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

Article II. Object
The object of the Panhellenic Association shall be to develop and maintain women’s 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 and basic intellectual development.
3. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.
6. Behave non-discriminately so as not to deny membership based upon race, age, ethnicity, religion, sexual orientation, or disability.

Article III. Membership
Section 1. Membership Classes
There shall be three classes of membership: regular, provisional and associate.

A. Regular membership. The regular membership of the DePauw University Panhellenic Association shall be composed of all chapters of NPC fraternities at DePauw University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Provisional membership. The provisional membership of the DePauw University Panhellenic Association shall be composed of all colonies of NPC fraternities at DePauw University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the DePauw University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. A vote of two-thirds of the Panhellenic Council is needed to grant Associate status. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these DePauw University Panhellenic Association bylaws, Code of Ethics, and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties
Section 1. Officers
The officers of the DePauw University Panhellenic Association who shall make up DePauw University’s Panhellenic Executive Council shall be: President, Vice President of Risk Management, Vice President of Recruitment, Vice President of Programming, Director of Communication, Director of Scholarship, Director of Service & Philanthropy and Director of Finance.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:

A. Regular membership. Members from women’s fraternities holding regular membership in the DePauw University Panhellenic Association shall be eligible to serve as an officer.

B. Provisional membership. Members from women’s fraternities holding provisional membership in the DePauw University Panhellenic Association shall not be eligible to serve as an officer.

C. Associate membership. Members from women’s fraternities holding associate membership in the DePauw University Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.

Section 3. Selection of Officers
The Offices of President, Vice President of Risk Management, Vice President of Recruitment, Vice President of Programming, Director of Communication, Director of Scholarship, Director of Service & Philanthropy and Director of Finance of the DePauw University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office. In this case, that nominee shall be declared elected.

Section 4. Office-Holding Limitations
No more than 2 member(s) from the same women’s fraternity shall hold office during the same term.

Section 5. Term
The officers shall serve for a term of one year or until their successors are selected. The officers will be elected in the month of November and their term of office will begin the following February after the completion of recruitment.

Section 6. Removal
Any officer may be removed for cause by a vote of two-thirds by the Panhellenic Council.

Section 7. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 8. Duties of Officers
A. The President shall:
   • Have overall responsibility for the operation of the DePauw University Panhellenic Association and the Panhellenic Council.
   • Represent the DePauw University Panhellenic Association and the Panhellenic Council in any official capacity, including calling President’s meetings to order, and, as needed/if necessary reporting to the Board of Trustees or Greek Life Advisory Council (GLAC).
   • Preside at all regular meetings of the DePauw University Panhellenic Council and call/preside over all other additional meetings.
   • Act as a liaison between the DePauw University Panhellenic Council and the Panhellenic Chapter Presidents.
   • Appoint ad-hoc committees, their respective chairwomen, and serve as an ex-officio member of all committees as determined/as necessary.
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- Act as the Assistant to the Vice President of Recruitment during the weeks prior to and during Formal Recruitment.
- Report as necessary to the National Panhellenic Conference Area and Regional Advisor.
- Maintain a complete up-to-date President's file which will include a copy of the current DePauw University Panhellenic Council Bylaws; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area and Regional Advisor; and other pertinent material.
- Meet with the Campus Living and Community Development Office weekly and with the DePauw University Dean of Students when necessary.
- When necessary, edit the DePauw Panhellenic Executive Council Position Descriptions and Application.
- Attend the National Panhellenic Conference workshops (as needed) as a representative from DePauw University Panhellenic Association.
- Serve as the official spokeswoman and liaison for the DePauw University Panhellenic Association to campus media sources (The DePauw, WGRE, D3TV, etc.) as well as to members of the DePauw University community.
- Be available for consultation with officers, council members, and chapters.
- Perform all other duties usually pertaining to this office.

B. The Vice President of Recruitment shall:

- Be responsible for organizing Recruitment Counselors (Rho Gamma) applications and interviews. The Recruitment Counselor interview and selection process will be conducted by the outgoing and incoming Vice President of Recruitment.
- Supervise and oversee the progress of the two Head Recruitment Counselors, who shall be chosen by the Vice President of Recruitment.
  - The Head Recruitment Counselors 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 act as liaisons between the Recruitment Counselors, and the First-Year Resident Assistants/Community Resource Assistants; however, they will not have voting ability as a DePauw University Panhellenic Association member.
- Assist the development of the Recruitment book, as needed or determined by the DePauw University Panhellenic Recruitment Team.
- Prepare the DePauw University Panhellenic office for Formal Recruitment by ordering any materials dealing with Formal Recruitment.
- Be responsible for the copying and distributing of all materials before and during Formal Recruitment which pertain to rules, schedules, etc.
- Plan the orientation for Potential New Members to the DePauw University Panhellenic community and also any workshops necessary before and during Formal Recruitment.
- Plan special events for Potential New Members before Recruitment, such as Panhellenic Open House and Greek 101.
- Keep accurate files of all pertinent Recruitment information, including statistics on quota/total.
- Compile and record all Recruitment evaluations and present a full report, including recommendations to the DePauw University Panhellenic Association.
- Meet regularly with the Recruitment Chairs of all member fraternities as well as with the Recruitment Counselors.
- Meet regularly with the Panhellenic Advisor from Campus Living and Community Development or with other professional staff within the Office of Student Life, as needed.
- Oversee the implementation of the Panhellenic Recruitment Rules and be responsible for ensuring chapters comply as stipulated by the infraction process outlined in the National Panhellenic Conference Manual of Information.
- Perform all other duties usually pertaining to this office.
C. The Vice President of Risk Management shall:

- Serve as chair and conduct any judicial hearings which arise from concerns between DePauw University Panhellenic Association chapters.
- Promote an understanding of the Risk Management Policy and hold necessary meetings with chapter presidents, social chairs, risk managers, and members.
- Be aware of problems/concerns within risk management policy and be willing to reassess and recommend changes in the policy by evaluating the yearly Annual Security and Fire Safety Report, current examples of risk management on campus, and DePauw University alcohol policies.
- Conduct/facilitate Risk Management meetings with representatives from every DePauw University Panhellenic chapter.
- Coordinate with other governing councils and Campus Living and Community Development to bring Risk Management Programming to campus.
- Collaborate with the Director of Scholarship, the Director of Finance, the Vice President of Programming and other governing councils in hosting educational speakers throughout the year or each semester.
- Work with University Director of Public Safety, University Director of Emergency Management, Vice President of Programming and other Risk Management Vice Presidents on other governing councils to address problems and concerns facing the Greek community as needed/as determined based on relevant social issues.
- Aid the President with the updating and editing of the DePauw University Panhellenic Executive Council Applications.
- Officiate in the place of the President whenever she is unable to be present.
- Perform all other duties usually pertaining to this office.

D. The Vice President of Programming shall:

- Collaborate with the other governing councils (IFC, NPHC and MGC) and local organizations for the planning and execution of Greek Week activities during the determined semester.
- Assist, as needed, in the planning and executing of Greek 101 during the spring semester in coordination with other governing councils and the Campus Living and Community Development Office.
- Assist the Director of Philanthropy & Service in the coordination of the Special Olympics activities.
- Perform all other duties pertaining to programming events sponsored by the DePauw University Panhellenic Association including, but not limited to: Panhellenic Open House, Panhellenic Recruitment, speaker series, etc.
- Be responsible for the planning and implementation of the Panhellenic Speaker each semester/each year (or as determined and decided by the DePauw University Panhellenic Association).
- Be responsible for the planning and execution of Panhellenic Initiation for the spring semester following Recruitment.
- Perform all other duties usually pertaining to this office.

E. The Director of Finance shall:

- Be responsible for the general supervision of the finances for the Panhellenic Association.
- Be responsible for the preparation of the annual budget estimation expenditures and incomes from the prior year’s final financial report.
- Receive all payments due to the DePauw University Panhellenic Association including Per Capita fees, Recruitment infractions and Recruitment registration payments.
- Be responsible for the prompt payment of all bills of the DePauw University Panhellenic Association.
- Maintain up-to-date financial records and update the DePauw University Panhellenic Executive Council, Panhellenic Council, and Panhellenic Association of any relevant information and changes.
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- An annual financial report should be given at the start and close of the term of office.
- Perform all other duties usually pertaining to this office.

F. The Director of Scholarship shall:
- Act as the liaison between Order of Omega, other governing councils, and local organizations in planning the Greek Awards Ceremony.
- Be responsible for planning scholarship recognition for the DePauw University Panhellenic women.
- Collaborate with the Vice President of Risk Management and other governing councils in planning educational speakers throughout the year.
- Hold meetings with the scholarship chairs in each of the member fraternities once a semester or as needed.
- Be responsible for working with DePauw University Panhellenic chapters that are struggling scholastically by contacting the chapter’s Scholarship Chair.
- Be responsible for being knowledgeable of chapter academic reports as published on a semester basis by Campus Living and Community Development.
- Be responsible for developing scholarship programming for new members as determined or as needed.
- Distribute and determine winners for the Panhellenic Scholarship Awards once a semester.
- Coordinate scholar and faculty of the month programming for publication as well as coordinate any programming from the National Panhellenic Conference (such as the Academic Challenge).
- Complete any other duties that will help to promote scholastic achievement by individuals and chapter members of the DePauw University Panhellenic Association.

G. The Director of Service and Philanthropy shall:
- Coordinate one DePauw University Panhellenic-specific service project per semester.
- Coordinate the Special Olympics activities sponsored by the DePauw University Panhellenic Association.
- Coordinate the Panhellenic Association Greek Street Trick or Treat event for families of the DePauw University and Greencastle community.
- Be informed of all philanthropic events on campus as well as campus and community philanthropic and service-related resources.
- Any other duties that will help to promote philanthropic achievement by individuals and chapter members of the DePauw University Panhellenic Association.

H. The Director of Communication shall:
- Take attendance at the DePauw University Panhellenic Council meetings.
- Keep minutes of all DePauw University Panhellenic Council meetings and a record of all action taken by the Panhellenic Executive Council.
- Maintain a complete and up-to-date file of the minutes from the DePauw University Panhellenic Council meetings of the current and past two years.
- Be responsible for the official correspondence of the DePauw University Panhellenic Council to outside sources.
- Keep the DePauw University Panhellenic Association Bylaws up to date by review and revision by consulting the Panhellenic Council as needed.
  - Be responsible for coordinating with the Campus Living and Community Development Office webmaster to update the Panhellenic Council’s web page that is to be available to all living units, faculty and staff. Additionally, manage all communication including, but not limited to: social media outlets, blogs, newsletters, e-mail accounts and/or websites. Coordinate with DePauw University Panhellenic chapter presidents, delegates, and Panhellenic Council members to assist in content development for the above mentioned communication outlets.
Collect and organize articles published in any newspaper that includes the DePauw University Panhellenic Association in any way.

Perform all other duties usually pertaining to this office.

**Article V. The Panhellenic Council**

**Section 1. Authority**
The governing body of the DePauw University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the DePauw University Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

**Section 2. Composition and Privileges**
The DePauw University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at DePauw University. The delegates shall be the voting members of the DePauw University Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

**Section 3. Selection of Delegates and Alternates**
Delegates and alternates to the DePauw University Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing when their term begins upon selection by their chapter.

**Section 4. Delegate Vacancies**
When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the DePauw University Panhellenic Executive Council Director of Communication of her name, e-mail address and telephone number.

**Section 5. Regular Meetings**
Regular meetings of the DePauw University Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

**Section 6. Annual Meeting**
The annual meeting of the DePauw University Panhellenic Association shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

**Section 7. Special Meetings**
Special meetings of the DePauw University Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of the DePauw University Panhellenic Association. Notice of each special meeting of the DePauw University Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

**Section 8. Quorum**
Two-thirds of the delegates from the member fraternities of the DePauw University Panhellenic Association shall constitute a quorum for the transaction of business.
Section 9. Vote Requirements

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

B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-colonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Panhellenic Executive Council

Section 1. Composition

The composition of the DePauw University Panhellenic Executive Council shall be the President, Vice President: Risk Management, Vice President: Recruitment, Vice President: Programming, Director of Communication, Director of Scholarship, Director of Service & Philanthropy and Director of Finance.

Section 2. Duties

The DePauw University Panhellenic Executive Council shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Association vote. At the next regular meeting of the Panhellenic Council through the Director of Communication, the Executive Council shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

Regular meetings of the Executive Council shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

Special meetings of the DePauw University Panhellenic Executive Council may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Council.

Section 5. Quorum

A majority of Executive Council members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the DePauw University Panhellenic Association shall be appointed by the DePauw University administration within Campus Living and Community Development.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the DePauw University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the DePauw University Panhellenic Council and the Executive Council.

Article VIII. Committees

Section 1. Standing Committees

A. The standing committees of the DePauw University Panhellenic Association shall be the Judicial and Membership Recruitment Committees.

B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The DePauw University Panhellenic Executive Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation.
from all member women fraternities as much as possible. The president shall be ex officio a member of all committees except
the Judicial Board.

Section 3. Judicial Board
The judicial board shall consist of the vice president of risk management as chairman and the delegate from every Panhellenic
chapter. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The judicial board members shall participate in
training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the
procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and
deliberations and sanctioning. The judicial board shall educate member fraternities about the Panhellenic judicial procedure.
It shall be the judicial board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and
the bylaws, code of ethics, standing rules and membership recruitment regulations of the DePauw University Panhellenic
Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board
unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the judicial board. The members of
the judicial board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of the Vice President of Recruitment and the recruitment chair of every
member organization. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no
vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to
the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After 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 and recruitment evaluations from new members,
potential new members who withdrew, each member group and chapter advisor.

Section 5. Other Committees
Other such committees, standing or special, shall be appointed as deemed necessary by the DePauw University Panhellenic
Association.

Article IX. Finances
Section 1. Fiscal Year
The fiscal year of the DePauw University Panhellenic Association shall be from February (after the conclusion of Recruitment)
to January (at the conclusion of the Executive Council term inclusive.)

Section 2. Contracts
Dual signatures of the Director of Finance and the Panhellenic advisor shall be required to bind the DePauw University
Panhellenic Association on any contract.

Section 3. Checks
All checks issued on behalf of the DePauw University Panhellenic Association shall bear dual signatures. The following shall be
authorized to be one of the two required signatures: President, Vice President of Recruitment, Director of Finance and Vice
President of Programming.

Section 4. Payments
All payments due to the DePauw University Panhellenic Association shall be received by the treasurer, who shall record them.
Checks for payments shall be made payable to the DePauw University Panhellenic Association.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

B. Panhellenic Association membership dues shall be an assessment per member and new member.
The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.

C. The dues of each Panhellenic Association member fraternity shall be payable on the completion of the new member period/initiation or before April 30. This date will be announced in advance and set on an annual or academic term basis.

Section 6. Fees and Assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article X. Extension
Section 1. Extension is the process of adding an NPC women’s fraternity.
The DePauw University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights
Only regular members of the DePauw University Panhellenic Council shall vote on extension matters.

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

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

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

A. Mediation. Mediation is the first step of the judicial process. The DePauw University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the NPC Manual of Information.

B. Judicial board hearing. When a violation is not settled informally or through mediation, the judicial board shall resolve the issue in a judicial board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that is consistent with the NPC Unanimous Agreements.

C. Appeal of judicial board decision. A decision of the judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The DePauw University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing
Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Parliamentary Authority
The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the DePauw University Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC
Unanimous Agreements, these bylaws and any special rules of order the DePauw University Panhellenic Association may adopt.

**Article XIV. Amendment of Bylaws**
These bylaws may be amended at any regular or special meeting of the DePauw University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

**Article XV. Dissolution**
This Association shall be dissolved when only one regular member exists at DePauw University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

**Standing Rules**
A College Panhellenic association may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:
- Awards
- Code of ethics
- Recruitment rules
- Judicial procedures
- Social events
- Traditions (i.e., homecoming, advisors, installation, service projects, etc.)
- Office procedures
- Financial considerations (i.e., paying for staff)
- Recruitment counselor selection/requirements/expectations