

## Constitution of Mercer University Panhellenic Association

### **ARTICLE I. NAME**

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

### **ARTICLE II. OBJECT**

The object of the Panhellenic Association shall be to develop and maintain 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 as basic to intellectual achievement.
- (3) Cooperate with member 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 UNANIMOUS AGREEMENTS and policies.
- (5) Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights, and privileges of member fraternities.

### **ARTICLE III. MEMBERSHIP**

There shall be three classes of membership: Regular, Provisional and Associate

- (1) The REGULAR membership of the Mercer University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Mercer University.
- (2) The PROVISIONAL membership of the Mercer University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at Mercer University.
- (3) The ASSOCIATE membership of the Mercer University Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups, or national or regional non-National Panhellenic Conference member groups who have met the requirements for membership in the Mercer University Panhellenic Association.

#### **ARTICLE IV. OFFICERS**

- (1) The officers of the Mercer University Panhellenic Association shall be President, Executive Vice-President, Vice-President of Recruitment, Vice-President of Judicial Affairs, Director of Administration, Director of Scholarship, Director of Programming, Director of Public Relations, Director of Philanthropy, Director of Recruitment Counselors, Director of Finance, Greek Liaison, and SGA Liaison.
- (2) The officers shall be delegates from fraternities holding regular or provisional membership in the Mercer University Panhellenic Association.
- (3) The officers shall serve for a term of one year, the term of office to begin no later than the last meeting of the fall semester.
- (4) Any officer failing to perform her duties as outlined shall resign and a successor shall be designated by election.
- (5) Any officer failing to obtain a semester GPA of 2.5 while she is in office shall resign and a successor shall be designated by election.
- (6) The President, Vice-President of Recruitment, Vice-President of Judicial Affairs, and Director of Recruitment Counselors shall be disassociated during Formal Recruitment. Chapter Recruitment Chairs are ineligible to hold these offices.

#### **ARTICLE V. MEETINGS**

- (1) Regular. The Mercer University Panhellenic Association shall hold at least one regular meeting annually.
- (2) Special. A special meeting of the Mercer University Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity at Mercer University.
- (3) The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Mercer University Panhellenic Association.

#### **ARTICLE VI. THE PANHELLENIC COUNCIL**

- (1) The administrative body of the Mercer University Panhellenic Association shall be The Mercer University Panhellenic Council.
- (2) It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Mercer University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership

recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

- (3) MEMBERSHIP. The Mercer University Panhellenic Council shall be composed of one delegate and one alternate delegate from each National Panhellenic Conference fraternity chapter at Mercer University and from such National Panhellenic Conference fraternity colonies or national sororities at Mercer University as the council may approve for membership. Also included is one delegate from each local sorority as associate members.
- (4) SELECTION OF DELEGATES. Delegates to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than the end of the fall semester. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.
- (5) DELEGATE VACANCIES. When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within 2 weeks and to notify the Panhellenic Council Director of Administration of her name, address, and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases until a new delegate is appointed.
- (6) OFFICERS. The officers of the Mercer University Panhellenic Association shall serve as officers of its Panhellenic Council. The President, the Vice-Presidents, Director of Administration, and Director of Finance shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Mercer University Panhellenic Association.
- (7) 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 any member delegate of the Panhellenic Council.
- (8) QUORUM. Two-thirds (2/3) of the member fraternities shall constitute a quorum for the transaction of business.
- (9) VOTING.
  - a) The voting body of the Mercer University Panhellenic Association shall be its Panhellenic Council.
  - b) The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, a member of the fraternity may cast the vote, providing her

credentials have been presented in writing to the Council President prior to the meeting.

- c) Two-thirds (2/3) of the voting members of Panhellenic Council shall be required to establish recruitment rules, to establish a Total Chapter size, to set the date for pledging, and to add a chapter. A majority vote shall be required to carry all other questions.

(10) VOICE. The alternate delegates shall have voice but no vote.

#### **ARTICLE VII. PANHELLENIC ADVISOR**

- (1) The Panhellenic Advisor shall be appointed by the college or university administration.
- (2) The advisor shall serve in advisory capacity to the Mercer University Panhellenic Association and its Council.

#### **ARTICLE VIII. STANDING COMMITTEES**

Such Standing Committees and special officers as may be necessary to carry out the work of the Mercer University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

#### **ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES**

- (1) All members of the Mercer University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- (2) All Mercer University Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

#### **ARTICLE X. VIOLATIONS**

- (1) Violation of any regulations of this Constitution or its related Bylaws, of Membership Recruitment Rules, of rules concerning matters other than membership recruitment, or of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Mercer University Panhellenic Council in conformity with those recommended by National Panhellenic Conference (see College Panhellenic Association Judicial Procedures).

- (2) Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

#### **ARTICLE XI. AMENDMENTS**

This Constitution may be amended by two-thirds (2/3) vote of the voting members of Mercer University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

## **BYLAWS**

### **ARTICLE I. FINANCE**

- (1) FISCAL YEAR of the Mercer University Panhellenic Association shall be from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year.
- (2) CONTRACTS AND CHECKS. The Panhellenic President, Director of Finance, and the Greek advisor's signatures are required to bind contracts and checks on behalf of the Mercer University Panhellenic Association. The advisor must sign for anything above \$100.
- (3) PAYMENTS. All payments due to the Mercer University Panhellenic Association shall be made to the Director of Finance who shall record them. Checks for payments shall be made payable to the Mercer University Panhellenic Council.

### **ARTICLE II. MEMBERSHIP DUES**

- (1) AMOUNT. The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member. The amount of dues shall be \$7.50 for all regular members and \$4.50 for all associate members.
- (2) TIME OF PAYMENT. A roster of all active members must be filed with the Advisor of the Panhellenic Council by the fifteenth (15) business day of each semester. The Director of Finance shall distribute dues statements by the twentieth (20) business day of each semester, and the chapters are responsible for payment on or before the thirtieth (30) business day of the semester. If payment is not made on time, fines may be assessed.

### **ARTICLE III. SELECTION OF OFFICERS**

- (3) Election Procedures are as follows:
  - a) A candidate must complete an application for an Executive Board or Liaison position, and she must include all offices in which she is interested on the application.
  - b) Each candidate must schedule and attend an interview with the slating committee.
  - c) The slating committee will then slate the team of women they feel will most effectively serve Mercer's Panhellenic Association. After slating the team, the committee will present their slate to Panhellenic and briefly explain the qualifications of each officer chosen.

- d) Once the slate has been presented, chapters shall have voted on the slate by the next Panhellenic meeting.
- e) Unsuccessful candidates shall be eligible for other offices they listed on their application.
- f) Chapter Presidents may not hold the following Panhellenic offices during their Presidential term: President, the Vice President positions, and Director of Recruitment Counselors.
- g) The outgoing officer will participate in the interview process but will not serve on the slating committee.

(3) Slating Committee

- a) The slating committee will be composed of the outgoing chapter Presidents, the outgoing Panhellenic President, and the Panhellenic Advisor.
- b) If one of these individuals cannot attend or the chapter feels that there is another member who is more aware of Panhellenic needs and wants, the chapter may appoint someone to attend the meetings in her place.

(3) Installation

The new officers of Panhellenic must be installed prior to the last Panhellenic Council and Executive Board meetings of the fall semester.

**ARTICLE IV. OFFICER DUTIES**

(1) The President shall:

- a) Preside at all weekly and special meetings of the Panhellenic Council and Panhellenic Executive Committee.
- b) Conduct a New Officer/Old Officer Transition meeting before she leaves office.
- c) Coordinate goal-setting sessions for the Council and Executive Board.
- d) Serve as a part of the Recruitment Team, therefore, being disassociated during Recruitment
- e) Have overall responsibility for the procedure of the Panhellenic Council and Executive Board.
- f) Oversee all officers' duties and keep her team accountable.

- g) Work in coordination with the Panhellenic Advisor at Mercer University.
  - h) Remain in contact with the National Panhellenic Conference Headquarters and Area Advisor.
  - i) Carry out all other business usually regarding this office as stated in the National Panhellenic Conference (NPC) Manual of Information.
- (2) The Executive Vice-President shall:
- a) Assume all responsibilities of the office of President if the elected President is unable to fulfill her duties at any time during the term of office.
  - b) Be responsible for all Directors and Liaisons; with the exception of the Director of Recruitment Counselors
- (3) The Vice-President of Judicial Affairs shall:
- a) Serve as chairwoman of the Panhellenic Judicial Hearing Board.
  - b) Conduct the selection and training of all Judicial Hearing Board members.
  - c) Be responsible for dealing with violations of the Constitution and Bylaws of the Mercer University Panhellenic Association, Recruitment Rules and Regulations, the Panhellenic Code of Ethics, and any violation dealing with the NPC Manual of Information.
  - d) Serve as a part of the Recruitment Team, therefore, being disassociated during Recruitment
  - e) Carry out all other business associated with this Panhellenic office.
- (4) The Vice-President of Recruitment shall:
- a. Be responsible for all Panhellenic Association matters related to membership selection
    - i. Planning each night of Recruitment.
    - ii. Working diligently in the summer to prepare for Recruitment.
    - iii. Planning and distributing marketing to potential members.
  - b. Review and/or reconstruct the membership selection regulations as needed, submit them for discussion and approval to the Panhellenic Council, and distribute properly.
  - c. Carry out all other business usually associated with this office.
  - d. Oversee the Director of Recruitment Counselors.

- (5) The Director of Administration shall:
- a) Record and disburse minutes to delegates and officers for Council meetings within 48 hours of the meeting.
  - b) Maintain an up-to-date roll of the members of Panhellenic Council and call it at every council meeting.
  - c) Keep current statistics concerning the number of initiated members and new members of each member chapter.
  - d) Retain the minutes from all council meetings and Executive Board meetings in an up-to-date file, which will also include copies of all contracts made by the Panhellenic Council.
  - e) Coordinate the meeting places of the council meetings.
  - f) Carry out all other duties usually regarding the offices of the Recording Secretary as stated in the NPC Manual of Information
- (6) The Director of Finance shall:
- a) Be responsible for and maintain up-to-date financial records of Mercer University's Panhellenic Council.
  - b) Prepare an annual budget for the Council and provide a copy to each Panhellenic delegate and Executive Board member.
  - c) Receive all payments, collect all dues, assess all necessary fines, and give proper receipts.
  - d) Be responsible for prompt payment of all bills of the Panhellenic Council.
  - e) Carry out all other duties usually regarding the offices of Treasurer as stated in the NPC Manual of Information
- (7) The Director of Scholarship shall:
- a. Coordinate and execute educational programs for Council (lectures on exam-taking, listening skills, being a scholar, etc.).
  - b. Recognize all Greek women who achieve Dean's List academic status in the Cluster or at a banquet.
  - c. Provide weekly incentives for women who perform well in classes and take scholarship seriously.

- d. Carry out all other business associated with this office.
- (8) The Director of Programming shall:
- a. Conduct social events for the Council (Panhellenic Dance, Greek Awards, etc)
  - b. Present programs dealing with personal development issues (alcohol, eating disorders, date rape, etc.)
  - c. Coordinate and head the annual Michelle Cartagena Spirit Scholarship Award
    - i. Collect a group of faculty and staff members to select the women most deserving of the award.
    - ii. The recipient must be a Greek female who is a rising sophomore, junior, or senior.
    - iii. The award will be presented at Greek Convocation in the spring.
  - d. Coordinate and serve as the chair of a programming committee as needed.
  - e. Conduct all other business associated with this office.
  - f. Plan and execute values-based educational programming (living our ritual, ethics, working as a community based on similar values, etc.).
- (9) The Director of Recruitment Counselors shall:
- a. Coordinate and administer the selection and training of all Recruitment Counselors.
  - b. Coordinate the Recruitment Counselor Retreat
  - c. Hold all informational meetings with Recruitment Counselors prior to and after all nights of Recruitment
  - d. Carry out all other business associated with Recruitment Counselors.
  - e. Serve as part of the Recruitment Team, therefore, being disassociated during Recruitment.
- (10) The Director of Philanthropy shall:
- a. Coordinate all philanthropic and community service programs for the Panhellenic Council.
    - i. Involve the Greek and SGA liaisons in these activities and use them as a link to their chapters and the Council as a whole.
    - ii. Keep a record of all philanthropic and community service events

- b. Establish a working relationship with the Philanthropy chairs of each chapter.
- c. Carry out all other business associated with this Panhellenic office.

(11) The Director of Public Relations shall:

- a. Work with the Cluster staff.
- b. Establish and maintain a positive public image of the Mercer University Panhellenic Council in the news media and surrounding area.
- c. Create press releases when necessary.
- d. Be responsible for publicizing all Panhellenic sponsored events.
- e. Assist chapters in publicizing their events.
- f. Carry out all other business usually associated with this office.

(12) Greek Liaison

- a. Attend Panhellenic, Interfraternity Council, and NPHC meetings every week
- b. Act as a link between Panhellenic, IFC, and NPHC to establish a working relationship between the two councils

(13) SGA Liaison

- a) Attend Panhellenic and SGA meetings every week
- b) Act as a link between Panhellenic and SGA to establish a working relationship between the two councils

## **ARTICLE V. THE EXECUTIVE BOARD**

The Executive Board composed of President, Executive Vice-President, Vice-President of Judicial Affairs, Vice-President of Recruitment, Director of Administration, and Director of Finance:

- (1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities
- (2) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote

- (3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Director of Administration and record the action in the minutes of that meeting

## **ARTICLE VI. STANDING COMMITTEES**

The Standing Committee of the Mercer University Panhellenic Council shall be the Judiciary Committee:

- (1) Composition: Panhellenic Vice President of Judicial Affairs, appointed judicial committee members, and Panhellenic Advisor, ex-officio.
- (2) Duties: It shall be the Judiciary Committee's duty to deal with violations of the Constitution, Bylaws, Standing Rules and Membership Recruitment regulations of the Mercer University Panhellenic Association and the Unanimous Agreements of the National Panhellenic Conference.

## **ARTICLE VII. MEETINGS**

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

- a. For every absence of an elected member or officer from the meeting of the Panhellenic Council or Executive Board without a substitute, there will be a three-dollar (\$3.00) fine. A one-dollar (\$1.00) fine will be imposed for tardiness. A substitute shall be defined as one who has prior knowledge of an officer's, a representative's, or a delegate's absence and has her report to give on her behalf.
- b. Excessive absences of a delegate or other chapter representative, absences equaling three or more per semester, shall be referred back to her chapter for replacement.
- c. Excessive absences of an elected officer or organizational representative, absences equaling four or more per semester, shall be replaced through special elections except for the office of President which shall be replaced by the Director of Administration.

## **ARTICLE VIII. ADMINISTRATION OF MEMBERSHIP RECRUITMENT**

- (1) An early fall membership recruitment shall be held
- (2) Quota shall be determined according to current National Panhellenic Conference procedures.

- (3) The preferential bidding system shall be used
- (4) Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women students.
- (5) Chapters which do not fill Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even though reaching Quota puts them over Total
- (6) All membership events shall be held in the chapter house and or campus facilities.
- (7) Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
  - a) A list of pledged, initiated and affiliated members shall be filed with the Director of Administration and with the Panhellenic Advisor on the 15<sup>th</sup> business day of the semester.
  - b) Any depledging, termination or other change in membership shall be reported to the Director of Administration of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.
- (8) Positive contact is intended to promote interest in the Greek Community and to erase negative stereotypes about sorority women being unfriendly.
  - a) The Panhellenic Code of Ethics is to be followed at all times and seen as the first step in developing trust among sorority women.
  - b) Silence is intended for the short amount of time from the signing of the Membership Recruitment Acceptance Agreement (MRAA) to bid acceptance. No additional silence rules are desirable because they suppress participation in recruitment and stunt growth in the Panhellenic communities.
  - c) Personal and informative Panhellenic spirited contact does not mean creating an unfair advantage for a particular member group. It does mean being friendly and having the option of a Panhellenic orientation event for Potential New Members prior to the recruitment period.

## **ARTICLE IX. PLEDGING AND INITIATION**

- (1) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging

- (2) A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess
- (3) A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged
- (4) Initiation into Panhellenic shall occur on the day bids are extended during formal membership recruitment

## **ARTICLE X. HAZING**

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

Hazing is defined as any action or situation with or without consent which 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 which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which 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 which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of the NPC position on hazing through mailings and through their international magazines.

Panhellenic Association will follow all policies related to hazing as outlined in *The Lair*.

## **ARTICLE XI. EXTENSION**

- (1) When all NPC chapters at Mercer University are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter
- (2) A new chapter shall be organized through colonization by an NPC fraternity.
- (3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus (See UNANIMOUS AGREEMENTS-College Panhellenic Agreement on Extension).

## **ARTICLE XII. VIOLATIONS**

- (1) Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through mediation
- (2) If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee
- (3) If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention of appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met (See UNANIMOUS AGREEMENTS-College Panhellenic Association Judicial Procedures).

## **ARTICLE XIII. ALCOHOL AND DRUGS**

Refer to Mercer University's Lair for all policies regarding alcohol and drugs.

## **ARTICLE XIV. RULES OF ORDER**

The Mercer University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

## **ARTICLE XV. AMENDMENT**

The Bylaws may be amended by two thirds (2/3) vote of the voting members of Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.