



Sacred Heart University

Panhellenic Bylaws

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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.

Fiscal Year

The Fiscal year of the Sacred Heart University Panhellenic Association shall be one full academic year.

Contracts

All Contracts need to be approved by the Panhellenic Advisor.

Checks

All requests for payment must be done through the Panhellenic Treasurer

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.

Dues

1. NPC College Panhellenic dues are paid yearly as invoiced by the NPC Office.
2. Panhellenic Association Membership dues shall be an assessment per member and new member.
 - a. Panhellenic Council shall determine the amount of such dues at its 2nd meeting.
 - b. The dues of each Panhellenic Association member fraternity shall be paid each semester by the date set by the Treasurer.
 - c. For every day that a chapter's dues are late, the chapter will be fined \$25.

Article II: Selection of Officers

1. The offices of President, Vice President, Vice President of Recruitment, Vice President of Public Relations, Vice President of Philanthropy, Vice President of Scholarship, Vice President of Programming, and Recording Secretary and Treasurer of the Sacred Heart University Panhellenic Council shall be elected by ballot.
2. Office-holding Limitations: The women can be selected from any organization on campus. However, the women serving in the positions of President, Vice President, and Vice President of Recruitment may not be members of the same women's fraternity. This is due to the positions' requirements in representing the Sacred Heart University Panhellenic Council. Additionally, there will be no more than 50 percent representation, or four positions, from the same organization. The Panhellenic president should be elected based solely on qualifications, capability and experience, not by the affiliated organization of which she is a member.

3. Nomination Procedure: The nominating committee will consist of the Chapter Delegates. The Panhellenic Advisor shall serve as a nonvoting ex-officio member. A majority vote shall select.
4. All Panhellenic Association Executive Board Members must not hold an executive board or recruitment position within their organization.
5. All Panhellenic Association Executive Board Members holding regular membership must be initiated members of their sorority for one year at the time of selection.
6. All Panhellenic Association Executive Board Members holding provisional membership must have attended Sacred Heart University for at least one year at the time of selection.
7. Each officer must have a minimum grade point average of 2.75 or higher.
8. All officers shall serve as a Recruitment Counselor during Formal Recruitment.

Special Elections

In the case of an Executive Officer removal from the board, a Special Election will be held to find a replacement. The Special Election will be held by the Executive Vice President/President. All Panhellenic Delegates and Officers must be present at the Special Elections, as well as the Panhellenic Advisor. Officers will take turns asking the applicant questions about the position. At the end of the interview, the Panhellenic Council and Officers will discuss, however, only the Panhellenic Delegates shall vote on who the replacement will be for the open position. Once that verdict is reached, the Executive Vice President will inform the newly elected officer. In the case of a tie the Panhellenic President will cast the deciding vote.

Voting Procedures

1. Voting Procedures for the regularly scheduled elections will proceed as follows:
 - a. Each candidate will interview for the positions that they have marked but can be considered for every position unless they have indicated that they do not want to be considered for such position.
 - b. After all interviews are complete, the slating will begin from President downwards until each position is filled. Once the entire board has been filled, the Vice President will begin notifications.
 - i. Notifications will be delivered via phone call, the candidate must be placed on speaker so that the council can be sure of their decision.
 - ii. Should the candidate decline, the slate must be reconfigured before any other notifications are announced.
2. Panhellenic Executive Board members are to speak to the position and qualities in candidates, but they cannot endorse a specific candidate. Panhellenic Delegates are the only members that are permitted to cast votes.
 - a. In the instance of a tie, the Panhellenic President will cast the deciding vote

Article III: Council 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, Standing Rules, and Code of Ethics; 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. Attend weekly meetings with the Director of Fraternity and Sorority Life and the President of IFC to be scheduled at the beginning of each semester.
10. Meet with chapter Presidents on a monthly basis at a meeting time to be decided the first meeting of each semester.

The Vice President shall:

1. Perform the duties if the President in her absence, inability to serve or at her call.
2. Call and preside at all Judicial Board Meetings.
3. Be responsible for the Judicial Board Committee, including development, oversight, and holding weekly meetings, which will be reported weekly to the Executive Board.
4. Review and update if necessary the Sacred Heart University Panhellenic Association Bylaws, Constitution, Code of Ethics and Standing Rules no less than once per calendar year.
5. Oversee the Judicial Board, Public Relations, Philanthropic and Academic Excellence Committee application process.
6. Oversee the Panhellenic Executive Board application and selection process.
7. Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

1. 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.

2. Responsible for the recruitment, selection, training and management of the Panhellenic Recruitment Counselors.
3. Will assist, correspond and communicate all recruitment related information with Chapter Recruitment Chairs.
4. 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 the Public Relations committee including development, oversight, and holding weekly meetings, which will be reported to the Executive Board.
3. Be responsible for, and work with, the Vice President of Recruitment to develop all publicity required for recruitment as well as.
4. Assist all Chapters with their promotion of all Panhellenic related events.
5. Be responsible for the management of the Sacred Heart University Fraternity and Sorority Life website and individual Chapter websites, including but not limited to, frequent updates, current events, rosters and any pertinent information.
6. Manage the Fraternity and Sorority Life list serve containing pertinent information. Examples include Post to all social media platforms regarding event awareness, application deadlines, meeting times and any anything pertaining to Fraternity and Sorority Life at Sacred Heart University.

The VP of Philanthropy shall:

1. Be responsible for the Philanthropic committee including development, oversight, and holding weekly meetings, which will be reported to the Executive Board.
2. Provide awareness to the Sacred Heart University community regarding all philanthropic events taking place.
3. Develop and oversee a Fraternity & Sorority Life Calendar to ensure successful events and prevent overlapping of Philanthropic events.
4. Plan and implement Panhellenic wide service events to engage members of the Panhellenic community in helping the local community.
5. Perform all other duties usually pertaining to this office.

The Vice President of Scholarship shall:

1. Be responsible for the Academic Excellence committee including development, oversight, and holding weekly meetings, which will be reported weekly to the Executive Board.

2. Implement programs to help Panhellenic women achieve academic excellence.
3. Perform all other duties usually pertaining to this office.

The Vice President of Programming shall:

1. Coordinate Panhellenic wide programs to help unify the Panhellenic community.
2. Assist in the implementation of Greek Sing, Greek Skit, Greek Week, and Greek Olympics including developments, oversight, and holding weekly meetings, which will be reported weekly to the Executive Board.
3. Perform all other duties usually pertaining to this office.

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.

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.

Panhellenic Delegates Shall:

Each Panhellenic Delegate will be granted two absences from Panhellenic Council meetings. These absences must be approved by the Panhellenic President at least 24 hours in advance of the weekly meeting, and the Panhellenic President must be provided the name of the Panhellenic Delegate's alternate for said meeting. Failure of an alternate Panhellenic Delegate to be present for the meeting will go against that organization's attendance and an unexcused absence will be an issued.

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 Friday mornings, starting the first week of the semester and ending the last week of the semester.
 - a. All officers and members of the Panhellenic Council must be available to attend these meetings. If elected and availability is lost, either by doing of the officer or means out of their control (ie academic scheduling) that member will have to be removed from the board and replaced through a Special Election.
5. Be unbiased liaisons between the Sacred Heart University community and the Fraternity and Sorority Life community.
6. Each year, Executive Board shall find a time before the 10:00 am meetings on Friday mornings in order to go over the agenda for the week.
7. Executive Board members are allowed to have three unexcused absences at Panhellenic Council meetings throughout their term. If more than three unexcused absences occur then the member's status will be evaluated.
8. Disaffiliate from their chapter for 30 days and until all bids have been received at the end of formal recruitment.
9. Maintain a minimum grade point average of 2.75 or higher.

Article V: Standing Committees

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

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 a second 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. Standing Committee members must be impartial and unbiased to properly and best serve the Panhellenic Community.

Judicial Board

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).

Duties

It shall be the Judicial Board's duty to adjudicate violations of the National Panhellenic Conference (NPC) Unanimous Agreements, Constitution, Bylaws, Standing Rules, Code of Ethics and membership recruitment regulations of the Sacred Heart University Panhellenic Association.

Membership Recruitment Committee

Membership

The Membership Recruitment Committee shall consist of Recruitment Counselors, Chapter Recruitment Chairs and 1 alumnae advisor from each Chapter.

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.

Public Relations Committee

Membership

The Public Relations Committee shall consist of a chairman and no fewer than 3 collegiate members.

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.

Academic Excellence Committee

Membership

The Academic Excellence Committee shall consist of a chairman and no fewer than 3 collegiate members.

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.

Philanthropic Committee

Membership

The Philanthropic Committee shall consist of a chairman and no fewer than 3 collegiate members.

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.

Programming Committee

Membership

The Programming Committee shall consist of a chairman and no fewer than 3 collegiate members.

Duties

The Programming Committee shall be responsible for all matters pertaining to programming, including but not limited to Greek Week.

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.
4. A list of new members, 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.
 - a. Any new members, initiated and affiliated members who have dropped shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.
5. Summer contacts. (Note: NPC recommends a cooperative Panhellenic effort in contacting prospective members during the summer months.)

Article VII: New Member Education & Initiation

1. A woman must be a regularly matriculated student to be eligible for membership recruitment and initiation.
2. A woman is eligible to participate in Sorority Primary Recruitment if she is a full-time, Sacred Heart University student in good standing. Good standing is described as:
 - a. Potential New Members to all fraternities sororities must be registered full time undergraduate students at SHU.
 - b. For a full time undergraduate student to receive a bid from a fraternity or sorority, students must have at least a **2.5** cumulative grade point average (GPA) unless individual national organizations' require a higher minimum grade point average.
3. A Panhellenic Association member fraternity may not issue an invitation to membership or formally initiate a woman during any school recess.
4. A new member may be initiated whenever she has met the requirements of the fraternity through the new member process.

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

Violation

Any dispute arising out of the violation of the National Panhellenic Conference Unanimous Agreements, the Panhellenic Bylaws, and Constitution, 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.

Informal resolution

Informal discussion is encouraged to resolve alleged violations is encouraged between the chapters involved in alleged violations.

Judicial process

If there is no resolution found within informal discussions between the chapters then the judicial process begins by filing a report of the alleged violation. All agreements found in NPC Unanimous Agreement VII shall be followed by the Sacred Heart University Panhellenic Association.

Mediation

The first step of the judicial process is Mediation. The Judicial process found in the NPC Unanimous Agreements shall be followed at all times by the Sacred Heart University Panhellenic Association in regards to any and all judicial procedures.

Judicial Board Hearing

Judicial Board hearings will be called when a violation is not resolved through informal discussion or mediation in order to solve the issue. There should be procedure- standing rules adopted so NPC Unanimous Agreements are upheld during this process. At the end of the hearing, the Judicial Board will come to a decision in regards to the issue brought forth.

Appeals

Any involved organization may choose to file an appeal within 7 days of the Judicial Board decision. The Judicial Appeals committee will then decide to change or keep the Judicial Board decision. Organizations within College Panhellenic Associations 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 Panhellenic's Judicial Appeals Committee.

Article XI: Alcohol Policies

Sacred Heart University's Panhellenic women are not permitted to wear individual fraternity letters and or Panhellenic insignia while consuming alcohol in public places. This includes but is not limited to; Red's Pub, SHU Tailgating events and SHU Beer Gardens.

Article XII: 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 XIII: 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 and sits for consideration for no less than two weeks.