

# ***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 the 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. 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 the national panhellenic conference unanimous agreements and policies.
5. To act in accordance with the rules established by Panhellenic associations as do no 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 association based on an established rotation schedule. The officers shall be selected from the groups holding membership in the Georgia Southwestern State University Panhellenic Association.
3. The officers shall serve for a term one-year, the term of office to begin with the first December of the spring semester.
4. **Officers are required to attend all Panhellenic meetings. Any delegate, alternate delegate or officer that misses more than one regular scheduled meeting per semester shall be automatically dismissed by panhellenic. Any officer failing to**

**perform her duties as outlined shall resign and a successor is designated by the member group to which the office belongs.**

5. To hold office, a member must be enrolled with at least a 2.3 graduating GPA and must be an active member in her chapter for the duration of her term.
6. Officers shall be responsible for conduction appropriate officer transition with their successors.
7. The duties of the officers shall be:  
President:
  1. Have overall responsibility for the operation of the Panhellenic Association.
  2. Call and preside at all regular, executive and special meetings of Panhellenic.
  3. Approve and sign all Panhellenic association checks and contracts.
  4. Serve as ex-officio of all Panhellenic association checks and contracts.
  5. Report as required to the national Panhellenic conference area advisor.
  6. Maintain up-to-date president's files which include:
    - Constitution and bylaws
    - Current budget
    - NPC manual (updates and agreements)
    - Copies of end of term and end of year reports
    - Minutes from all regular meetings
    - Any other pertinent information
  7. Serve as liaison between panhellenic, the interfraternity council, and pan-hellenic.
  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.
  11. All other duties pertaining to 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 Panhellenic.
4. Act as parliamentarian in all Panhellenic meetings.
5. Oversee all programs for Panhellenic.
6. Any other duties assigned.

C. Secretary

1. Keep an up-to-date roll of the members of Panhellenic and executive board and to call it at all Panhellenic meetings.
2. Maintain precise minutes of all meetings of the Panhellenic Association and a record taken of all action taken by the executive board.
3. Responsible for all official correspondence of the Panhellenic association.
4. Any other duties assigned.

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. 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 alternating 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 GSW 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 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 Panhellenic in accordance with member organization's ideals and GSW policies. **He/she will serve to advise, and shall have voice but no vote on any issues concerning Panhellenic.** The advisor shall 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 policies and standards shall be the occasion for penalties established by the GSW 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 Panhellenic Conference "GREEN Book", the GSW handbook, and state and local laws.

### **Article IX. Amendments**

1. This constitution may be amended by a majority vote of the voting members of GSW 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.**

**Revised 11/02**

# Georgia Southwestern State University Panhellenic Association Bylaws

## Article 1. Finance

1. CHECKS. All checks issued on behalf of the Panhellenic association require the signature of the treasurer, with permission of the executive board.
2. PAYMENTS. All payments due to Panhellenic shall be mad to the treasurer, who shall record and deposit them. Checks shall be made to the Panhellenic Association.
3. MEMBERSHIP DUES.
  - AMOUNT. The amount of dues is determined by Panhellenic. (As of January 1, 2006 per semester per chapter is \$200.00)
  - TIME OF PAYMENT. The dues of Panhellenic shall be payable at or before the second regular meeting of the Panhellenic meeting per academic term. **It is the responsibility of the treasurer to send a bill out to each chapter.**
  - LATE FINES. If the bill is past due, the charge will be \$5.00 for every day that the payment is late.
  - ASSESSMENTS. Assessments may be made by Panhellenic against each member group as necessary.

## Article II. Appointed Offices

The offices of scholarship chair and risk management chair shall be the appointed offices. The chairs will be selected be selected by the chapters. Each member group shall have one appointed office. Rotations shall occur each year.

1. Scholarship Chair
  - Promote high scholastic achievement among member groups of panhellenic
  - Coordinate with student affairs to publish the group chapter averages
  - Provide incentives and rewards for academic improvement and achievement
  - Meet with chapter scholarship chairs once a semester
  - Plan at least one inclusive community service project per semester
  - Any other duties assigned to this office
2. Risk Management Chair

- Plan at least one program per semester pertaining to issues potentially harmful to college students ( alcohol, drugs, date rape, self defense)
- Meet with chapter social chairs once per semester
- 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
- Train and organize rush counselors
- Any other duties assigned to office

### **Article III. National Panhellenic Conference Recruitment**

1. Fall Recruitment: fall rush shall be held at the beginning of fall semester with dates being set by the Office of Student Life.
2. Recruitment Registration: Recruitment 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 recruitment. The orientation shall be included in the recruitment schedule.
3. Recruitment Schedule. The recruitment schedule shall be confirmed by Panhellenic. Each potential member shall be required to attend a recruitment orientation held at the beginning of recruitment. Orientation shall be included in recruitment week.
4. Recruitment Rules: Recruitment rules shall be established by Panhellenic and will be available to each member through Panhellenic voting delegates. Each potential member will be informed of rules during orientation. Violations will be reported in writing by the president of any member group or recruitment counselor within twenty-four hours of the infraction to the advisor of Panhellenic. No infraction will be taken after twenty-four hours! 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 recruitment period, continuous open bidding shall be in effect during the academic year for all eligible women student so long as the chapter is below campus total. C.O.B. may be used to fill quota, if not reached through formal recruitment. 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 Panhellenic executive board and the Panhellenic advisor at the next scheduled meeting.

8. Eligibility For Pledging: No girls may receive a bid, written or oral, from a member or group in any way pledge herself to any group prior to her matriculation at GSW. Once a preferential card is signed, it is considered binding. It may not be changed. If a potential member signs a preferential card designating her preference and disassociated herself with the group, she is ineligible to pledge to another sorority for on calendar year from the time pledging occurred.
9. A Panhellenic member may not issue and invitation to membership during any school recess. This includes winter and spring breaks, breaks between semesters, and all of summer term until formal fall recruitment.
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 the 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 agreement shall be followed.
12. The Panhellenic association wills no pay for any part of an individual's chapter recruitment.

#### **Article IV. Extension**

- When all NPC chapters at GSW are close to or over chapter total, extension of another chapter shall be considered.

#### **Article V. Risk Management**

1. BID DAY- NO BOYS NO BOOZE: It is an NPC rule that on bid day there shall be no girls drinking or at the fraternity houses for at least twenty four hours after accepting a bid. If this rule is violated the chapter nationals will be notified immediately.
2. HAZING. All forms of hazing as well as activities defined as hazing is 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.

#### **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 Panhellenic provided notice of the proposed amendment has been given at the preceding regular meeting.

**Revised 01/07**