

DePauw University Panhellenic Association Constitution

ARTICLE I: ESTABLISHMENT

A. Name:

The name of this organization shall be the DePauw University Panhellenic Association.

B. Member Fraternities:

The DePauw University Panhellenic Association shall be composed of all members of all NPC member groups who have gone through the proper channels to become officially recognized on DePauw's campus. The DePauw University Panhellenic Council shall be composed of representatives (hereafter called delegates) from each member chapter and the Panhellenic Executive Council.

C. Foundation:

The foundations of the Panhellenic Association shall be to develop and maintain - fraternity life and interfraternity relations at a high level of accomplishment, which consistently uphold fraternity ideals, which strive for betterment of Greek living, and which do not violate the sovereignty, rights, and privileges of member fraternities.

ARTICLE II: PHILOSOPHY

A. The Panhellenic Creed shall be:

“We the undergraduate members of women's fraternities stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving to the best of our ability, our college community. Cooperation for furthering fraternity life, in harmony with its best possibilities, is the ideal that shall guide our fraternity activities.

We the Fraternity Women of America, stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which we strive to live.”

B. Purpose:

The purpose of the DePauw University Panhellenic Council shall be to serve as a united, and objective body that is accessible to all, which addresses social, fraternal, and community issues through the collective and mutual cooperation of all member fraternities, in a manner, which is in harmony with the Panhellenic spirit. We, to the best of our ability, strive to reach out to the campus community and to the Greencastle community through involvement and financial donations.

- C. Objective:
The objective of the Panhellenic Council shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in doing so to:
1. Consider the goals and ideals of member fraternities 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 with concern for and maintenance of high social and moral standards.
 4. Act in accordance with the National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
 5. Act in accordance with such rules established by the Panhellenic Council so as not to violate the sovereignty, rights, and privileges of member fraternities.
- D. Belief:
The Panhellenic Council strongly believes that in order to successfully serve its campus and community, the Council shall not serve as a disconnected body, but rather the Council shall serve as a mechanism researching, responding, and acting from the input and decisions of the member fraternities.
- As such, the Panhellenic Council stands as an open forum, which encourages discussion, thoughtful consideration, and positive action, stemming from the mutual cooperation of the member fraternities.
- E. Commitment to Neutrality:
In order to represent the best interest of all fraternity members, the Panhellenic Executive Council shall serve as a neutral body in thought and behavior. Panhellenic Executive Council shall be held accountable for their commitment to maintaining a high standard of neutrality, and failure to do so will be appropriately addressed by the Office of Fraternity and Sorority Life (OFSL) and the Dean of Students. As such, the Panhellenic Executive Council will maintain a high degree of objectivity and consideration in all matters presented to the Council.
- F. Good Faith Statement:
To uphold the ideals of this constitution, to accomplish the purpose and the goals of the Panhellenic Association, and to provide successful leadership and service, the Panhellenic Council needs the mutual support, cooperation, and dedication of all member fraternities.
- G. Preserving the integrity of the system:
All fraternity members will be expected to conform to the highest standards of

conduct, which are in compliance with the policies of the Panhellenic Association, the NPC UNANIMOUS AGREEMENTS and policies, with the University policy, and with the governing law.

As such, violations of any regulations of this Constitution or its related Bylaws, of Standing rules, of the National Panhellenic Conference UNANIMOUS AGREEMENTS (the Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the DePauw University Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.

H. Non-Discriminatory Statement:

No member chapter may deny membership based upon race, age, ethnicity, religion, sexual orientation, or disability.

I. Hazing Statement:

The Panhellenic Council expects all member chapters to conduct their new member education programs in accordance with the policies of the University, the laws of the State of Indiana and the City of Greencastle, and the guidelines set forth by their individual national organizations. For additional information, reference the DePauw University hazing policy.

ARTICLE III: MEMBERSHIP

A. General Membership

Three different classes of membership may gain recognition: Regular Provisional, and Associate.

1. The Regular membership of the DePauw University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at DePauw University.
2. The Provisional membership of the DePauw University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at DePauw University.
3. The Associate membership of the DePauw University Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the DePauw University Panhellenic Association.
 - a. Criteria for Associate membership

- i. Women in the prospective Associate member group must not be members of any other group currently in the Panhellenic Association, alumnae included.
- ii. Size requirements for the prospective Associate member group as determined by the Panhellenic Executive Council shall be set at 10 women.
- iii. A prospective Associate member group must be in existence for one full semester before applying for Associate member status, as determined by the Panhellenic Executive Council.
- iv. The prospective Associate member group must have written internal governance policies which include a stated requirement that their policies and practices—with respect to risk management (including policies on alcohol, social functions, and hazing)—comply with the requirements outlined by: DePauw University Panhellenic Association, DePauw University, and all Federal, State, and Local laws.
- v. As determined by the Panhellenic Executive Council, the vote necessary for DePauw University Panhellenic Association—all voting members—to approve applications for Associate member status is a two-thirds vote.
- vi. The process by which applications for Associate membership will be received and considered:
 - 1. Applicants shall submit a written proposal to the Office of Fraternity and Sorority Life indicating reasons for requesting Associate status.
 - 2. The potential Associate group must include a copy of their current constitution and by-laws with the proposal.
 - 3. Proposals shall be reviewed by the Panhellenic Executive Council.
 - 4. Once approved by the Executive Council, the proposal shall be presented to Regular member delegates.
 - 5. A two-thirds vote from Regular members will be necessary to grant the potential Associate member Associate status.

b. Privileges and Responsibilities of groups seeking Associate membership

The Panhellenic Executive Council shall determine the level and type of participation required and/or permitted in DePauw University Panhellenic Association affairs and shall reserve the right to amend these determinations.

- i. Prior to full admission to the DePauw University Panhellenic Association the prospective Associate member group shall:
 1. Abide by all NPC UNANIMOUS AGREEMENTS and will be subject to the DePauw University Panhellenic Association Constitution and Bylaws, Recruitment rules, and risk management policies.
 2. Have a voice and attend regular meetings throughout the academic year
 3. Serve on Committees
 4. Not pay dues until Associate membership has been granted
 5. Must attend mandatory events, can choose to attend/participate in events like Greek Week, etc.
 6. Shall be subject to judiciary proceedings
 7. Be allowed to participate in organized Recruitment

- ii. After gaining admission to the DePauw University Panhellenic Association the Associate member group shall:
 1. Abide by all NPC UNANIMOUS AGREEMENTS and will be subject to the DePauw University Panhellenic Association Constitution and Bylaws, Recruitment rules, and risk management policies.
 1. Have a voice and attend regular meetings throughout the semester.
 2. Be allowed to vote at the discretion of the Panhellenic Executive Council. Voting privileges can increase proportionally to the Associate member group's longevity, membership size, and commitment to the DePauw University Greek Community. Associate members may not vote on extension matters.
 3. Serve on Committees. Individual members of Associate member groups may not hold Executive Council positions, unless otherwise stipulated by the Panhellenic Executive Council.
 4. Pay full dues
 5. Must attend mandatory events, can choose to attend/participate in events like Greek Week, etc.
 6. Shall be subject to judiciary proceedings
 7. Be allowed to participate in organized Recruitment

- c. Associate membership in DePauw University's Panhellenic Association cannot and does not confer or imply any guarantee that an Associate member will be permitted to affiliate with an NPC group, such authorization being conveyed only on a separate extension vote of the

Regular members of the DePauw University Panhellenic Association when campus numbers warrant a vote to open for extension.

- d. The Executive Panhellenic Council shall monitor Associate members' adherence to the requirements for the continued status by:
 - i. Once approved, Associate members shall be subject to review every three years, as conducted by the Panhellenic Executive Council
 - a. At this time membership, Greek community involvement, philanthropic efforts, and scholarship shall be assessed.

B. Delegate Membership Information

1. The DePauw Panhellenic Association shall be comprised of all members from eligible member fraternities on campus.
2. The DePauw Panhellenic Council shall be composed of one delegate from each eligible Regular member fraternity of the NPC recognized on this campus, and of such other national and local fraternities—Provisional or Associate members—as the DePauw Panhellenic and University Administration may see fit to admit for membership.
3. If the delegate from an eligible member fraternity is elected to serve on the Executive Council, the member fraternity will be given a two-week period to elect an alternate delegate to fill the vacancy.
4. Panhellenic delegates should be elected in their chapter by the end of November, preferably within the same time frame as regular chapter elections. Installation of new delegates onto the Council will take place in December and a delegate training session, led by the Panhellenic Executive Council, shall be completed by mid-February.
5. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and notify the Panhellenic Director of Communications of the alternate delegate's name.
6. Delegate vacancies may occur when a) the delegate resigns her position within her chapter and therefore on the Council or b) when a chapter is asked by the Executive Board of the Panhellenic Council to replace a delegate. In the latter situation, the Executive Board will have exhausted all options in keeping the delegate on Council prior to asking for an alternate by her fraternity.

ARTICLE IV: EXECUTIVE COUNCIL

- A. The Executive Council of the DePauw Panhellenic Council shall consist of President, Vice President of Recruitment, Vice President of Risk Management, Vice President of Programming, Director of Finance, Director of Scholarship, Director of Philanthropy and Service, and Director of Communications.
- B. Panhellenic Officers shall be elected in the month of November. They shall serve until after Recruitment in February of the following year. Transitions shall be completed by the first week of March.
 - i. This change shall go into effect at the start of the 2008-2009 academic year
- C. The Executive Council shall organize all standing and special committees.
- D. The Executive Council shall administer routine business between meetings of the Panhellenic Council, when advisable, and if such other business has been approved by Panhellenic Council vote.
- E. All action taken by the Executive Council, that is pertinent to the member fraternities, shall be reported at the next meeting of the Panhellenic Council and inserted in the minutes of that meeting. All handouts distributed during said meetings shall be attached to the email in which minutes go out to delegates, chapter Presidents, and all other applicable chapter leadership/advisors.
- F. If an executive officer is unable to fulfill her term of office, an election will be held to fill the vacancy immediately following her resignation. The election proceedings will follow the same format as regular elections (see Bylaws, Section II). The exception to this format would be if the Executive officer is the President, in which case the Vice President of Risk Management will automatically be the replacement.
- G. If there is ever a motion before the Council to impeach one of the Executive officers, a hearing must be held by the Internal Committee of the Council and a majority vote will be necessary for impeachment. The motion for impeachment may be brought forth by any Panhellenic delegate or Executive officer. This motion will require a second before a hearing is scheduled.

ARTICLE V: MEETINGS

- A. Meetings shall be held weekly by the Panhellenic Council, and shall require mandatory attendance from the delegate and/or alternate delegate from each member fraternity. In the event that a delegate is unable to attend her required meetings, the fraternity concerned is responsible for issuing an alternative from the member fraternity's executive board. If two absences occur without the member fraternity having found an alternate, the Panhellenic Executive Board has the option of requesting that the member fraternity elect a new delegate to the

Panhellenic Council, regardless of whether the delegate holds an executive position in her chapter.

- B. Weekly meetings shall also be held by Executive Council prior to the weekly Panhellenic meetings.
- C. The time and location of the Panhellenic meetings and the Executive Council meetings shall be established at the beginning of each term.
- D. Special meetings of the Panhellenic Council may be called by the President upon request of any member fraternity or of the Executive Board.
- E. For any Panhellenic sponsored event, each chapter must have required attendance as determined by the Executive Council.

ARTICLE VI: VOTING

- A. The voting body of the DePauw Panhellenic Council shall be a quorum consisting of the delegates of the Panhellenic Council.
- B. A member fraternity may choose to abstain from voting. In the case of elections, if the candidate does not win because of abstention, the floor will then open for nominations.
- C. A two-thirds (2/3) vote shall be necessary by NPC chapters to accept new member groups to the DePauw Panhellenic Association, to establish Recruitment rules, to amend Recruitment rules, and to amend the Social Responsibility Policy. A majority vote shall be required to carry all other questions and elections.
- D. It is the option of the Panhellenic Council to move to have a closed ballot vote whenever the Council deems that it is necessary. The point of order must be approved by a simple majority vote.

ARTICLE VII: AGREEMENTS

- A. All members of the DePauw Panhellenic Association and the Panhellenic Council shall act in accordance with the fundamental Panhellenic policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council).
- B. All DePauw Panhellenic Association and Panhellenic Council rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

ARTICLE VIII: AMENDMENTS

- A. This Constitution may be amended by two-thirds vote of the voting members of the DePauw Panhellenic Council, provided notice of the proposed amendment has been given in writing at a regular meeting three weeks in advance.

BYLAWS

SECTION I: FINANCES

- A. Membership Dues:
 - 1. Amount. The Per Capita Tax Assessment of each Panhellenic Association member fraternity shall be an annual assessment per member and new member. The current Per Capita Fee for the Panhellenic Association is set at \$25.00/member/new member which shall be charged during second semester.
 - 2. Purpose. The membership dues (per capita fees) shall be used for workshops, fraternity relations, and other programming approved by the Council.
 - a) Member chapters with unpaid accounts forfeit their right to vote on any Panhellenic issue until their account has been settled.
- B. All vouchers issued on behalf of the Panhellenic Council must be signed and approved by the Panhellenic Director of Finance and the Greek Advisor.
- C. All payments due to Panhellenic Council shall be given to the Director of Finance to record and deposit. Checks for payments to the Council shall be made payable to the DePauw Panhellenic Council.

SECTION II: ELECTIONS

- A. Occurrence:

The Panhellenic Executive Council shall be elected each year through a closed ballot. The current Panhellenic Executive Council will determine the date for the elections, and provide member fraternities with prior notice of said date.
- B. Executive offices:

The Panhellenic Council President, Vice President of Recruitment, Vice President of Risk Management, Vice President of Programming, Director of Finance, Director of Scholarship, Director of Philanthropy and Service, and Director of Communications shall all be determined through closed ballot elections.
- C. Eligibility for Executive offices:

1. Any active Greek woman on DePauw's campus who has been initiated for at least one semester is eligible for an executive position on the Executive Council.
2. Those running for President of Panhellenic Council must have served on the Panhellenic Executive Council for at least one semester or as a chapter President.
 - a. In the event that no members of the Panhellenic Executive Council or none of the Chapter Presidents wish to run for President OR only one woman meeting eligibility requirements decides to run for President, the position will be open to any woman who has served at least one semester as an elected officer for her fraternity and has completed at least one recruitment as a member of her fraternity.
 - b. In the event that no woman or only one woman meeting the eligibility requirements specified in sub-section "a" wishes to run, the position will then be open to any woman who is an active member of a member fraternity and has completed at least one recruitment as a member of her fraternity.
3. Any active Greek woman desiring to run for a Panhellenic Executive Council position must follow all procedures outlined in the Election Procedures section of the Constitution.
4. Panhellenic delegates desiring to run for an Executive position must follow all procedures outlined in the Elections Procedures section of the Constitution.
5. Candidates may apply to more than one Executive office, but will need to report their preference of offices to the Panhellenic Council.
6. Candidates applying for Executive positions must submit a platform statement—limited to 500 words—to the presiding Panhellenic President within the specified amount of time designated by the Panhellenic Executive Council. Candidates running for more than one Panhellenic Executive position must submit a platform statement for each slated office.
7. In order to be eligible to hold Panhellenic Executive position, candidate for Executive position must have a cumulative 2.75 GPA or have maintained a 2.9 GPA or higher for their previous two consecutive semesters.
 - a. In order to be eligible to hold a Rho Gamma position, candidate applying for Rho Gamma or Head Rho Gamma must have a cumulative 2.75 GPA or have maintained a 2.9 GPA or higher for their previous two consecutive semesters.
8. No more than two members from a member fraternity may serve on Panhellenic Executive Council in a given year.

D. Election Procedures:

1. The presiding Panhellenic Executive Council will determine all pertinent election dates.
2. Prior to the election, the presiding Panhellenic Executive Council shall host an interest meeting, during which all offices and duties shall be explained.

3. The Panhellenic Executive Council will prepare a formal ballot including the candidate platforms, which will be delivered to each member fraternity prior to elections.
4. An open forum will be held prior to chapter voting to give the candidates an opportunity to present their platform orally and to engage in question and answer sessions.
5. Chapters will vote during weekly chapter meetings on the candidates running for each Executive position and those votes will be forwarded to the Panhellenic President immediately following chapter meetings.
6. The outgoing Panhellenic President, with the assistance of the Office of Fraternity and Sorority Life, will govern the Panhellenic Executive Council Elections.
7. The new Panhellenic Council President will be elected first, followed by the Vice President of Recruitment, Vice President of Risk Management, Vice President of Programming, Director of Finance, Director of Scholarship, Director of Philanthropy and Service, and Director of Communications. Each candidate, for each office, will make a brief presentation to the floor.
8. At the last Panhellenic meeting of the presiding Council, votes will be cast, one per chapter for the Executive positions. The outgoing Panhellenic President will tally the vote and announce the new Executive member. This shall be the format for elections.
9. In order to better transition Panhellenic Executive board officers:
 - a. Two informal one-on-one transition-oriented conferences will be held following elections. These transitions should last no less than one hour each.
 - b. A formal transition workshop for all officers will be held following elections. This workshop will last no less than two hours. At this time, the incumbent officer is responsible for transferring an up-to-date notebook, list of duties, and copy card to the newly elected officer.
 - c. All members of the past Executive Council must be present at the officer installation unless there is an academic conflict or emergency.

E. Election of Delegates for member fraternities who have a representative on the Panhellenic Executive Council:

1. If a member fraternity has one of their original Panhellenic delegates elected to the Panhellenic Executive Council they must elect another Panhellenic delegate to that vacancy.
2. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to elect a replacement within two weeks and to notify the Panhellenic Council Director of Communications of the replacement's name.
3. The Executive Board of the Panhellenic Council will have no responsibility within their chapters as far as Panhellenic representation is concerned.

4. No member of the Executive Board of Panhellenic may sit on her own chapter's Executive Board as an officer.

SECTION III: OFFICER DUTIES

A. The President shall:

1. Have overall responsibility for the operation of the DePauw University Panhellenic Association and the Panhellenic Council.
2. Represent the Panhellenic Association and the Panhellenic Council in any official capacity, including serving as a member of the DePauw Student Government Cabinet, calling President's meetings to order, reporting to the Board of Trustees or Board of Visitors—if necessary, and reporting to the Board of Fraternal Affairs.
3. Preside at all regular meetings of the Panhellenic Council and call and preside over all its special meetings.
4. Act as a liaison between the Executive council and the Chapter Presidents
5. Appoint ad-hoc committees and their respective chairwomen.
6. Be an ex-officio member of all committees.
7. Call and preside over the meeting of the DePauw Panhellenic Executive Council.
8. Act as the Assistant to the Vice President of Recruitment during the weeks prior to and during Formal Recruitment.
9. Report as necessary to the National Panhellenic Conference Area Adviser.
10. Maintain a complete up-to-date President's file which will include a copy of the current DePauw University Panhellenic Council Constitution, Bylaws, and Standing Rules; the current NPC Manual of Information, and related materials, current correspondence and materials received from her NPC Area Advisor; and her copies of the College Panhellenic Reports to the Area Advisor and other pertinent material.
11. Meet with the Office of Fraternity and Sorority Life weekly and with the DePauw University Dean of Students when necessary.
12. Serve as the official spokeswoman for the Panhellenic Council.
13. Be open for consultation with officers, council members, and chapters.
14. Serve as the main liaison between Panhellenic Council and The DePauw: including giving interviews for The DePauw.
15. Perform all other duties usually pertaining to this office.

B. The Vice President of Recruitment shall:

1. Be responsible for organizing Recruitment guide applications and interviews. The Recruitment guide interviews and selections will be conducted by the Executive Council. The outgoing Vice President of Recruitment shall be consulted as necessary.
2. Supervise and monitor the progress of the two Head Recruitment Guides, who shall be chosen by the Executive Council.
 - a. The Head Recruitment Guides will be specifically responsible for acting as assistants to the Vice President of Recruitment in the

planning and preparation of all Recruitment-related events. They shall be responsible for conducting all Recruitment Guide meetings, shall be in charge of organizing Recruitment Guide training sessions, and shall be responsible for fostering a working understanding of the Recruitment Guide manual. They shall act as liaisons between the Executive Council, the Recruitment Guides, and the Residence Assistants; however, they will not have voting ability as a Panhellenic Executive member.

3. Select a Recruitment Committee. This committee shall be responsible for all Panhellenic Council matters related to Recruitment. This committee shall be responsible for reviewing and developing Recruitment rules, submitting them for discussion and approval to the Panhellenic Council before the end of the term, following Formal Recruitment, and distributing copies of them when approved by the delegates of the member fraternities.
4. Supervise the construction of the Recruitment book.
5. Be in charge of setting up the Panhellenic office for Formal Recruitment and ordering any materials dealing with Formal Recruitment.
6. Be responsible for the copying and distributing of all materials before and during Formal Recruitment which pertain to rules, schedules, instructions, etc.
7. Plan the orientation for prospective new members to the Greek system, and also any workshops necessary before and during Formal Recruitment.
8. Keep accurate files of all pertinent Recruitment information, including statistics on quota/total.
9. Compile and record all Recruitment evaluations and present a full report, including recommendations to the Panhellenic Council.
10. Meet regularly with the Recruitment chairs of all member fraternities.
11. Meet as necessary with the Dean of Students.
12. Serve as the chair of the Panhellenic Recruitment Committee for appeals of Recruitment.
13. Oversee the implementation of the Panhellenic Recruitment Rules and be responsible for insuring chapters comply with the Recruitment Rules as stipulated by the Infraction process outlined in the Panhellenic Recruitment Rules.

C. The Vice President of Risk Management shall:

1. Conduct, as chair, any judicial hearings, which arise from concerns between chapters. All appeals of the SRC policy will be referred to the Greek Judicial Board.
2. Promote an understanding of the Risk Management Policy and hold necessary meetings with chapter presidents, social chairs, and members.
3. Be aware of problems within the policy, and be willing to reassess and recommend changes in the policy by serving as chair of the Panhellenic committee on Alcohol Policy.
4. Serve as the chair to the Risk Management Committee.

5. Coordinate with IFC to create a “Greek Etiquette” program the fall semester before the fraternities open.
6. Coordinate with IFC and Director of Office of Fraternity and Sorority Life (OFSL) to bring Risk Management Programming to campus, such as IMPACT or Something of Value.
7. Serve as the Panhellenic representative on the Community Conduct Council.
8. Collaborate with the Director of Scholarship and IFC in hosting educational speakers throughout the year (one per semester).
9. Work with University Director of Public Safety and Risk Management and IFC Vice President of Risk Management to address problems and concerns facing the Greek community.
10. Work with the Vice President of Programming to bring to campus programming pertaining to relevant social issues.
11. Officiate in the place of the President whenever she is unable to be present.
12. Perform all other duties usually pertaining to this office.

D. The Vice President of Programming shall:

1. Be in charge of planning and executing Greek Week activities during the fall semester in coordination with IFC and NPHC.
2. Serve as the chair to the programming committee for Greek Week or other programming events.
3. Be in charge of planning and executing Greek 101 during the spring semester in coordination with IFC.
4. Assist the Director of Philanthropy and Service in the coordination of the Special Olympics activities.
5. Perform all other duties pertaining to programming events sponsored by the Panhellenic Council for the members of the Panhellenic Council.

E. The Director of Finance shall:

1. Be responsible for the general supervision of the finances for the Panhellenic Council.
2. Be responsible for the preparation of the annual budget estimation expenditures and incomes from the prior year's final financial report.
3. Receive all payments due to the Panhellenic Council including Per Capita fees, Recruitment infractions, and deferred Recruitment registration payments.
4. Be responsible for the prompt payment of all bills of the Panhellenic Council.
5. Maintain up-to-date financial records and be prepared to give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of the term of office.
6. Perform all other duties usually pertaining to this office.

F. The Director of Scholarship shall:

1. Act as the liaison with Order of Omega and IFC in planning the Greek Awards Banquet.
2. Be responsible for planning scholarship recognition for the Panhellenic women.
3. Collaborate with the Vice President of Risk Management and IFC in planning educational speakers throughout the year.
4. Be responsible for holding meetings with the Scholarship Chairs in each of the member fraternities once a semester.
5. Be responsible for working with chapters that are struggling scholastically by contacting the chapter's President, Scholarship Chair, and Faculty Advisor.
6. Be responsible for keeping faculty relations and promoting faculty interaction and involvement within chapters and with the Panhellenic Council. This may include a meeting with the faculty advisors of the chapters once a semester.
7. Be responsible for keeping up-to-date all chapter GPAs and keeping a record of them.
8. Be responsible for developing scholarship programming for new members.
9. Any other duties that will help to promote scholastic achievement by individuals and chapter members of the Panhellenic Council.

G. The Director of Philanthropy and Service shall:

1. Coordinate one service project per semester.
2. Be the coordinator for the Special Olympics activities sponsored by the Panhellenic Council.
3. Be responsible for keeping track of all philanthropic events on campus.
4. Any other duties that will help to promote philanthropic achievement by individuals and chapter members of the Panhellenic Council.

H. The Director of Communications shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.
2. Keep minutes of all meetings of the Panhellenic Council and a record of all action taken by the Executive Board.
3. Maintain a complete and up-to-date file of the minutes from the Panhellenic Council meetings of the current and past two years.
4. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
5. Be in charge of Parliamentary procedure. This includes keeping the Constitution and Bylaws up to date by review and revision through Panhellenic Council once a year.
6. Be responsible for coordinating with the webmaster to update the Panhellenic Council's web page that is to be available to all living units, faculty, and staff.

7. Collect and organize articles published in any newspaper that includes the Panhellenic Council in any way.
8. Act as the Public Relations Chair including the duties:
 - a. Provide any written material for Panhellenic functions, i.e. announcements, invitations, etc.
 - b. Assist the Director of Programming with programs sponsored or co-sponsored by the Panhellenic Council.

SECTION IV: THE EXECUTIVE BOARD

- A. The Executive Board shall:
 1. Appoint Standing and Special Committees and their chairmen and, in making these appointments, recognize representation from all member fraternities.

SECTION V: STANDING COMMITTEES

The Standing Committees of the DePauw University Panhellenic Council shall be: Judicial / Risk Management, Greek Week, and Recruitment. All standing committees shall be chosen no later than four weeks after the beginning of the new term. Each Panhellenic delegate will potentially have the chance—at some point over her term—to serve on the Judicial Committee. In addition, Panhellenic Delegates will be required to serve on at least one other committee each semester that they hold their position on Panhellenic Council. Alternate Delegates will have the option of joining a committee as well.

1. Judicial / Risk Management Committee
 - a. General Committee
 - i. Membership. The Risk Management committee shall consist of the Vice President of Risk Management as Chairperson, the Panhellenic President, and other appointed committee members.
 - ii. Duties. It shall be the duty of the Risk Management Committee to reassess and recommend changes for the current alcohol policy. It shall also be the duty of the Risk Management Committee to assess and make recommendations on workshops, meetings, and programs to aid in the education and implementation of risk management policy.
 - b. Judicial Board
 - i. Membership. Permanent members shall include the Panhellenic Council President, Risk Manager, and Panhellenic Greek Life Coordinator. Rotating members shall include two Panhellenic Delegates appointed to serve on a case-by-case basis by the permanent members: these delegates shall not be members of the chapters in need of Judicial Board mediation.

1. Panhellenic VP Risk Management shall serve as chair.
 - ii. Duties. It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules, Recruitment Policy, and Pre-Recruitment Policy of the DePauw University Panhellenic Council.
 1. Documentation. The National Panhellenic Council Judicial Forms shall be used to ensure proper documentation and adherence to the NPC UNANIMOUS AGREEMENTS. The forms are:
 - a. College Panhellenic Violation Form
 - b. College Panhellenic Notice of Infraction Form
 - c. College Panhellenic Record of Mediation of Judicial Board Hearing Form
 - d. College Panhellenic Mediation or Judicial Board Hearing Minutes Form
 - e. College Panhellenic Notice of Appeal Form
 2. Documentation of all judicial proceedings shall be retained by the DePauw University Panhellenic Council for a period of three years.
 - iii. Judicial Process Overview. Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation.
 - iv. For an overview of the exact Judicial Process, including timing, punishments, and appeals, reference the NPC Handbook.
2. Greek Week Committee
 - a. Membership. The Greek Week Committee shall consist of the Vice President of Programming as Chairperson and other appointed representatives from the Panhellenic Council. The Committee may include the Director of Communications and the Vice President of Recruitment.
 - b. Duties. It shall be the duty of the Greek Week committee to coordinate all Greek Week activities, advertise all activities, and work to program a better Greek Week that involves the entire campus community and better unites the Greek community.
3. Recruitment Committee
 - a. Membership. The Recruitment Committee shall consist of the Vice President of Recruitment as Chairperson, the Panhellenic President, the Head Recruitment Guide, and other appointed representatives from the Panhellenic Association (i.e. Recruitment Chairs from member chapters) and the Panhellenic Council.

- b. Duties. It shall be the duty of the Recruitment Committee to evaluate and adjust the current Recruitment rules and to examine the structure and effectiveness of the existing organization of Recruitment. This committee will also revise, distribute, and compile all post Recruitment evaluations with the help of the Vice President of Recruitment. This committee will make up the core of the Recruitment Team and will assist the Vice President of Recruitment with any details concerning recruitment procedures.

SECTION V: PANHELLENIC DELEGATE RESPONSIBILITIES

- A. Each chapter delegate shall:
 1. Serve as the liaison between the Executive Council and her respective chapter
 2. Must attend the mandatory delegate training session in February
 3. Must serve on two of the following Panhellenic Executive committees per semester
 - a. Communications Committee
 - b. Scholarship Committee
 - c. Philanthropy and Service
 - d. Recruitment Committee
 - e. Programming Committee
 4. Must serve on the Panhellenic Judicial Board when summoned by the Panhellenic President.
 - a. At this time the delegate must serve as a neutral party and not as a representative member of her own fraternity chapter.
 5. Must report current chapter events
 6. Provides the Director of Communications monthly calendars
 7. If the delegate is unable to attend weekly council meetings, an alternate delegate must attend. If more than two absences occur, the chapter will be required to go through formal mediation
 8. All delegates are responsible for reporting items requiring a chapter vote
 9. All delegates are also responsible for voting on proposed changes and amendments to the Panhellenic Constitution, Bylaws, Recruitment Rules, or Pre-Recruitment Rules.

SECTION VI: EXTENSION PROCEDURES

- A. Extension is the addition of NPC and NPHC chapters to the Panhellenic system on a college or university campus, or the establishment of a fraternity system on a campus where previously none had existed.
- B. To be considered for establishment of an undergraduate chapter on DePauw's campus, the following should be forwarded to the Dean of Students:
 1. Constitution and By-laws of the fraternity
 2. Constitution and By-laws of the proposed undergraduate Chapter
 3. Names of undergraduate members

4. Names, addresses, and phone numbers of alumni contacts
 5. National Sorority requirements for membership initiation
 6. National Sorority requirements for undergraduate Chapter status
 7. A statement on pre-initiation activities that expressly prohibits hazing activities.
 8. A statement on non-discrimination that excludes race, sexual orientation, religion, national origin, or disability status as criteria for membership eligibility.
- C. Recognition of a sorority by DePauw University assumes membership in and adherence to the rules and regulations of the DePauw University Panhellenic Association, with the exception of the requirement of participation in the Panhellenic Association Formal Recruitment.
- D. The process to recognition will be as follows:
1. Petition to Panhellenic Council to recommend recognition.
 2. With Panhellenic recommendation, the Dean of Students' staff will present a proposal to the GLAC to recommend recognition.
 3. With the Board of Fraternal Affairs recommendation, the Dean of Students staff will present a proposal to the Board of Trustees for vote of recognition.
 4. At the time of a favorable vote by the Board of Trustees, the sorority would have full rights and privileges as a recognized DePauw University Greek-letter organization.
 5. The Panhellenic Association and Panhellenic Council must adhere to all extension procedures as outlined by the National Panhellenic Conference (see NPC manual on Extension.)

APPENDIX A:

The Fraternity Executives Association
Statement of Position

on Hazing and Pre-Initiation Activities

The Fraternity Executives Association has stated its position, periodically, in support of constructive educational and inspirational programs and has asserted unequivocally its opposition to hazing and pre-initiation activities, which do not contribute to the positive development and welfare of pledges/associates and members.

Because hazing and other pseudo-initiation practices have not been rejected and eradicated completely in undergraduate activities and therefore remain a menace to the well-being of the College Fraternity System, the Fraternity Executives Association reaffirms and reasserts its position on this question.

- The Association believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority and loyalty to the principles of higher education.
- The Association further believes that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college students.
- The Association further believes that a fraternity has a solemn obligation in the development of its pledges/associates and members and that this responsibility extends alike to the institutions where it is represented; to parents and others who make possible the education of pledges/associates and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part.
- The Association further believes that while much progress has been made, one of the most damaging instruments to the fraternity system is the employment of a program of education which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.
- The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations includes paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.

APPENDIX B:

Greek Standards Initiative

Expectations of the University and Greek Chapters

1. Academics

Each fraternity and sorority will develop a scholarship program that reflects its commitment to academic excellence and that challenges all members to achieve academically.

Chapter Expectations:

- ❑ Each fraternity and sorority will have a Greek Faculty Scholarship Advisor approved by the Office of Fraternity and Sorority Life (OFSL). (See pages 19-21 for duties and role of Faculty Scholarship Advisor)
- ❑ Each fraternity and sorority's average GPA will fall no more than 10% below the All Men or All Women's GPA respectively.
- ❑ Each fraternity and sorority will ensure that academic achievement is a top priority for its new member candidates and associate members by creating a new member education program that does not interfere with the academic success of its new member candidates.

University Expectations:

- ❑ Compile and publish chapter scholarship reports each semester. The reports will be made available to chapter presidents, chapter advisors, and inter/national headquarters.
- ❑ Assist chapters with recruiting and training of the Chapter Advisory Team (See pages 11-12) and holding faculty scholarship advisors accountable for maintaining a continuous relationship with the chapter.
- ❑ Provide counsel and resources through the Chapter Advisory Team to those chapters and new members that fall more than 10% below the All Men's or All Women's GPA.
- ❑ In order to foster academic competition, the university will provide a scholarship every semester to the fraternity and sorority with the highest average GPA and also to the fraternity and sorority with the most improved GPA. These will be \$1000 scholarships for each. This money may be used, upon the decision of the receiving chapter, as a scholarship to specific individuals for exemplary academic performance or to improve the academic environment of the chapter. (Computers, study lounge improvements etc.) If the chapter decides to award individuals, the bursar's office will be notified and the student/s tuition will be credited. If the chapter decides to use the scholarship for academic environment improvements, a receipt of purchase and site inspection will be made to ensure proper use of the funds.
- ❑ Each semester, a written report by the VP for Academic Affairs and the respective Faculty Scholarship Advisor will recognize the chapters that are meeting the 90% of All Men or All Women's GPA. This report will be published in The DePauw Magazine, sent to the

respective chapter's inter/nationals, included in the publications during Old Gold Weekend, and presented to the trustees during each semester's board meeting. IFC/Panhel/NPHC will reserve the right to regulate the procedures for publication as needed in the event that damaging competition arises between chapters.

- ❑ Improve the Greek Awards banquet to correspond with the Trustee's meeting in the spring. The OFSL, Order of Omega, and the governing councils' vice presidents of scholarship should coordinate Greek Awards to ensure the success of the event.

2. Citizenship and Community Involvement

All chapter members will practice and promote good citizenship and conduct consistent with the high ideals and values based on the founding purposes and principles of fraternity and sorority life. In addition, each organization will work to build relationships with members of the University faculty, staff, community, and independent students.

Chapter Expectations:

- ❑ Each fraternity and sorority must be recognized by their respective governing council (IFC, Panhel, NPHC), their inter/national organization, and be a registered student organization.
- ❑ Each fraternity and sorority will establish a Code of Conduct (previously called the Code of Values and Principles) for all chapter members to be on file in the OFSL. The Code will describe the internal procedures for self-governance in handling violations of University, inter/national, chapter, and IFC/Panhel/NPHC policy. In the event that a chapter's inter/nationals does not agree to this expectation, a statement from the inter/national headquarters that verifies proper internal procedures regarding self governance in handling violations of University, inter/national, chapter, and IFC/Panhel/NPHC policy is required to be filed with the OFSL.
- ❑ Removing any property from another organization's premises is prohibited. Items include, but are not limited to: composites, trophies, flags, ritual equipment and porch furniture.
- ❑ Each fraternity and sorority will initiate and implement a community service project, philanthropy and/or have significant participation in a campus service project each year.

University Expectations:

- ❑ Publish an annual record of the community service work each fraternity and sorority performed. This publication includes, but is not limited to, The DePauw Magazine, OFSL website, a parent's newsletter, alumni publications during Old Gold Weekend, and first year students.
- ❑ Publish an annual record of financial contributions and charities benefited by each fraternity and sorority. This publication includes, but is not limited to, The DePauw Magazine, OFSL website, a parent's newsletter, alumni publications during Old Gold Weekend, and first year students.
- ❑ Provide recognition for the top chapters in the areas of community service and philanthropy on a per capita basis.
- ❑ Help chapters identify local agencies in need of assistance and promote involvement in community events.

- ❑ Provide significant education for chapter leadership on University policy and the judicial process.
- ❑ Arrange for a meeting with the University Judicial Committee, each house and in-house judicial boards (by request) at the beginning of each fall semester to cover University judicial processes and risk management.

3. Member Development

The continued education and development of all initiated and new member candidates should be a focus for all fraternities and sororities on campus. In keeping with this, Chapters should regularly sponsor educational programs that enrich members' personal development and leadership.

Chapter Expectations:

- ❑ All new member education/intake programs must be completed within 10 weeks, exclusive of Spring Break, of a new member's acceptance into the organization and comply with the chapter's inter/national expectations (unless an extension from OFSL is granted). New member/intake programs must be submitted to and reviewed by the OFSL prior to implementation with the exception of inter/nationally mandated, non-public information. **This does not pertain to NPHC organizations, as they are governed under different regulations in this matter.
- ❑ Each Fraternity and Sorority must follow its governing council's regulations concerning attending educational programs that successfully address the prescribed topics. Such events include but are not limited to: academic talks, philanthropic opportunities, alcohol abuse and sexual assault discussions, and leadership seminars through the Hartman House.
- ❑ Each Fraternity and Sorority will intake/pledge and initiate only new member candidates who meet the University's and its inter/national office's guidelines for membership.
- ❑ Each Fraternity and Sorority will send its new members to Greek 101.
- ❑ Hazing, as defined by the chapters' inter/nationals, state and federal law, and DePauw's Student Handbook, is strictly prohibited.

University Expectations:

- ❑ Assist Panhel and IFC in developing a comprehensive membership Recruitment program. NPHC organizations recruit independently from NPHC.
- ❑ Provide semi-annual retreats for chapter presidents.
- ❑ Assist in creating and fully funding Greek 101 for all new member candidates and neophytes.
- ❑ Provide staff resources to assist in individual chapters programming efforts regarding alcohol, sexual assault, diversity, health and wellness, and other topics of interest.
- ❑ Provide adequate resources and venues for philanthropic and member development programs. These spaces should be provided free of charge to promote the continued education of the Greek Community.

4. Facility Management

All fraternities and sororities, if applicable, will ensure that the residential property occupied by the organization complies with applicable state and local housing and fire codes and provisions of the inter/national organization's risk management policy. University Standards for Living Units are listed in the Student Handbook.

Chapter Expectations:

- ❑ The external physical appearance should be maintained and should not appear unkempt or disorderly to the public (e.g. adequate removal and storage of trash, well-groomed landscaping, and appropriate outdoor furniture).
- ❑ Each fraternity and sorority with independently owned and operated housing facilities must have a house director.
- ❑ Each fraternity and sorority must provide evidence of adequate insurance. Each unit shall provide proof of general liability insurance, personal injury and property damage insurance in amounts of at least \$500,000 per occurrence and \$1,000,000 in the aggregate.
- ❑ Each fraternity and sorority must pass house inspections outlined by the University as specified in the Living Unit Standards.
- ❑ Each fraternity and sorority must comply with all other Living Unit Standards specific to Greek organizations. These Living Unit Standards are outlined in the Student Handbook.

University Expectations:

- ❑ If requested, make interest free loans available for chapter house renovations for qualified organizations recognized by the OFSL.
- ❑ If requested, collect room and board bills from members for the chapter and withhold graduation and transcripts until bills are settled.
- ❑ If requested, allow chapters to buy supplies and services through DePauw.
- ❑ If requested, assist the chapter in safety and security operations.
- ❑ If requested, provide assistance in the Recruitment of house directors.
- ❑ If requested, conduct training sessions for house directors.
- ❑ Conduct meetings with house directors, facilitated, organized, and provided by the OFSL
- ❑ Recognize outstanding effort by house directors by presenting a house director award. This award will be determined, organized, and provided by the OFSL.
- ❑ Appreciate the independent nature of each house and respect the legal rights of the house as private property, insofar as allowed by the regulations already stated in the Student Handbook.
- ❑ Provide courteous notice before a house inspection. Before an inspection begins, an officer in the house must be found and an effort must be made to contact the chapter leadership.
- ❑ In the event that a chapter house is filled to capacity and requires members to live outside of the chapter house, those Greek students will receive equal treatment in the housing lottery as performed by the University. Once a member is unable to live in the chapter house, he/she should be considered to be a DePauw student in need of University housing and become equivalent to all other students going through the University housing lottery.

5. Inter/National Organization Relationships and Alumni/ Advisor Support

A strong partnership between students, alumni, administration, and inter/national headquarters representatives is critical for the success of all fraternities and sororities. A shared responsibility exists between the chapter and University to ensure that communications and strong relationships are maintained with the inter/national organization and alumni/advisor members.

Chapter Expectations:

- ❑ Each fraternity and sorority will provide OFSL with the name and contact information for its chapter/graduate advisor and, if applicable, the house corporation board president.
- ❑ Each fraternity and sorority will participate in leadership development opportunities or resources provided by inter/national organization.
- ❑ Each fraternity and sorority will have active participation of and communication with its alumni/ae.

University Expectations:

- ❑ Serve as a positive resource for advice, counsel, support, and guidance for chapter advisors and house corporations.
- ❑ Serve as the University liaison to the inter/national fraternities and sororities whose chapters are recognized by DePauw.
- ❑ Provide assistance with alumni records and mailings.
- ❑ Host regular meetings (twice per year) for house corporation representatives and chapter advisors.
- ❑ Provide a listserv for chapter advisors.

6. Administrative Responsibility

Positive overall chapter management requires strong organizational and financial practices. Each chapter must take seriously the importance of accurate and timely administrative duties.

Chapter Expectations:

- ❑ Each fraternity and sorority must comply with deadlines provided by the OFSL
- ❑ Chapter leadership is expected to participate in meetings sponsored by the OFSL
- ❑ Each fraternity and sorority must regularly provide updates of their chapter roster to the OFSL. This includes all changes in status for individual members as well as additions and deletions to the roster.
- ❑ Each fraternity and sorority must provide the University a copy of its annual housing contract if the members reside in a housing unit owned and operated by its Housing Corp and/or inter/national organization. This is in accordance to the Living Unit Standards previously outlined in the Student Handbook.

University Expectations:

- ❑ Serve as a positive resource for advice, counsel, support, and guidance for chapters.

- ❑ Maintain chapter rosters for each organization.
- ❑ Maintain a web site for the governing council and allow individual chapters to link to the OFSL web site.
- ❑ Provide office space for the governing councils.
- ❑ Provide adequate space for chapter-sponsored philanthropies and educational seminars.
- ❑ Provide lists of unaffiliated students to organizations wishing to recruit.
- ❑ Maintain records of Greek statistics (e.g. housing, Recruitment).
- ❑ When appropriate, collaborate with inter/national organizations for the purpose of expansion.

7. Risk Management

All organizations will educate members on University policies, IFC/Panhellenic/NPHC policy, its own inter/national organization policy, and local/state/federal law in regards to alcohol and other drugs, hazing, and sexual assault.

Chapter Expectations:

- ❑ Each fraternity and sorority will adhere to the policies of their inter/national organization and the University regarding risk management.
- ❑ Each fraternity and sorority will file with the OFSL a risk management policy approved and enforced by the chapter, which is also endorsed by the house corporation, advisory board or graduate chapter and the University. A chapter's already existing risk management policies with its inter/national headquarters is acceptable to be kept on file in the OFSL.
- ❑ The chapter President and/or Risk Manager and/or appropriate chapter officers will attend monthly risk management meetings as required by the OFSL.

University Expectations:

- ❑ Hold risk management meetings for chapter Presidents and/or risk managers and/or other pertinent chapter officers monthly as required by the OFSL.
- ❑ Meet with chapter representative to ensure that proper risk management practices are in place for registered parties and informals.
- ❑ Provide alternative venues to host social functions where 3rd party vendors can be utilized at no extra cost to the chapter.
- ❑ Provide the chapters with resources and contact information regarding security companies.