, and holding weekly meetings which will be reported weekly to the Executive Board.

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. Hold weekly meetings at 10:00am on Thursday mornings, starting the first week of the semester and ending the last week of the semester.
5. Be unbiased liaisons between the Sacred Heart University community and the Greek Life community.

ARTICLE V. STANDING COMMITTEES

The Standing Committee of the Sacred Heart University Panhellenic Council shall be Judicial, Membership Recruitment, Public Relations, Academic, and Philanthropic.

The Standing Committees shall serve for a term of one year. Such term of office is to begin no later than six weeks before the end of the school year. 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 chairman members.

1. Judicial Board
 - a. Membership. The Judicial Board will be comprised of one representative from each organization that will serve as a judicial representative for one term (January-December).
 - b. Duties. It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules, Code of Ethics and membership recruitment regulations of the Sacred Heart University Panhellenic Association.
2. Membership Recruitment Committee
 - a. Membership. The Membership Recruitment Committee shall consist of Recruitment Counselors, Chapter Recruitment Chairs and 1 alumnae advisor from each Chapter.
 - 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 structured membership recruitment period), and distributing copies of them when approved to the delegates 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 based on an analysis of the recruitment statistics, recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor and the Alumnae Advisory Council and the NPC Area Advisor.
3. Public Relations Committee
 - a. Membership. The Public Relations Committee shall consist of a chairman and no fewer than 4 collegiate members.
 - b. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Sacred Heart University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member fraternities. The Public Relations Committee will also oversee the annual awards banquet during the Spring semester of each calendar year.
4. Academic Excellence Committee
 - a. Membership. The Academic Excellence Committee shall consist of a chairman and no fewer than 4 collegiate members.
 - b. Duties. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement, including but not limited to Month of the Scholar and Academic Challenge.
5. Philanthropic Committee
 - a. Membership. The Philanthropic Committee shall consist of a chairman and no fewer than 4 collegiate members.
 - b. Duties. The Philanthropic Committee shall be responsible for all matters pertaining to the each fraternities philanthropy and work closely with the Public Relations Committee to advertise all events equally and effectively.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

The National Panhellenic Conference outlines four recruitment styles that may be used by College Panhellenic Associations. All aspects of recruitment shall be evaluated and a style selected that fits the need of the campus. The specifics of the administration of membership recruitment shall be determined by the style chosen. Refer to the Membership Recruitment Handbook for information on determining the recruitment style to be used.

Continuous Open Bidding (COB) is a process that allows chapters to fill vacant membership spaces to reach Quota and/or Total. If COB is appropriate for the membership recruitment style chosen, information about the process should be added by the Bylaws.

The following items are appropriate for all styles.

1. A fall membership recruitment shall be held (Continuous Recruitment should start in the fall.)
2. All membership events shall be held in the chapter room, house, lodge, suite, or campus facilities.
3. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
 - 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 depledging, 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.
4. Summer contacts. (Note: NPC recommends a cooperative Panhellenic effort in contacting prospective members during the summer months.)

ARTICLE VII. PLEDGING AND INITIATION

1. A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
2. A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge 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 pledged.

ARTICLE VIII. HAZING

All forms of activities, pledge day and/or pre-initiation activities that are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent that 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 that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that 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 that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of the NPC position on hazing through mailings and through their inter/national magazines.

ARTICLE IX. EXTENSION

1. When all NPC chapters at Sacred Heart University are close to or over Total, the Panhellenic Council 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. (UNANIMOUS AGREEMENTS – Agreement on Extension.)
4. Only Regular members of the College Panhellenic Council shall vote on extension matters.

ARTICLE V. VIOLATIONS

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the Sacred Heart University Panhellenic Bylaws as adopted on April 22, 2009.

College Panhellenics that have only two member groups should contact their NPC Delegates and NPC Area Advisor to negotiate a resolution to the matter in conflict if the matter cannot be resolved through mediation or a judicial hearing before filing an Appeal to the NPC College Panhellenics Judicial Appeals Committee.

ARTICLE XI. RULES OF ORDER

The Sacred Heart University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in this Constitution, Bylaws and Standing Rules.

ARTICLE XII. AMENDMENTS

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