By-Laws of the UW- Stout Panhellenic Association

Article I. Officers

Section 1. Determination of Officers

A. The offices of President, Vice- President, and Secretary/Treasurer of the UW-Stout Panhellenic Council shall be held by election of each Panhellenic Council delegate.

1. Rotation of officers will go as follows: President to Secretary/Treasurer; Vice President to President; Secretary/Treasurer to Vice President
2. All elected positions should have served as a representative for the Panhellenic Council for at least one semester and of good standing with the University unless under extenuating circumstances.
3. If there is no representative that is seen fit for an executive position, a proposal must be written to the current Panhellenic Executive Board by the Advisor and/or Nominating Committee of that particular sorority. In that proposal, the chapter Advisor and/or Nominating Committee must explain why the current representatives are seen as unfit and propose an alternative candidate an explanation. The proposal must be submitted by November 1.
	1. Reasons for an alternative candidate
		1. Representatives’ lack of interest in position
		2. Representative not prepared for officer duties

B. The chairmen of the Public Relations, Programming and Service/Philanthropy Committees will be appointed by each individual sorority as the Senior Delegate.

 1. Rotation of officers will go as follows: Service/Philanthropy to Public Relations; Public Relations to Programming; Programming to Service/Philanthropy.

 2. Each chairman will collaborate with a corresponding Executive Board member.

 3. Chairman will be required to attend all Executive Board meetings as well as regular scheduled meetings of UW-Stout Panhellenic.

C. All special committee chairs shall be appointed in agreement by the Executive Board of the UW- Stout Panhellenic Council.

Article II. Duties of the Officers and Delegates

Section 1. President

A. Preside at all meetings of the Panhellenic Council and the Executive Board.

C. Shall serve as ex-officer member of all committees.

D. Shall communicate regularly with the Panhellenic, NPC Area Advisor and UW-Stout Greek Life Advisor

E. Shall be familiar with the NPC Manual of Information and all governing documents of this association.

F. Maintain current copies of the following: UW-Stout Panhellenic Council Association By-Laws and standing rules; the Panhellenic Association budget; contracts executes 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.

G. Shall be the spokesperson, representative and correspondence of Panhellenic Council to campus and non- campus organizations and to the University.

H. Shall conduct officer installation and training at a date approved by the Council.

I. Shall develop, coordinate and supervise the committee structure of the Panhellenic Council.

J. To schedule regular meetings of the Panhellenic Council.

K. To call Senior Delegates for special meetings at least 24 hours in advance.

L. Perform all other duties assigned.

Section 2. Vice- President

A. Shall serve as chairperson of the Recruitment Committee of the Council and assume responsibility for planning and coordination of activities and policies pertaining to recruitment.

B. Shall be responsible for coordination of the activities and training of the Recruitment Counselors.

C. Shall conduct and present, in writing, the results of an evaluation given to each member sorority of Formal Recruitment.

D. Shall, in absence of the President, be the presiding officer of the council.

E. Shall serve as chair of the Judicial Committee of the Council and in this capacity assume responsibility for committee hearings on all alleged violations of Panhellenic Council policy and applicable university policies.

F. Shall maintain all records of recruitment statistics of Panhellenic Council and membership statistics of each sorority.

G. Shall be familiar with the NPC Manual of Information and all governing documents of this association.

H. Perform all other duties assigned.

Section 3. Secretary/Treasurer

 A. Keep an up-to-date roll of the members of the Panhellenic Council.

B. Record minutes of all meetings of the UW-Stout Panhellenic Council and the Executive Board business and distribute minutes to each member of the Panhellenic council and the President of each Panhellenic Fraternity within 24 hours of the meeting as well as posted onto the Panhellenic Council’s OrgSync portal.

C. Assume all responsibilities and powers delegated to the President and Vice-President in their absence.

 D. Send meeting minutes to the NPC area advisor.

 E. Shall be familiar with the NPC Manual of Information and all governing documents of this association.

 F. Perform all other duties as assigned.

G. Shall supervise the finances of the UW-Stout Panhellenic Council, maintain up-to-date financial records and give a financial report at each regular meeting of the Panhellenic Council.

 H. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.

* Shall each semester collect the dues of the member sororities of the Council in the amount of $5.00 per member (new and active) per semester.
* Dues are collected by Monday of the first week of the final month of the semester; first Monday in December and first Monday in May

I. Assume all responsibilities and powers delegated to the President, Vice- President and Secretary in their absence.

 J. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each [name of institution] Panhellenic Association member fraternity.

 L. Pay promptly the annual NPC dues and all bills of the [name of institution] Panhellenic Association.

 L. Shall be familiar with the NPC Manual of Information and all governing documents of this association.

 M. Perform all other duties as assigned.

Section 5. Senior Delegate-Committee Chairman

A. Shall serve as a chairman of one of three committees: Public Relations, Programming and Service/Philanthropy. Duties of the chairman are as follows:

 1. Programming Chairman

 a. Assist the President with Panhellenic events and related duties.

 b. Providing Panhellenic and each individual sorority with at least one mandatory educational each semester in order to make resources available pertaining to Academics, Risk Management and other programming.

 2. Public Relations Chairman

 a. Assist the Vice President with Formal Recruitment and related duties.

 b. Maintain all UW-Stout Panhellenic Council media outlets to promote meetings, events, etc.

 3. Service/Philanthropy Chairman

 a. Assist the Secretary/Treasurer with fundraisers and related duties.

 b. Conduct at least one community service event for all members of the Panhellenic Council per semester.

 c. Coordinate at least one fundraiser per academic year.

B. Shall vote as a representative of her sorority and not as an individual.

C. Shall promote Panhellenic activities with her sorority.

D. Shall communicate all pertinent information to and from the Council and her sorority.

E. Shall collect all letters of excuse of absence for mandatory events 72 hours prior to events and submitted to Executive board on the night of the mandatory event.

Section 6. Secondary Delegate

A. Assume all responsibilities and power delegated to the Senior Delegate in their absence.

B. Shall vote on behalf of her sorority in the absence of the Senior Delegate.

C. Shall be a member of at least one Panhellenic committee appointed by the Executive Board and Chairmen

Section 7. Junior Delegate

A. Assume all responsibilities and power delegated to the Senior and Secondary Delegate in their absence.

B. Shall vote on behalf of her sorority in the absence of the Senior and Secondary Delegate.

C. Shall be a member of at least one Panhellenic committee appointed by the Executive Board and Chairmen

Article III. Meetings

Section 1. There shall be weekly meetings of the Panhellenic Council throughout the academic year or when deemed necessary by the Executive Board.

Section 2. The meetings of the Panhellenic shall follow Section 8 Order of Business

Section 3. The selection of the meeting place for all Council meetings shall be left to the President.

Section 4. The date and time of the regular meeting of the Panhellenic Council shall be agreed upon by the Council prior to each semester.

Section 5. Special Meetings

A. The president shall have the power to call the Council into special sessions as she deems necessary, providing, however, all members shall be given twenty four (24) hours advance notice as to the time and place of all special meetings.

B. The Council may at any time request the President to call a special meeting, provided such a request is approved by one-half (½) of the members. Such a request shall be mandatory upon the President.

C. Any business conducted in special sessions for which there was not twenty-four (24) hour advance notice to each member, shall be null and void.

Section 6. Full representation is from each sorority to hold a meeting.

Section 7. Attendance

A. Officers and Chairman

1. Officers shall attend all regular meetings of the Council or provide an excuse to the presiding officer within forty-eight (48) hours.

2. Failure to provide an excuse will be subject to a fine of $5.00 at the discretion of the Executive Committee.

3. Excessive excused and/or unexcused absences will be reported to the officer’s sorority by the President.

B. Delegates

1. Delegates are expected to attend all regular meetings of the Council or provide an alternate delegate.

Section 8. Order of Business

* + - 1. Call to order.
			2. Read the Creed.
			3. Roll call.
			4. Executive Board Reports
				1. President
				2. Vice President
				3. Secreterary/Treasurer
				4. Faculty Advisor
			5. Special Committee Reports
				1. Fund-raising
				2. Education
				3. Service
			6. Old Business
			7. New Business
			8. Announcements
			9. Adjournment

Article IV. Standing Boards and Committees

Section 1. The standing boards and committees of the Council shall be: Executive, Judicial and Recruitment.

A. Executive Board.

1. The Executive Board of the Panhellenic Council shall be chaired by the President and shall be composed of the President, Vice- President, Secretary/Treasurer.
2. The members of the Executive Board shall meet prior to regular Panhellenic Council meetings. (When needs)
3. The Executive Board shall be responsible for:

a. Planning the Panhellenic Council agenda.

b. Discussing issues related to sound Panhellenic operations.

c. Hearing appeals of all fines imposed by the Council.

d. Recommending new legislation or policies to the Council.

e. Handling necessary business of the Council between Council meetings.

f. Serving as a liaison between Inter-Greek Council, Panhellenic Council, and Interfraternity Council.

g. Establish any committee necessary for carrying on business of the Panhellenic Council.

h. Train incoming officers.

i. Serving as the Judicial Committee for Panhellenic.

B. Judicial Committee (When Needed)

1. The Judicial Committee shall be chaired by the Vice- President and shall be composed of the Executive Board of Panhellenic. The chairperson will vote only in cases of a tie.
2. The members of the Judicial Committee shall begin their terms upon installation.
3. The Judicial Committee shall have the power to penalize any member sorority for violations of duly constituted policy of the Panhellenic Council or the University.
4. At any time a sorority whose representative is serving on the Judicial Committee shall become a party to an infraction, the representative shall remain on the committee without a vote.
5. All members of the Judicial Committee must be present in order for a case to be heard or the Panhellenic Advisor.
6. Decisions of the Judicial Committee may be appealed to the entire Panhellenic council.
7. Major infractions will be reported and handled by the SSA’s Organizational Affairs Conduct Oversight Committee.

C. The Recruitment Committee

1. The Recruitment Committee shall be chaired by the Vice- President.
2. The Recruitment Committee shall compile, with the approval of the Council and the input of all member sororities, all recruitment rules and regulations.

Article V. Voting

Section 1 A majority vote of all representatives present shall be sufficient for passage of motions unless otherwise provided in the constitution and/or By-Laws.

Section 2 A. Eligible voters shall consist if all the Senior Representatives.

B. Executive board does not vote.

C. The President votes only in the case of a tie.

Article VI. Amendments and Ratification

Section 1 The By- Laws shall be dealt with through the same proceeding as in the constitution.

(Revised November 2014)