



## DePauw University Panhellenic Association Bylaws & Standing Rules

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### *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, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

### *Article III. Membership*

#### Section 1. Membership Classes

There shall be three classes of membership: regular, provisional and associate.

1. **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.
2. **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.
3. **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. 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.



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### Section 2. Privileges and Responsibilities of Membership

1. **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 shall be President, Vice President of Risk Management, Vice President of Recruitment, Vice President of Programming, Vice President of Member Education and Development, Vice President of Communication, Vice President of Scholarship, Vice President of Service and Philanthropy and Vice President of Administration.

#### Section 2. Eligibility

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

1. **Regular membership.** Members from women's fraternities holding regular membership in the DePauw University Panhellenic Association shall be eligible to serve as any officer.
2. **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.
3. **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, Vice President of Member Education and Development, Vice President of Communication, Vice President of Scholarship, Vice President of Service and Philanthropy and Vice President of administration of the DePauw University Panhellenic Association shall be elected by  $\frac{2}{3}$  vote by the delegates passing the slate.

#### 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. Nomination Procedure

A nominating committee of eight members will be established by the DePauw University Panhellenic Executive Council one month before the start of elections. Four members from the Panhellenic Executive Council will sit on the committee. Four additional outstanding women will be chosen from the DePauw University Panhellenic community by the Executive Council. This is to ensure a fair representation of the six member fraternities. The members of the nominating committee shall elect their own chairman. The



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nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The nominating committee shall be charged with the entire duty of choosing new officers through applications, recommendations and interviews. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.

1. Two weeks before the election date, the nominating committee shall post at a regular business meeting their proposed slate of the incoming council.
2. Applicants who filled out a complete Panhellenic Executive Council application and attended an interview with the nominating committee but were not placed for voting can run from the floor. Candidates shall give the Panhellenic Executive Council one week's notice before running from the floor. All candidates running from the floor and those being challenged must give a three minute speech.
3. On the election date delegates will vote to approve the slate and/or any challenges to the slate.

### Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The officers will be elected near the end of the fall semester and their term of office will begin the following February after the completion of formal recruitment.

### Section 7. Removal

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

### Section 8. Vacancies

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

### Section 9. Duties of Officers

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 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 (GLAC).
- Preside at all regular meetings of the DePauw University Panhellenic Council and call/preside over all other additional meetings.
- Act as liaison between the DePauw University Panhellenic Council and the Panhellenic Chapter Presidents.
- Appoint ad-hoc committees, their respective chair women and serve as an ex-officio member of all committees as determined/as necessary.
- 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.



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- Maintain a complete up-to-date President's file which will include a copy of the current DePauw University Panhellenic Council Bylaws; the current National Panhellenic Conference (NPC) Manual of Information and related materials; current correspondence and materials received from the 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 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, D3TV, WGRE and etc.)
- Be available for consultation with officers, council members and chapters.
- Perform all other duties pertaining to this office.

The Vice President of Recruitment shall:

- Be responsible for organizing Recruitment Counselors (Rho Gamma) applications and interviews. The Recruitment Counselor interview 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 first-year Resident Assistants/Community Resource Assistants. The Head Recruitment Counselors will not have voting ability as a DePauw University Panhellenic Council member.
- Assist the development of the Recruitment book, as needed or determined by the DePauw University Panhellenic Recruitment Team.
- Prepare for 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 the rules, schedules, etc.
- Plan the orientation for Potential New Members to the DePauw Panhellenic community and also any workshops necessary before and during Formal Recruitment.
- Plan special events for Potential New Members before Formal Recruitment, such as Panhellenic Kick Off and Greek 101.
- Keep accurate files of all pertinent Recruitment information, including statistics on quota/total.



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- 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 and 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 NPC Manual of Information.
- Perform all other duties usually pertaining to this office.

The Vice President of Risk Management shall:

- 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 Vice President of Scholarship, Vice President of Administration, the Vice President of Programming and other governing councils in hosting educational speakers through the year or each semester.
- Work with the 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.

The Vice President of Programming shall:

- Collaborate with the other governing councils (Interfraternity Council, National Pan-Hellenic Council and Multicultural Greek Council) and local organizations for the planning and execution of Greek Week activities during the determined semester.
- Assist the Vice President of Philanthropy and Service in the coordination of Special Olympics activities.



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- Perform all other duties pertaining to programming events sponsored by the DePauw University Panhellenic Association including speaker series, Panhellenic initiation and other community wide programming.
- Perform all other duties that pertain to this office.

The Vice President Member Education and Development shall:

- Create and implement an educational plan pertaining to the needs of Panhellenic women that aligns with the overall goals of the Panhellenic Executive Board.
- Work to create partnerships with campus constituents for collaboration. Examples include the Women's Center, Wellness Center, and academic departments.
- Conduct and facilitate meetings/round tables for chapter education officers to create a community and provide support.
- Collaborate with Vice President Risk Management and Vice President Programming to discuss the speaker series and workshops for the term.
- Plan and implement the Panhellenic Initiation Celebration.
- Perform all other duties that pertain to this office.

The Vice President of Communication shall:

- Take attendance at the DePauw University Panhellenic council meetings.
- Keep minutes of all DePauw University Panhellenic council meetings and chapter president meetings. Record 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 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 Development Office webmaster to update the Panhellenic Council's webpage that is to be available to all living unites, faculty and staff. Additionally, manage all communication including, but not limited to: social media outlets (Facebook, Twitter and Instagram), blog, 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 or online outlet that includes the DePauw University Panhellenic Association in any way.
- Perform all other duties usually pertaining to this office.

The Vice President 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.





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- Coordinate the Panhellenic Association Greek Street Trick or Treat event for families of the DePauw and Greencastle communities.
- Be informed of all philanthropic events on campus including campus and community philanthropic and service-related resources.
- Any other duties that will help promote philanthropic achievement by individuals and chapter members of the DePauw University Panhellenic Association.

The Vice President of Administration shall:

- Serve as chair and conduct any judicial hearings which arise from concerns between DePauw University Panhellenic Association chapters.
- Be responsible for the general supervision of the finances for the DePauw University Panhellenic Association.
- Be responsible for the preparation of the annual budget estimation expenditures and incomes from the prior year's fiscal 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 Panhellenic Association.
- Maintain up-to-date financial records and update the Panhellenic Executive Council, Panhellenic Council and Panhellenic Association of any relevant information and changes.
- An annual financial report should be completed at the end of each term of office to be passed on to the new officer.
- Perform all other duties usually pertaining to this office.

The Vice President 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 the Office of 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.



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- Coordinate scholar and faculty of the month programming for publication as well as coordinate any programming from NPC (such as the Academic Challenge).
- Complete any other duties that will help promote scholastic achievement by individuals and chapter members of the DePauw University Panhellenic Association.

### *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 the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, 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 as identified in Article III. The delegates shall be the voting members of the 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 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 Panhellenic Association secretary of her name, address and telephone number.

#### Section 5. Regular Meetings

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

#### Section 6. Annual Meeting





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The annual meeting of the Panhellenic Council 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 Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the DePauw University Panhellenic Association. Notice of each special meeting of the 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**

1. 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.
2. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization 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 Executive Board shall be the President, Vice President of Risk Management, Vice President of Recruitment, Vice President of Programming, Vice President of Member Education and Development, Vice President of Communication, Vice President of Scholarship, Vice President of Service and Philanthropy and Vice President of Administration.

### **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 Council vote. At the next regular meeting of the Panhellenic Council through the secretary, 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**



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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 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.

#### 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 Panhellenic Council and the Executive Council.

### *Article VIII. Committees*

#### Section 1. Standing Committees

1. The standing committees of the DePauw University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
2. 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 an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

#### Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Administration as the chairman and five members from the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The five women serving on the Judicial Board will be chosen from the Panhellenic Cabinet based on availability and to ensure the community is represented equally. The Judicial Board



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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. For more information about the Judicial Process see Appendix II.

### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. 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. Diversity Committee

The Diversity Committee shall consist of a chairman and one representative from each regular, provisional, and associate member. The committee shall review instances involving diversity and inclusion on campus and/or in society, develop programs to present within their organizations that address these instances directly, and ensure the facilitation of such conversations occurs in a timely manner. The committee shall meet regularly throughout the term, and provide a united support system for engaging in these subject matters. After the completion of each academic semester, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on the analysis and success of the member-led chapter discussions.

### Section 6. Other Committees

- Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.
  1. The Panhellenic Cabinet shall consist of up to 12 members. Two women from each member's fraternity will be elected by the Panhellenic Executive Council after individual member fraternities submit a list of women in their chapter to be selected. All cabinet women will be trained as Judicial Board members. In the event a judicial hearing is needed, five members from the cabinet will serve on the board. These members will be selected



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based on time availability and fair representation of the six member fraternities. The members on this committee cannot be a Panhellenic delegate or Recruitment Counselor within the same academic year, but can hold an executive board position within their member group.

### *Article IX. Finances*

#### Section 1. Fiscal Year

The fiscal year of the DePauw University Panhellenic Association shall be from February (after the conclusion of formal recruitment) to January (at the end of the conclusion of the Panhellenic Executive Council term inclusive.)

#### Section 2. Contracts

Dual signatures of the Vice President of Administration 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, Vice President of Administration 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

1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
2. Panhellenic Association membership dues shall be an assessment per member and new member.
3. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
4. The dues of each Panhellenic Association member fraternity shall be payable on 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 Manual of Information.



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### Section 2. Voting rights

Only regular members of the 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 Manual of Information.

1. **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 Manual of Information.
2. **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 these purposes that are consistent with the NPC Unanimous Agreements.
3. **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. Risk Management*

#### Section 1. Panhellenic On Call

Panhellenic Risk Management Objectives:

1. Provide chapter leadership with a line of communication in order to assist them in taking care of Panhellenic women
2. Develop a relationship with public safety in which they have an open line of communication between sorority chapter leadership and members who are involved with officers



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### Section 2. Panhellenic Exec Board Responsibilities

Two members of the Panhellenic executive board would be on call from the hours of 10:00pm-2:00am from Wednesday and Thursday on Friday through Saturday the hours end at 3:00am. During these hours their phones would be on ringer so they can answer the phone at any time.

The Panhellenic Exec Members would be assigned a primary and secondary on call role for the night.

- Person 1 is the first person called in a the event of a situation
- Person 2 is the person called in the event that person 1 does not pick up the phone.

The Panhellenic Exec member will act as the dispatch between public safety or fraternity chapter leadership and the chapter leadership of the woman who is in need of assistance.

-Instances when public safety would call:

1. When a Greek affiliated women is engaging with an officer and they feel she needs a sober friend or to be taken to the hospital

-Instances when Fraternities would call:

1. When a group of women or single woman is being a disturbance
2. In cases of theft
3. Instances in which a woman needs walked home due to intoxication levels
4. When a female is in the grey area and needs assistance before she enters the level of intoxication where she needs transported to the hospital.

### Section 3. Panhellenic Chapter Responsibilities:

Each chapter must have at least two people on call every night between Wednesday and Saturday that can be called when the executive board receives a phone call. This information is to be submitted at the beginning of the month and a google spreadsheet will be created to track who is on call in order for the executive team to make calls as easily as possible. Each chapter is recommended to have members of their leadership team and risk on call in, especially members who have been trained in alcohol safety measures.

Procedure in an event:

1. Public safety or Fraternity leadership calls Panhellenic Exec Member
2. Panhellenic Exec Member calls Chapter Leadership
3. Chapter Leadership goes to location in which assistance was called
4. If chapter leadership is not reached or does not follow through with assisting their member the Panhellenic exec member will assist the student in the best manner.

### *Article XIII. Hazing*

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





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### *Article XIV. 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 XV. 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 XVI. 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
  1. This process is coordinated through Campus Living and Community Development and Order of Omega.
- Social Events
  1. This process is coordinated through Campus Living and Community Development.
- Recruitment Rules (Appendix I)
  1. Code of Ethics
  2. Recruitment Counselor selection requirements and expectations
- Judicial Procedures (Appendix II)