

CONSTITUTION OF THE GEORGIA SOUTHWESTERN STATE UNIVERSITY PANHELLENIC ASSOCIATION

ARTICLE I. Name

The name of this organization shall be the Georgia Southwestern State University Panhellenic Association.

ARTICLE II. Purpose

The purpose of this Panhellenic Association shall be to develop and maintain Greek Life and inter greek relations at a high level of accomplishments and in doing so:

1. To promote the ideals of Greek women's organizations in accordance with the Mission Statement and Goals of Georgia Southwestern State University.
2. To promote superior scholarship.
3. To cooperate with member groups and the university administration in concern for and maintenance of high social and moral standards.
4. To act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
5. To act in accordance with such rules established by Panhellenic Association as do not violate the sovereignty, rights and privileges of member groups.
6. To act in accordance with the Georgia Southwestern State University Student Handbook following the policies and guidelines as stated for Student Organizations.

ARTICLE III. Membership

Membership of the Georgia Southwestern State University Panhellenic Association shall be composed of chapter members in good standing of the National Panhellenic Conference and the University.

ARTICLE IV. Officers

1. The officers of the Georgia Southwestern State University Panhellenic Association shall be President, Vice President, Secretary and Treasurer.
2. Chapters shall occupy each office of the Panhellenic Association based on an established rotation schedule. The officers shall be selected from groups holding membership in the Georgia Southwestern State University Panhellenic Association.
3. The officers shall serve for a term of one year, the term of office to begin with the first December of the Spring Semester.
4. Officers are required to attend all Panhellenic Association meetings. Any delegate, alternate delegate or officer that misses more than two (2) regularly scheduled meetings per semester shall be automatically dismissed by the Panhellenic Association. This dismissal shall be appealed to the President and Vice President who will make the final decision. Any officer failing to perform her duties as outlined shall resign and a successor

be designated by the member group to which the officer belongs.

5. To hold officer, a member must be enrolled with at least a 2.3 graduating grade point average and must be an active member in her chapter for the duration of her term.

6. Officers shall be responsible for conducting appropriate officer transition with their successors.

7. The duties of the officers shall be:

A. PRESIDENT.

(1) Have overall responsibility for the operation of the Panhellenic Association.

(2) Call and preside at all regular, executive and special meetings of the Panhellenic Association.

(3) Approve and sign all Panhellenic Association checks and contracts.

(4) Serve as ex-officio of all Panhellenic Association committees, with voice but no vote.

(5) Report as required to the National Panhellenic Conference Area Advisor.

(6) Maintain up-to-date President's files which will include:

(a) Constitution and Bylaws

(b) Current Budget

(c) NPC Manual and related materials (updates and agreements)

(d) Copies of end of term and end of year reports

(e) Minutes from all regular (and special, if pertaining) meetings

(f) Any other pertinent information

(7) Serve as a liaison between the Panhellenic Association and the Interfraternity Council and the Pan-Hellenic Council.

(8) Represent the Panhellenic Association at all GSW Preview and Orientation Days.

(9) Serve as the official liaison to Greek Week

(10) Appoint committee chairs as necessary. All committees will consist of one representative from each member group.

(11) All other duties pertaining to this office.

B. VICE PRESIDENT

(1) Perform the duties of the President in her inability to serve.

(2) Serve as Rush Coordinator by overseeing all rush activities of the Panhellenic Association.

(3) Promote all activities and positive actions of the Panhellenic Association

(4) Present a semesterly report to the President.

(5) Act as Parliamentarian in all Panhellenic Association meetings.

(6) Oversee all programs of the Panhellenic Association.

(7) Any other duties assigned.

C. SECRETARY

(1) Keep an up-to-date roll of the members of the Panhellenic Association and Executive Board and to call it at all Panhellenic Association meetings

(2) Maintain precise minutes of all meetings of the Panhellenic Association and a record of all action taken by the Executive Board.

- (3)Responsible for all official correspondence of the Panhellenic Association
- (4)Present a semesterly report to the President
- (5)Any other duties assigned to this position

D. TREASURER

- (1)Responsible for the general supervision of the finances
- (2)Responsible for the preparation of the budget and, following its approval by the Panhellenic Association, providing a copy to each officer and member group.
- (3)Receive all payments due to the Panhellenic Association, and give receipts
- (4)Responsible for prompt payments for all debts
- (5)Maintain up-to-date financial records and give report at each meeting
- (6)Present a semesterly report to the President
- (7)Any other duties assigned to this position

ARTICLE V. Meetings

1. REGULAR. The Georgia Southwestern State University Panhellenic Association shall hold at least one regular meeting each two weeks during the academic year.
2. EXECUTIVE. The Georgia Southwestern State University Panhellenic Association officers shall meet with the Panhellenic Advisor a minimum of twice a month during the academic year.
3. SPECIAL. A special meeting of the Georgia Southwestern State University Panhellenic Association may be called by the President when necessary and shall be called upon written request of any regular member group at Georgia Southwestern.
4. The voting delegate from each member group shall be responsible for notifying her chapter members of all regular and special meetings of the Georgia Southwestern State University Panhellenic Association.

ARTICLE VI. Functioning

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Georgia Southwestern State University Panhellenic Association and to compile rules governing the Panhellenic Association, including rushing and intake of new members, which do not violate the sovereignty, rights and privileges of member groups.

1. MEMBERSHIP. The Georgia Southwestern State University Panhellenic Council shall be composed of two delegates from each chapter, one voting delegate and one alternate delegate. Membership shall additionally consist of two officers from each member group.
2. SELECTION OF DELEGATES. Delegates shall be selected by their respective chapters to serve for one year. Whenever possible, the alternate delegate of one year shall be the delegate the succeeding year.
3. REQUIREMENTS OF DELEGATES. To serve as a voting or alternate delegate,

members must be enrolled at Georgia Southwestern State University, have a 2.0 graduating grade point average, and remain as an active member of her chapter for the duration of her term.

4. DELEGATE DUTIES. It shall be the responsibility of the delegate to take information presented at Panhellenic Association meetings and relay that information to their perspective chapters.

5. DELEGATE VACANCIES. When a delegate vacancy occurs, it shall be the responsibility of the member group concerned to select a replacement within two weeks and to notify the Panhellenic Association Executive Board through the President with her name, address, and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the group shall fulfill the duties of the delegate in all cases, except the President. The Vice President shall fulfill the duties of the President.

6. MEETINGS. Regular meetings of the Panhellenic Association shall be held at a time and place established at the beginning of each term by the Executive Board.

SPECIAL MEETINGS of the Panhellenic Association may be called upon by the President when necessary and shall be called by her upon written request of any member delegate of the Panhellenic Association.

7. QUORUM. Two thirds of the member groups shall constitute a quorum for the transaction of business.

8. EXECUTIVE BOARD. The officers of the Georgia Southwestern State University Panhellenic Association shall serve as the Executive Board of the Panhellenic Association and shall have such powers and duties as described in the Constitution and the Bylaws.

9. VOTING.

A. The voting members of the Panhellenic Association shall be the voting delegates of each member group. If a delegate is absent, the vote of her group may be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the group.

B. A majority of the voting members of the Panhellenic Association shall be required to carry all business of the Association.

ARTICLE VII. Panhellenic Advisor

The Panhellenic Advisor shall serve to advise the Panhellenic Association of Georgia

Southwestern State University in accordance with member organization's ideals and Georgia Southwestern State University policies. He/she will serve to advise, and shall have voice but no vote on all issues before the Association. The Advisor(s) will be selected no later than the first meeting of the Spring Semester.

ARTICLE VIII. Violations

1. Violations of any regulations of this constitution or its related bylaws, rushing rules, or Panhellenic Association policies and standards shall be the occasion for penalties established by the Georgia Southwestern State University Panhellenic Association.
2. Any dispute growing out of a violation of the Panhellenic Association constitution, bylaws, or other regulations shall be mediated through arbitration principles following, which include, but are not limited to: National Pahnellenic Conference "Green Book", the Georgia Southwestern State University Handbook, and state and local laws.

ARTICLE IX. Amendments

1. This constitution may be amended by a majority vote of the voting members of Georgia Southwestern=s Panhellenic Association.
2. Notice of a proposed amendment shall be given at one regular meeting and the vote shall occur no earlier than the next meeting.

**GEORGIA SOUTHWESTERN STATE UNIVERSITY
PANHELLENIC ASSOCIATION
BYLAWS**

ARTICLE I. Finance

(1) CHECKS. All checks issued on behalf of the Panhellenic Association require the signatures of the Treasurer, with permission from the Executive Board.

(2) PAYMENTS. All payments due to the Panhellenic Association shall be made to the Treasurer, who shall record and deposit them. Checks shall be made payable to the Panhellenic Association.

(3) MEMBERSHIP DUES.

(a) AMOUNT. The amount of dues shall be determined annually by the Panhellenic Association. (As of October 1, 1998, \$150.00 per semester per chapter)

(b) TIME OF PAYMENT. The dues of each Panhellenic Association member group shall be payable at or before the second regular meeting of the Panhellenic Association per academic term.

(c) LATE FINES. Late fines are \$5.00 for every day that payment is late.

(d) ASSESSMENTS. Assessments may be made by the Panhellenic Association against each member group as necessary.

ARTICLE II. Appointed Offices

The offices of Scholarship Chair, Risk Management Chair, and Community Service Chair shall be the Appointed Offices. These chairs will be selected by the Executive Board. Each member group shall have one appointed office. Duties are outlined below:

A. Scholarship Chair

(1) Promote high scholastic achievement among member groups of the Panhellenic Association

(2) Coordinate with Student Affairs to publish the group chapter averages

(3) Provide incentives and rewards for academic improvement and achievement

(4) Meet with chapter scholarship chairs once a semester

- (5) Plan at least one all inclusive community service project per semester
- (6) Present semesterly report to the President
- (7) Any other duties assigned to this office

B. Risk Management Chair

- (1) Plan at least one program per semester pertaining to issues potentially harmful to college students (i.e. alcohol, drugs, date rape, self defense)
- (2) Meet with chapter social chairs once per semester
- (3) Serve as the Panhellenic Association liaison to any effort by the University or any student group to address risk management concerns, campus improvement or campus activities as deemed appropriate by the Executive Board.
- (4) Train and Organize Rush Counselors
- (5) Present semesterly report to the President
- (6) Any other duties assigned to this office

ARTICLE III. National Panhellenic Conference Rush

(1) FALL RUSH: Fall Rush shall be held.

(2) RUSH REGISTRATION: Rush registration shall be held at a time proposed by the Vice President and approved by the Executive Board. The registration shall be well publicized and held prior to formal rush. A registration fee proposed by the Executive Council and approved by the Panhellenic Association shall be charged to rushee participants.

(3) RUSH SCHEDULE. The rush schedule shall be confirmed by the Panhellenic Association. Each rushee shall be required to attend a rush orientation held at the beginning of Rush Week. The orientation shall be included in the rush schedule.

(4) RUSH RULES. Rush rules shall be established by the Panhellenic Association and will be made available to each member group through Panhellenic voting delegates. Each rushee will be informed of the rush rules at Rush Orientation. Violations of rush rules will be reported in writing by the President of any member group or any rush counselor within twenty-four hours of the infraction to the Advisor(s) of the Panhellenic Association. The written report will be completed by the member who witnessed the infraction. Each rush infraction will be screened by the Executive Board and forwarded to the Panhellenic Association if deemed necessary by the Board.

(5) QUOTA/TOTAL: National Panhellenic Conference Quota/Total system shall be used.

(6) The Preferential bidding system shall be used.

(7)CONTINUOUS OPEN BIDDING. Except during Formal Rushing Period, continuous open bidding shall be in effect during the academic term for all eligible women student so long as the chapter is below Campus Total. C.O.B. may also be used to fill quota, if not reached through formal Rush. Procedures, as outlined in the NPC Manual,for COB to fill quota will be followed. Notification of pledging through open bidding shall be made to the Panhellenic Association Executive Board through the Panhellenic Association Advisor at the next scheduled meeting.

(8)ELIGIBILITY FOR PLEDGING. No girls may receive a bid, written or oral, from a member group or in any way pledge herself to any group prior to her matriculation at Georgia Southwestern State University. Once a preferential card is signed, it is considered binding. It may not be changed. If a rushee signs a preferential card designating her preference and disassociates herself with the group, she is ineligible to pledge another member group for one calendar year from the time the pledging occurred.

(9)A Panhellenic Association member group may not issue an invitation to membership during any school recess. This includes Winter and Spring breaks, breaks between semesters and all of Summer term until formal Fall Rush.

(10)CAMPUS TOTAL. Campus total is set at 52. Every regularly enrolled new member, initiate, or affiliate shall be counted in chapter total. A list of such members shall be filed with the Office of Student Life by the deadline established by that office. The list submitted to the Office of Student Life will be the official roster of each member group. Disassociation in any form, of any member counted in chapter total, that occurs during the term after the submission of the roster to the Office of Student Life, shall be reported to the Executive Board through the Panhellenic Advisor within one week of the disassociation.

(11)All Green Book procedures and NPC Unanimous Agreements shall be followed.

(12)The Panhellenic Association will not pay for any part of an individual chapter's recruitment.

ARTICLE IV. Extension

(1)When all NPC chapters at Georgia Southwestern State University are close to or over chapter total, extension of another chapter shall be considered.

ARTICLE V. Risk Management

(1)HAZING. All forms of hazing as well as any activities defined as hazing are prohibited. Hazing is defined as: *any action taken or situation created, intentionally, whether on or off group or campus premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities include: creation of excessive fatigue, physical and psychological shocks, wearing apparel that is conspicuous or not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games or activities, late night sessions that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of the educational institution. Please note, this is NOT exhaustive.*

ARTICLE VI. Rules of Order

(1)The Panhellenic Association shall be governed by Robert's Rules of Order except in matters specifically provided for in the constitution.

(2)Bylaws and rules of order may be suspended by a motion to suspend the rules, followed by a second and a majority vote.

ARTICLE VII. Amendments

(1)These bylaws may be amended by a majority of the voting members of the Panhellenic Association provided notice of the proposed amendment has been given at the preceding regular meeting.