

Bylaws & Standing Rules of the Illinois Wesleyan University Panhellenic Association

BYLAWS OF ILLINOIS WESLEYAN UNIVERSITY PANHELLENIC ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the Illinois Wesleyan 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. Promote diversity among member groups.
4. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
5. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
6. 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.

- A. **Regular membership:** The regular membership of the Illinois Wesleyan University Panhellenic Association shall be composed of all chapters of NPC fraternities at Illinois Wesleyan 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 Illinois Wesleyan University Panhellenic Association shall be composed of all new chapters of NPC fraternities at Illinois Wesleyan 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 Illinois Wesleyan 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 fully structured 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 Illinois Wesleyan 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.
- B. **Minimum Expectations:** Chapters holding any class of membership within the Illinois Wesleyan University Panhellenic Association are expected to be in compliance with the minimum expectations outlined by the Office of Student Involvement.

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ARTICLE IV - OFFICERS AND DUTIES

Section 1 Officers

The officers of the Illinois Wesleyan University Panhellenic Association shall be President, Executive Vice President, Vice President of Membership, Vice President of Programming, Vice President of Member Education, Vice President of Philanthropy and Service, Vice President of Marketing, and Vice President of Academic Excellence.

Section 2 Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 1. **Regular membership:** Initiated members from women's fraternities holding regular membership in the Illinois Wesleyan University Panhellenic Association shall be eligible to serve as any officer.
 2. **Provisional membership:** Initiated members from women's fraternities holding provisional membership in the Illinois Wesleyan University Panhellenic Association shall not be eligible to serve as an officer.
 3. **Associate membership:** Initiated members from women's fraternities holding associate membership in the Illinois Wesleyan University Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.
- B. Officers must be in academic good standing in their chapter at the time of election and maintain academic good standing throughout the term in office.
- C. It is preferred that the Panhellenic Association President has had direct experience with the Panhellenic Association within the year prior to her term as President. Panhellenic experience is defined as having served for a term of at least one semester with a preference for one year as a Panhellenic delegate, Panhellenic officer, or chapter president.
- D. It is highly suggested but not required that candidates for the offices of Executive Vice President and Vice President of Membership have had at least one term of Panhellenic experience (as defined above) within the year prior to the election.

Section 3 Selection of Officers

The officers of the Panhellenic Association will be selected following an application, interview, and slating process in order to ensure the best applicants are placed in the roles that most interest them and fit their skill sets in order to provide for the most ideal executive board. The details of the slating process will be outlined in the Panhellenic Association Standing Rules document.

Section 4 Office-Holding Limitations

During a regular officer selection period, the following limitations will be followed to ensure equal representation. Vacancies shall follow the process outlined in Section 8 of this article.

- A. No chapter may hold more than two of the following positions: President, Executive Vice President, Vice President of Programming, Vice President of Membership, Vice President of Member Education, Vice President of Marketing, Vice President of Philanthropy and Service, and Vice President of Academic Excellence.
- B. The Vice President of Membership and the President may not be from the same chapter.
 - a. This bylaw may be suspended if there are no eligible or qualified candidates from different chapters.
- C. In the event that a member fraternity is unable to produce a qualified applicant, the member fraternity may decide to forgo a position for the officer term to allow the College Panhellenic to fill the position with a qualified individual from another chapter, despite the above limitations.

Section 5 Slating Procedure

A Nominating Committee of 4 members shall be elected by ballot by the Panhellenic Council. The Nominating Committee shall have equal representation from all sororities present on campus. A majority vote shall elect. The members of the Nominating Committee shall elect their own chairman. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate one name for each elected officer position.

Section 6 Term

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The officers shall serve for a term of one year or until their successors are selected. Officers must be able to serve their full term of office. The new Executive Board officers shall assume their new positions at the first meeting of the spring semester as to allow for officer transition.

Section 7 Removal

Following failure to fulfill the expectations of the Performance Improvement Plan, an officer may be removed for cause by a three-fourths vote.

Section 8 Vacancies

In the event that a vacancy on the Executive Board occurs, they will be filled in the following process.

- A. If a vacancy occurs during the first semester of an officer's term, the chapter of the individual holding the position will be offered the opportunity to produce a qualified applicant to refill the position. In the event the chapter is unable to fill the vacancy, applications will be made available to other chapters following the selection process in Section 3 of this article.
- B. If a vacancy occurs after the first semester of an officer's term, current Panhellenic Officers will be given the opportunity to move up as applicable for their positions, regardless of the limitations in Section 4, as follows:
 1. The Executive Vice President will be considered for a vacancy in the President position
 2. If the vacant position is unable to be filled from the current Executive Board members, the process will follow that outlined in Section 8, A of this section.

Section 9 Duties of Officers

A. The President shall:

1. Preside at all meetings of the Panhellenic Council.
2. Preside at all meetings of the Executive Board.
3. Serve as an ex-officio member of all Panhellenic Association committees.
4. Communicate regularly with the Panhellenic advisor, including a weekly 1:1 meeting.
5. Be familiar with the NPC Manual of Information and all governing documents of this association.
6. Ensure that the NPC annual report is completed.
7. Communicate regularly with the NPC area advisor.
8. Supervises the Panhellenic Vice Presidents and meets with them for bi-weekly 1:1 meetings.
9. Maintain current copies of the following: Illinois Wesleyan University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
10. Manage the Investigation/mediation of alleged violations of Panhellenic policy and compliance to any sanctions given by the Panhellenic Judicial Board.
11. Educate Member Fraternities on the Panhellenic Bylaws & Standing Rules, and Judicial processes.
12. Coordinate the officer transition process, including updates to officer manuals.
13. Be familiar with and execute Robert's Rules of Order when necessary.
14. Complete at least 1 (one) office hour weekly.
16. Perform all other duties as assigned.

B. The Executive Vice President shall:

1. Preside over Panhellenic meetings in the absence of the President.
2. Maintain an up-to-date emergency chain of command plan.
3. Keep an up-to-date roll of the members of Panhellenic Council.
4. Serve as chairwoman of the Judicial Board.
5. Record minutes of all meetings of the Illinois Wesleyan University Panhellenic Council and the Executive Board.
6. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
7. Send meeting minutes to the NPC area advisor.

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8. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 9. Coordinate the orientation of newly elected chapter delegates.
 10. Coordinate the officer transition process, including updates to officer manuals.
 11. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 12. Complete at least 1 (one) office hour weekly.
 13. Perform all other duties as assigned.
- C. The Vice President of Membership shall:
1. Develop and implement a schedule for the coming year's recruitment program.
 2. Not be a member of the same fraternity as the Panhellenic Association President.
 3. Plan and organize recruitment events that promote all chapters.
 4. Conduct workshops for chapter recruitment chairs reviewing and clarifying all recruitment policies and procedures.
 5. Plan and organize work week for recruitment counselor and Panhellenic Executive Council.
 6. Maintain summer contact with chapter recruitment chairs.
 7. Evaluate fully structured recruitment at its completion with chapter recruitment chairs and new members.
 8. Compile an analysis of the reasons for potential member withdrawal.
 9. Keep up-to-date statistics and reports on recruitment and retention.
 10. Work with chapters conducting continuous open bidding.
 11. Hold Recruitment roundtables for reviewing, developing and updating recruitment policies and procedures, submitting them for approval to the Panhellenic Council before the end of the Spring Term, and distributing copies of them when approved to the delegates of the member fraternities. Following each recruitment period, the Vice President of Membership shall present a full report, including recommendations to the Panhellenic Council.
 12. Update the recruitment chair manual throughout and following fully structured recruitment.
 13. Serve as the chair of and meet with a Recruitment Committee with representation from all member chapters at least monthly throughout the year. It is suggested that the committee meets monthly on an as-needed basis to expedite the recruitment planning process.
 14. Strategize member retention plans with the Recruitment Committee.
 15. Maintain communication with the Panhellenic Advisor on a monthly basis over summer break; or as needed.
 16. Coordinate the officer transition process, including updates to officer manuals.
 17. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 18. Complete at least 1 (one) office hour weekly.
 19. Perform other duties as necessary.
- D. The Vice President of Member Education shall:
1. Serve as the Lead Recruitment Counselor.
 2. Coordinate an information workshop for prospective Recruitment Counselors.
 3. Coordinate Recruitment Counselor selection and training workshops early in the Spring Term.
 4. Update the Recruitment Counselor Manual on an as needed basis.
 5. Oversee Recruitment Counselor duties during fully structured recruitment.
 6. Conduct an evaluation of the Recruitment Counselor program with Recruitment Counselor and new members after completion of fully structured recruitment.
 7. Collaborate with Member Education chairs of each chapter on Panhellenic new member education.
 8. Present at 1 new member meeting of each chapter each semester about CPH and NPC.
 9. Coordinate the CPH application process.
 10. Coordinate the officer transition process, including updates to officer manuals.
 11. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 12. Complete at least 1 (one) office hour weekly.
 13. Perform other duties as necessary.
- E. The Vice President of Programming shall:

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1. Serve as the co-chairperson of the Greek Programming Committee.
 2. Be responsible for providing general administrative oversight to the GPC including planning weekly meetings to obtain board goals and objectives and ensuring members carry out their duties
 3. Attend all GPC meetings, training sessions, retreats and required events/workshops.
 4. Attends a weekly meeting with the GPC Advisor.
 5. Supervises her assigned GPC Board of Directors members and meet with them for regular 1:1 meetings.
 6. Coordinate any CPH sisterhood events.
 7. Complete at least 1 (one) office hour weekly.
 8. Perform all other duties as assigned.
- F. The Vice President of Marketing shall:
1. Coordinate marketing of fully structured recruitment to Potential New Members in conjunction with Vice President of Membership including designing and compiling the Potential New Member booklet.
 2. Develop appropriate marketing messages to portray the positive aspects of membership, scholarship, service, and leadership.
 3. Provide marketing campaigns for Panhellenic events and programming as seen fit.
 4. Serve as manager for the Panhellenic social media accounts.
 5. Coordinate the officer transition process, including updates to officer manuals.
 6. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 7. Complete at least 1 (one) office hour weekly.
 8. Perform other duties as necessary.
- G. The Vice President of Philanthropy and Service shall:
1. Coordinate community service and philanthropy events.
 2. Serve as head of the Philanthropy committee.
 3. Coordinates efforts to maximize attendance at each chapters' philanthropy events.
 4. Coordinate semesterly philanthropy events for Circle of Sisterhood.
 5. Serve as an Assistant Director on GPC.
 6. Coordinate the officer transition process, including updates to officer manuals.
 7. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 8. Complete at least 1 (one) office hour weekly.
 9. Perform other duties as necessary.
- H. The Vice President of Academic Excellence shall:
1. Coordinate the annual NPC Month of the Scholar activities.
 2. Coordinate a scholarship chair orientation program for member chapters.
 3. Publish important academic dates and deadlines.
 4. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
 5. Work individually with member chapter scholarship chairs below the all-women's grade point average.
 6. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
 7. Provide advice and support to member chapter scholarship officers.
 8. Coordinate the officer transition process, including updates to officer manuals.
 9. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
 10. Complete at least 1 (one) office hour weekly.
 11. Perform other duties as necessary.

ARTICLE V - THE PANHELLENIC COUNCIL

Bylaws & Standing Rules of the Illinois Wesleyan University Panhellenic Association

Section 1 Authority

The governing body of the Illinois Wesleyan 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 Illinois Wesleyan 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 Illinois Wesleyan University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Illinois Wesleyan 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 Delegate Duties

The Panhellenic Council delegate and alternate delegates shall:

- A. Attend all Panhellenic Council meetings.
- B. One excused absence without an alternate will be permitted. Upon the second absence without an alternate, that chapter will be fined \$25.00. An alternate can be any woman in good standing with the chapter.
- C. Function as the liaison between the Panhellenic Council and her chapter.
- D. Serve as the voting representative for her chapter or as an alternate voting delegate when needed;
- E. Be responsible for notifying her chapter of all regular and special meetings of the Panhellenic Association and Council.
- F. Be available to assist Executive Members of the Council with projects.
- G. Meet with the Executive Vice President within two weeks of installation to obtain a list of delegate responsibilities.
- H. Submit all reports and other time sensitive materials on time.

Section 4 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 upon selection by the chapter.

Section 5 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 Executive Vice President of her name, address and telephone number.

Section 6 Regular Meetings

Regular meetings of the Panhellenic Council shall be held biweekly at 11:00 am on Wednesday mornings.

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 Illinois Wesleyan 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 a waiver of said notice.

Section 8 Quorum

A majority of the delegates from the member fraternities of the Illinois Wesleyan University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9 Vote Requirements

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- 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 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 EXECUTIVE BOARD

Section 1 Composition

The composition of the Executive Board shall be all elected positions of the Panhellenic Council.

Section 2 Duties

The Executive Board shall

- A. Administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote.
- B. Report action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Executive Vice President, and record the action in the minutes of that meeting.
- C. Appoint special committees and their chairs as needed, and in making these appointments, recognize representation from all member fraternities.
- D. Work with the Panhellenic Council during fully structured recruitment and assist as needed.
- E. Perform one office hour in the council office per week during the regular academic terms.
- F. At the end of each term, the outgoing officer will meet and properly train the incoming officer to the best of her ability by providing the new officer with a timeline, a detailed job description, and anything else that will aid in the execution of the office.
- G. If an officer misses more than two meetings, she will be reported to the President. The Judicial Board of Review will assess the situation, and sanctions may result.

Section 3 Regular Meetings

Regular meetings of the Executive Board shall be held weekly at a time determined each semester.

Section 4 Special Meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of two members of the Executive Board, or upon her discretion.

Section 5 Quorum

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

ARTICLE VII - COMMITTEES

Section 1 Standing Committees

- A. The standing committees of the Illinois Wesleyan University Panhellenic Association shall be the Judicial Board, Membership Recruitment, Academic Excellence, Philanthropy, and Public Relations 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 Executive Board shall appoint members and chairman 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.

Section 3 Judicial

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The Judicial Board shall consist of the Executive Vice President as chairman and one representative from each chapter. The Executive Vice President will coordinate the application and interview process at the beginning of the spring semester of her term. Qualifications to serve as a standards board member are:

- A. Maintain academic good standing in her chapter;
- B. Must complete an application and interview process;
- C. Must have been an initiated member of her chapter for a minimum of two semesters;
- D. May not be an officer in Panhellenic; and,
- E. May not be her chapter's president, risk manager, or recruitment officer, as these individuals may be responsible in answering charges on behalf of their chapter if a hearing should occur.

The Panhellenic advisor shall serve as a non-voting 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 Illinois Wesleyan 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 Vice President of Membership as 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 Academic Excellence Committee

The Academic Excellence Committee shall consist of the Vice President of Academic Excellence as chairman and 4 members, one from each chapter. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

Section 6 Marketing Committee

The Marketing Committee shall consist of the Vice President of Marketing as chairman and 4 members, one from each chapter. The Marketing Committee shall be responsible for all forms of publicity dealing with the Illinois Wesleyan University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member women fraternities.

Section 7 Philanthropy Committee

The Philanthropy Committee shall consist of the Vice President of Philanthropy and Service as chairman and 4 members, one from each chapter. The Philanthropy Committee shall be responsible for all matters pertaining to the promotion of philanthropy efforts and service projects in the community.

Section 8 Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

ARTICLE VIII - THE PANHELLENIC ADVISOR

Section 1 Panhellenic Advisor

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The Panhellenic Advisor shall be the Director of the Office of Student Involvement or his/her designee. The Panhellenic advisor shall serve in an advisory capacity to the Illinois Wesleyan University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Section 2 Relationship with the Office of Student Involvement

The Office of Student Involvement (OSI) will provide education, counseling, programming support and administration for the activities of the Panhellenic Council, and the individual student leaders of these councils. Illinois Wesleyan will provide meeting and office space, administrative supplies and equipment, and administrative guidance and support, as available.

Section 3 Governing Documents Review

The Panhellenic Council shall maintain an approved bylaws and standing rules (BSR), which must be reviewed and approved each time they are changed, by the Panhellenic Advisor and/or the Assistant Dean (or designee).

Section 4 Officer Accountability

Officers of the Panhellenic Council should be elected representatives of the students they govern; however, the Panhellenic Advisor shall actively monitor their conduct related to their official duties while in office, and may recommend to the Executive Board and/or the Assistant Dean of Students to remove any officer for violations of university code of conduct, misappropriation of council funds, failure to maintain minimum academic standards, failure to execute stated duties in the appropriate constitution, or severe violations of accepted ethical standards only after a Performance Improvement Plan has been attempted. If the recommendation is given to the Executive Board, it must receive two-thirds of the vote of the remaining executive board members to pass. There is no appeal if this action is taken by the Executive Board. If that action is taken by the Advisor, the student may appeal the director's decision to the Dean of Students within 5 business days of the Advisor's decision.

ARTICLE IX - FINANCES

Section 1 Fiscal Year

The fiscal year of the Illinois Wesleyan University Panhellenic Association shall be from August 1 to July 31 inclusive.

Section 2 Contracts

Dual signatures of the President and Panhellenic advisor shall be required to bind the Illinois Wesleyan University Panhellenic Association on any contract.

Section 3 Check Requests

All check requests issued on behalf of the Illinois Wesleyan University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Executive Vice President, President, or Panhellenic Advisor.

Section 4 Payments

All payments due to the Illinois Wesleyan University Panhellenic Association shall be received by the Executive Vice President, who shall record them. Checks for payments shall be made payable to the Illinois Wesleyan 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.
 1. The per capita rate shall be taken as \$10.00 per initiated member once per semester. This assessment includes members who are otherwise enrolled but absent, provided that these members shall actively participate in their fraternity for at least one semester during the year.
 2. Chapters shall be billed for returning initiated members on the first day of classes for each semester, and the Executive Vice President shall receive payment within ten business days.
 3. Chapters shall be billed the per capita rate of \$10.00 for pledged/associated members the Monday following formal bid day, and the Executive Vice President shall receive payment within ten business days.

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Chapters participating in continuous open bidding shall submit payment of \$10.00 for each additional new member within ten days of the acceptance of a bid.

4. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.

Section 6 Financial Ethics

The Executive Vice President shall include in her weekly report the beginning and ending amount of money in the Panhellenic Council account and the Panhellenic Council Recruitment account each week along with that week's transactions, if any.

Section 7 Fees and Assessments

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

Section 8 Late Fees

Panhellenic financial obligations which are overdue shall result in a fine of \$5.00 per week until payment is received. Legitimate reasons for late payment shall be reported to the Executive Vice President prior to the due date in order for a grace period to be considered by the Executive Board.

Section 9 Budget Timeline

The newly elected Executive Vice President shall formulate a budget for the upcoming fiscal year within one month after the election. This budget shall be subjected to the approval of the newly elected Executive Board and the Panhellenic Council.

Section 10 GPA Discount

Chapters attaining a chapter (members and new members) GPA of above the All Women's Average for a semester will receive a 10% discount off the total amount of their dues for the following semester.

Section 11 Agency Account

All general funds of the Panhellenic Association shall be kept in a University agency account. Funds allocated specifically for membership recruitment activities shall be kept in a separate University agency account.

Section 12 Expense Approvals

All requests for Panhellenic fund usage must be filed with the Executive Vice President via a budget request form prior to purchase. All expenditures of more than two hundred (\$200) dollars must be approved by both the Panhellenic Executive Board and the Panhellenic Advisor prior to purchase.

ARTICLE X - EXTENSION

Section 1 Definition

Extension is the process of adding an NPC women's-only fraternity. The Illinois Wesleyan University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2 Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters. The Panhellenic Association at Illinois Wesleyan University upholds the NPC's philosophy and policies regarding extension.

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 Illinois Wesleyan University Panhellenic Association shall be considered a violation.

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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 Illinois Wesleyan University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information and NPC Unanimous Agreements.

- A. **Mediation:** Mediation is the first step of the judicial process. The Illinois Wesleyan University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the 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 these purposes that are 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 Illinois Wesleyan University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

ARTICLE XII - HAZING

Section 1 Definition

Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property. Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution.

Section 2 Panhellenic Statement on Hazing

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

Section 3 Expectations for University & State Law

The Panhellenic Association member chapters shall also abide by the Illinois Wesleyan University anti-hazing policy as stated in the current editions of the Student Handbook. The Panhellenic Association member chapters shall also abide by the Illinois Hazing Law concerning the crime of hazing.

Section 4 Philanthropic Events

Philanthropic, fundraising or community service events/activities hosted by NPC member organizations and/or other organizations that include participation by sorority women must be devoid of destructive, divisive or abusive actions. All NPC member organizations are expected to follow their alcohol and risk management policies and college/university policies prior to and while participating in these events. NPC considers it unacceptable to promote negative images of women and the sorority community, demeaning actions toward others, including incivilities and sexual harassment, and any actions that negatively affect public perception of the sorority community. Such activities directly violate our time-honored organizational values, risk management policies and the highest standards of human dignity. These are the foundation of the sorority experience, and anything to the contrary must not be part of our culture.

ARTICLE XIII - INCLUSION STATEMENT

The Illinois Wesleyan University Panhellenic Association does not discriminate against or categorically deny membership to an individual on the basis of race, religion, disability, national origin, or sexual orientation.

ARTICLE XIV - PARLIAMENTARY AUTHORITY

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The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Illinois Wesleyan 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 Illinois Wesleyan University Panhellenic Association may adopt.

ARTICLE XV - AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special meeting of the Illinois Wesleyan 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 Illinois Wesleyan 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 Circle of Sisterhood Foundation.

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STANDING RULES OF ILLINOIS WESLEYAN UNIVERSITY PANHELLENIC ASSOCIATION

ARTICLE I - CODE OF ETHICS

The College Panhellenic Code of Ethics is as follows:

“We the women’s fraternities and sororities that hold membership in the College Panhellenic Council at Illinois Wesleyan University, by mutual decision, have agreed to adhere the following standards in an effort to create trust among chapters and our members which is essential to create a spirit of cooperation and a celebration of the friendship shared by the member groups on our campus.

Our Panhellenic chapters work together to promote and facilitate educational programs, fund-raising efforts, philanthropic endeavors and the recruitment process. Working together promotes positive competition and builds healthy relationships within the Panhellenic community. This Code of Ethics is to be used year-round to incorporate the Panhellenic ideals, promote whole-hearted cooperation, eliminate negative competition and support the National Panhellenic Conference UNANIMOUS AGREEMENTS.

The women of the Panhellenic community at IWU agree to promote and encourage normal, personal and informative Panhellenic-spirited contact with potential members at all times, year round. Personal and informative Panhellenic-spirited contact does not mean creating an unfair advantage for a particular NPC member group. It does mean being friendly and responding to questions a PMN might ask of Panhellenic members. It does mean promoting sorority membership, NOT a particular sorority.

Membership in a Greek letter organization is a choice. By choosing to belong, we pledge ourselves to the highest standards of womanhood. All sisterhoods are a support group and a family that emphasizes personal responsibility and respect as is the greater Panhellenic community. We discourage the use of inappropriate content, language, and images that are not consistent with the stated values of each of the member chapters and that do not present a positive overall public image.

We encourage self-confidence, vision, positive mental attitudes, and service to others. We share a common vision, living life to its fullest potential, and we hope to project this to the entire community.

As sorority women, and Panhellenic members at Illinois Wesleyan University, we recognize the obligation to improve and enhance both the Panhellenic community and welfare of others, even where such enhancements may inconvenience our own organization. We will treat prospective members equally, in a manner that we would desire to be treated. To these ethical statements, we bind ourselves.”

ARTICLE II - SLATING OF OFFICERS

Section 1 Slating Procedure

Individuals interested in serving as officers of the College Panhellenic Association will be selected by the following procedure:

- A. Applications for all positions will be open at least 3 weeks prior to the date set for elections. Any member of the Panhellenic community can and is encouraged to apply if they feel they would be an exemplary College Panhellenic officer. Applications will be open until one week prior to the date set for elections.
- B. Prior to the meeting of the slating committee, each eligible candidate will participate in an interview conducted by the slating committee.
- C. The slating committee will meet prior to the date set for elections to determine the slate to be presented to the chapter delegates for approval by the chapters. In determining the slate, the committee will pay special attention to which chapters have held each position within the past three years, however the best candidate will be slated even if a rotation is unable to occur. Following the slating meeting, chapter delegates will receive the proposed slate for their chapter’s approval.
- D. Chapter delegates will bring the vote of their chapter to the College Panhellenic general meeting on the date set for elections and the official vote will occur at this time.

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Section 2 Voting

A simple majority of those voting shall be required to approve all officers of the Panhellenic Association.

ARTICLE III – MEMBERSHIP RECRUITMENT POLICIES, RULES AND GUIDELINES

Section 1 Positive Panhellenic Contact

All members of the Panhellenic community should utilize the ideals of Positive Panhellenic Contact which can be defined as being friendly and responding to questions the Potential New Member might ask to Panhellenic members as well as encouraging women in a member's home community to search out and participate in recruitment. This is also an effective way to help Potential New Members understand the high scholastic attainment, dynamic leadership opportunities, philanthropic contributions and the immediate campus-based circle of lifelong friendships that membership in women's fraternities offer.

Section 2 Fully Structured Recruitment

A membership recruitment period shall be held in the fall, as close as possible to the start of the academic year, and conducted in as short a period of time as possible. Fully Structured Recruitment is the recruitment style selected for fully structured recruitment by the College Panhellenic at Illinois Wesleyan University. The National Panhellenic Conference (NPC) quota-total system shall be followed, the preferential bidding system shall be used, and NPC Release Figure Methodology will be utilized.

Section 3 Continuous Open Bidding

Continuous Open Bidding begins immediately after the designated fully structured recruitment period and is open to any unaffiliated female students on campus without any requirement of prior participation in a designated recruitment period. There shall be no required registration for COB periods.

Section 4 Recruitment Assessment

The College Panhellenic shall conduct an annual evaluation and assessment of the recruitment program immediately after its conclusion in order to evaluate, assess and determine the needs of the Panhellenic's recruitment program and to help plan the next recruitment period. Information will be collected from chapters, new members and women who withdrew from the process.

Section 5 Total

Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the chapter total. Within 72 hours of Bid Day for the fully structured recruitment period, the College Panhellenic total will automatically reset to median chapter size as outlined in the most recent edition of the Manual of Information. During the non-primary recruitment term, total will be reset to median chapter size within one week of the start of the academic term.

Section 6 Disaffiliation

All Panhellenic Officers shall be completely "disaffiliated" from their respective NPC chapters for the period immediately preceding recruitment and during recruitment so that their actions and decisions support the welfare and best interest of the Panhellenic community. The period of disaffiliation shall not exceed more than 30 days.

Section 7 Values Based Recruitment

All NPC member organizations represented at Illinois Wesleyan University will promote the following practices during membership recruitment:

1. Engaging in values-based conversations.
 2. Choosing recruitment activities and behaviors that reflect the core values of our organizations.
 3. Making informed choices, based on shared values, about Potential New Members.
 4. Educating Potential New Members about the values, benefits, and obligations of sorority membership.
- In accordance with NPC policy, [name of institution] recruitment events do not include skits, elaborate decorations and costumes.

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Section 8 Chapter Recruitment Budgets

The guidelines for chapter recruitment budgets are as follows:

- A. Chapter recruitment budget includes food, flowers, decorations, costumes, special equipment, rentals and any other expenses and includes both items paid for out of chapter funds and those paid for or donated by individual chapter members, alumnae, parents, or others.
- B. Chapters have the freedom to allocate their own funds within the parameters of the Panhellenic recruitment rules.
- C. Budget cap is currently set at \$1,000 with an additional \$200 to be used specifically on philanthropy project supplies to be used for a charitable donation, and an additional \$75 allotted for Sisterhood Night.

Section 9 Recruitment Administration

The administration of recruitment involving the utilization of a computer program, assigning Potential New Member groups, event schedules, setting quota, release figures, bid matching and other administrative tasks shall follow the procedures outlined in the most recent edition of the Manual of Information and will be coordinated by the Panhellenic Advisor in consultation with the NPC Release Figure Specialist as to protect the confidentiality of the recruitment processes.

Section 10 Recruitment Guidelines for Chapters

All fraternities and members of those fraternities of the Panhellenic Association shall comply with the Fully Structured Recruitment Rules & Guidelines as established by the College Panhellenic recruitment committee for each year. These are outlined below:

- A. A woman must be a regularly matriculated student at Illinois Wesleyan University to be eligible to participate in membership recruitment.
- B. Chapter houses shall remain closed from all Potential New Members starting when chapter members move in until Bid Day. No Potential New Member may visit a women's fraternity chapter facilities except to attend invitational or open recruitment events.
- C. All **NPC UNANIMOUS AGREEMENTS** shall be upheld.
 1. Each College Panhellenic Association shall prohibit the use of alcoholic beverages in membership recruitment and Bid Day activities.
 2. Each College Panhellenic Associations shall prohibit the participation of men in membership recruitment and Bid Day activities.
- D. All members, including alumnae and new members, are responsible for understanding and observing the membership recruitment rules as well as the Panhellenic Code of Ethics.
- E. A woman shall attend orientation and membership recruitment events to which she has accepted invitations. In case of illness or an emergency, the woman shall notify the Panhellenic and/or her recruitment counselor. The Panhellenic and/or the recruitment counselor will then notify the chapters involved.
- F. Fraternity members may not buy anything for a Potential New Member (meal, soft drink, etc.)
- G. No favors or gifts may be given to women by the fraternity and/or individual members.
- H. Membership recruitment events are to be held in the women's fraternity houses.
- I. Membership Recruitment Acceptance Binding Agreements will be signed immediately after the last event the woman attends.
- J. Continuous Open Bidding Acceptance Binding Agreements should be signed as soon as a woman accepts a bid.
- K. There will be no promising of bids directly or indirectly by any member, new member or alumna of a fraternity.
- L. Chapter advisors and other alumnae may assist with recruitment activities in behind-the-scenes roles, but may not actively participate in the recruitment process or have contact with Potential New Members.
- M. No fraternity members, including new members and alumnae, may visit a Potential New Member in her immediate place of residence during membership recruitment, such as a residence hall room, unless on-campus employment requires them to do so. Fraternity members can visit their immediate family members in their individual residential hall rooms except from the first Recruitment Orientation until the distribution of bids
- N. Strict silence is the period of time from the end of the woman's last event until the issuance of bids. Strict silence is defined as verbal, written, printed or text message communication between the Potential New Members and fraternity members, new members or alumnae.

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- O. A factual sheet including a list of fees to be incurred by members during collegiate membership, grade requirements, and housing obligations will be provided to each Potential New Member during membership recruitment by each chapter, adhering to the NPC Financial Transparency Program. The College Panhellenic may provide a range of fees as general information.
- P. Initiated collegiate members, new members and national fraternity representatives may assist the chapter with membership recruitment activities.
- Q. A membership recruitment budget will be established by the College Panhellenic for membership recruitment purposes.
- R. The MRABA Script must be used prior to signing the MRABA to ensure that the PNMs understand this binding agreement.
- S. Recognizing the challenges that online social networking sites present to ensuring the disaffiliation of Recruitment Counselors and Panhellenic Officers, all fraternity members will modify the privacy features by one week prior to Turning Titan: New Student Orientation so that the affiliations of these women will not be readily determined.

Section 11 Recruitment Guidelines for Potential New Members

All potential new members are expected to comply with the Recruitment Guidelines as established by the College Panhellenic recruitment committee for each year. These are outlined below:

- 1. A woman is eligible to participate in membership recruitment if she is a regularly matriculated student at Illinois Wesleyan University.
- 2. A woman shall not be, or have ever been, an initiated member of an NPC group and join another NPC group.
- 3. A woman is ineligible for membership recruitment if she has been a new member of an NPC fraternity at Illinois Wesleyan University within one calendar year.
- 4. A woman shall register for membership recruitment and pay a \$25.00 registration fee.
- 5. A woman shall attend orientation and all parties to which she has accepted invitations. In the event of an academic or athletic commitment, illness or emergency, she should notify Panhellenic and/or her Recruitment Counselor if she cannot attend.
- 6. A woman provides her own transportation or uses transportation provided by Panhellenic to and from membership recruitment events.
- 7. A woman must contact her Recruitment Counselor and/or Panhellenic if she desires to withdraw from the membership recruitment process and complete a withdrawal evaluation.
- 8. From August 1st through the end of membership recruitment, no Potential New Member may visit a women's fraternity chapter except to attend invitational or open recruitment events.
- 9. No women's fraternity member may buy anything for a Potential New Member.
- 10. A woman shall not give a promise, either verbal or written, to join a certain fraternity before bids are issued through Panhellenic.
- 11. A woman will complete the membership Recruitment Acceptance Binding Agreement after the last event she attends. It is a binding contract and once this has been signed, no changes may be made.
- 12. Any woman signing a Membership Recruitment Acceptance Binding Agreement and receiving a bid at the end of the membership recruitment will be bound by the agreement for one calendar year at Illinois Wesleyan University.
- 13. Strict silence is the time during which there is no conversation or contact between women's fraternity members and prospective members. This includes all references to fraternities, verbal, written, typed or printed. Strict silence is the period from the end of the woman's last event until she reports to the fraternity from which she accepts a bid.
- 14. A list of all membership financial responsibilities will be given to each Potential New Member by Panhellenic or each member fraternity during membership recruitment. Panhellenic may give a range of fees as general information.

Section 12 Recruitment Infractions

Any recruitment infractions must be filed in writing according to the latest edition of the NPC Manual of Information. Any infractions that do not follow the guidelines established in the MOI will not be considered until they adhere to the guidelines. All sanctions will consider restorative justice as the preferred model as opposed to fines and arbitrary punishments.

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ARTICLE IV – RECRUITMENT COUNSELOR REQUIREMENTS

Section 1 Purpose

The purpose of the Recruitment Counselor program is to stimulate and maintain interest joining a sorority. Recruitment Counselors must promote a positive attitude towards the Panhellenic community. Attendance at training sessions and carrying out all the responsibilities are essential to successful recruitment counseling.

Section 2 Eligibility

Recruitment Counselors shall follow these expectations:

- A. Must be in good standing in her chapter.
- B. Must sign and adhere to the Panhellenic Code of Ethics.
- C. Maximum availability during fall recruitment is necessary.
- D. Will follow the guidelines of Positive Panhellenic contact and the Disaffiliation Policy.
- E. No symbols of affiliation (sorority letters, jewelry, tattoos, etc.) may be worn by the Recruitment Counselors at any time from induction until presentation of New Members on Bid Day.
- F. Casual contact between members and Recruitment Counselors is allowed prior to the beginning of fully structured recruitment, but conversations should be Panhellenic-spirited and Recruitment Counselors living with chapter members must be careful to limit conversation in their houses to normal non-Recruitment discussion.
- G. Recruitment Counselors should never discuss potential members with anyone in their chapter and there will be no contact with their chapter members or advisors during fully structured recruitment. Any contact during the fully structured recruitment process should be limited to casual hellos.
- H. Recruitment Counselors may not attend Chapter Meetings, Chapter Executive Council Meetings, Fundraisers or other chapter affiliated events for the Fall semester, and Recruitment Workshops in the spring or fall, until fully structured recruitment has concluded.
- I. Chapter members are equally responsible for knowing and abiding by the Recruitment Counselor disaffiliation rules.
- J. If a potential member informs a Recruitment Counselor of a recruitment infraction, the Recruitment Counselor must report the infraction.
- K. If a Recruitment Counselor is found to be in violation of a recruitment infraction or is found to violate the Panhellenic Code of Ethics, she will be subject to investigation and removal by the Panhellenic Advisor.

Section 3 Selection

Recruitment Counselors will be selected through an application and interview process led by the Vice President of Member Education. The total number of Recruitment Counselors will be based upon the prior year's Potential New Member Recruitment enrollment, to maintain a target of a 14:1 ratio. Each member fraternity will have the representation of at least one (1) and no more than four (4) Recruitment Counselors in one recruitment period.

Article V – Scholarship

Section 1 University Honor Code

1. Definition: The integrity of the academic community depends on the trustworthiness of all its members. Honesty is assumed, especially in academic pursuits. Dishonesty in the form of plagiarism or cheating is not tolerated and the University maintains a clear and definite policy applying to it. Violations may result in dismissal from the University.
2. Illinois Wesleyan University Panhellenic Association supports the Illinois Wesleyan honesty policy and shall show that support in having every member of the member chapters sign their support for this policy every year

Section 2 Professional Organizations

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Illinois Wesleyan University Panhellenic Association encourages membership in all honoraries and professional organizations.

Section 3 Social Activities

Chapters are encouraged to refrain from hosting social activities on weeknights or during midterms or final week in order to encourage academic success. All registered events must adhere to all University policies. Unregistered events are not permitted.