

COLLEGE PANHELLENIC BYLAWS

BYLAWS OF THE COLLEGE OF NEW JERSEY COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be The College of New Jersey College Panhellenic Association (hereinafter named “TCNJ College Panhellenic Association”).

Article II. Object

The object of the College Panhellenic Association shall be to develop and maintain women’s sorority life and Interfraternity relations at a high level of accomplishment and in doing so to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women’s sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

Article III. Membership

Section 1. Membership types

There shall be three classes of membership: regular, provisional and associate.

- A. Regular membership.** The regular membership of TCNJ College Panhellenic Association shall be composed of all chapters of NPC sororities at The College of New Jersey. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters. Members from chapters holding regular membership shall be eligible to serve as any officer.
- B. Provisional membership.** The provisional membership of TCNJ Panhellenic Association shall be composed of all colonies of NPC sororities at The College of New Jersey. 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 sorority. Members from chapters holding provisional membership shall not be eligible to serve as an officer.
- C. Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership TCNJ College 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related

matters. If they are not participating in the primary 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. Members from a chapter holding associate membership shall not be eligible to serve as an officer.

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 subjected to TCNJ College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this College Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of TCNJ College Panhellenic Association shall be President, Vice President, Vice President of Recruitment 1, Vice President of Recruitment 2, Vice President of Programming and Social Affairs, and Secretary/Treasurer.

Section 2. Eligibility

- A. All applicants must be in good academic standing with their chapter and National Headquarters.
- B. All applicants must have a minimum GPA of a 2.75.
- C. The Panhellenic President must have must have experience as a Panhellenic Executive Board member. This does not include experience as a Rho Gamma.
- D. The Panhellenic President, Vice President, Vice President of Recruitment 1 and Vice President of Recruitment 2 cannot hold a chapter president or recruitment chair position during their term on Panhellenic.
- E. A chapter president or recruitment officer cannot hold any Panhellenic Executive Board position during her term.
- F. One woman may not hold both Panhellenic President and IGC President positions simultaneously.
- G. Applicants for President, Vice President, and Vice President of Recruitment must have at least one semester of sorority experience to apply. All other Executive Board positions do not require one semester of sorority experience.

Section 3. Selection of Officers

- A. Panhellenic Executive Officers are selected annually. Only one member from each NPC chapter may be represented on the Panhellenic Executive Board at any given time.
 - a. A NPC chapter may not be unrepresented on the Panhellenic Executive Board for longer than three terms, provided that the chapter provides quality applications, and this list is to be recorded by the Secretary/Treasurer.

- b. After a member of an organization has served a term in a Panhellenic Council position, no members of that organization may hold said position for one succeeding term.
- B. It will be the responsibility of the Panhellenic chapters to provide a qualified applicant to serve on the executive board position in the rotation.
- C. It will be the decision of the presiding Panhellenic Executive Board to decide whether or not to add, delete, or change the officer positions of the Panhellenic Council if need be.
- D. Selection of officers will be performed by the current Panhellenic Executive Board and shall occur at the end of the Spring semester. The designated Panhellenic Delegate from each chapter will also have the opportunity to meet with the Executive Board to review applications and provide feedback on the executive board candidates.
- E. A chapter must provide additional applicants if those that applied are deemed to be unqualified by the presiding Executive Board.

Section 4. Office-holding limitations

- A. The President should have served on the previous Panhellenic Executive Council as the Vice President. Similarly, The Vice President of Recruitment 1 should have served on the previous Panhellenic Executive Council as the Vice President of Recruitment 2.
 - a. If the delegate from the chapter is not prepared to serve as President or Vice President of Recruitment 1, that fraternity shall relinquish its place on the Panhellenic Executive Board. The position shall be filled by an Executive Board member who has previously served on the Panhellenic Executive Board. If this condition does not apply, open applications will be accepted in compliance with the one-term limitation.
- B. The President, Vice President, Vice President of Recruitment 1, and Vice President of Recruitment 2 shall all be from four separate chapters represented within the College Panhellenic Association.

Section 5. Term

The officers shall serve for a term of one year in their roles or until their successors are selected. The term of office will begin at the end of the Spring semester.

Section 6. Removal

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
- B. The Executive Board holds the responsibility of impeaching an Executive Board member for failure to perform council and/or specific position duties by majority vote of the Executive Board, excluding the vote of the council member being considered, with the approval of the Panhellenic Advisor.

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 8. Duties of officers

- A. The President shall:
 - Have overall responsibility for the operation of the College Panhellenic Association.

- Call and preside at all regular and special meetings of the College Panhellenic Association.
- Call and preside at all College Panhellenic Executive Board meetings.
- Review, approve, and sign all College Panhellenic Association contracts.
- Serve as the ex-officio member of all College Panhellenic Association committees.
- Report as required to the NPC Area Advisor.
- Maintain a complete and up-to-date President's file which will include a copy of the current TCNJ College Panhellenic Association Bylaws and Constitution, Standing Rules, Recruitment Rules, Code of Ethics, an updated budget, the current NPC Manual of Information, and the NPC Area Advisor contact info, as well as copies of all College Panhellenic Reports sent to the Area Advisor and other pertinent materials.
- Be responsible for communication with the Interfraternity Council, Unified Greek Council, and Inter-Greek Council.
- Meet weekly with the Panhellenic Advisor.
- Ensure that the NPC College Panhellenic annual report is submitted, in conjunction with the Panhellenic Advisor.
- Perform all other duties usually pertaining to this office.

B. The Vice President shall:

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Deal with violations of the Constitution, Bylaws, Recruitment Rules, and Code of Ethics.
- Report any violations of the Constitution, Bylaws, Recruitment Rules, and Code of Ethics to the NPC Area Advisor and other necessary people.
- Directly oversee the Judicial Board.
- Plan and implement ongoing training sessions for Judicial Board in conjunction with the President and Panhellenic Advisor.
- Organize and be responsible for the election process for the College Panhellenic Association.
- Promote high social and moral values in the lives of members and develop and update a Code of Ethics to state such values.
- Be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellection achievement.

C. The Vice President of Recruitment 1 shall:

- Be responsible for reviewing and developing membership recruitment rules and distributing copied of them when approved to the delegates of all College Panhellenic Association members.
- Plan the logistics and execution of the Primary Formal Recruitment Period.
- Be familiar with the use of MyCampusDirector, utilized during Formal Recruitment.
- Oversee the Continuous Open Bidding process for any chapters participating, including scheduling of events and completion of forms required by Fraternity and Sorority Life staff.

- Assist the Panhellenic Advisor in the planning and implementation of a Hazing Prevention Workshop for all new members.
 - Keep current statistics concerning the number of initiated members and new members of each College Panhellenic Association chapter.
 - Following each membership recruitment period, present a full report, including recommendations, to the College Panhellenic Association.
 - File reports as necessary to the NPC Area Advisor.
 - Serve for a full-year term.
- D. The Vice President of Recruitment 2 shall:
- Assist the Vice President of Recruitment 1 in all of her duties and responsibilities involving Recruitment.
 - Be responsible for the selection, training and oversight of the recruitment counselors (Rho Gammas) who will assist in the formal recruitment process.
 - Observe and shadow the Vice President of Recruitment 1 in all duties assigned.
 - Be expected to fulfill the position of Vice President of Recruitment 1 at the next officer transition.
 - Keep current statistics concerning the number of initiated members and new members of each College Panhellenic Association member organization.
- E. The Vice President of Programming and Social Affairs shall:
- Plan and implement programs throughout the year that promote the ideals and goals of NPC and the TCNJ College Panhellenic Association.
 - Be responsible for the Programming and Community Service Committees.
 - Oversee and administer the Social Event Registration form process.
 - Hold a minimum of one training session at the start of each semester with all Panhellenic Social Chairs and Risk Management Chairs, in conjunction with the Panhellenic President.
- F. The Secretary/Treasurer shall:
- Be responsible for the general supervision of TCNJ College Panhellenic Association finances.
 - Be responsible for the preparation of the annual budget and, following its approval by the College Panhellenic Association, for providing a copy to each TCNJ College Panhellenic Association organization.
 - Receive all payments due to the College Panhellenic Association, collect all dues and give receipts.
 - Be responsible for the prompt payment of all bills related to the College Panhellenic Association.
 - Maintain up-to-date financial records, give a financial report at each regular meeting of the College Panhellenic Association, and an annual report at the close of her term of office.
 - Keep an up-to-date roll of the members of TCNJ College Panhellenic Association and call roll at all Council and Presidents' meetings.
 - Keep full minutes of all meetings of TCNJ College Panhellenic Association, the Panhellenic Council and record of all action taken by the Executive Board.

- Maintain a complete and up-to-date file which will include the minutes of meetings of TCNJ College Panhellenic Association from date of its origin; copies of all contracts made by the Council, and any current correspondence.
- Be responsible for the official correspondence of the College Panhellenic Association unless provided for otherwise.
- Be responsible for maintaining a record of past College Panhellenic Association Executive Board members and their NPC affiliation to ensure the officer selection process is regulated appropriately.
- Attend any trainings mandated by the Student Finance Board (SFB).

Article V. The Panhellenic Council

Section 1. Authority

The governing body of The College of New Jersey College 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 College of New Jersey College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities/fraternities.

Section 2. Composition and privileges

The College of New Jersey Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at The College of New Jersey 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 sorority, providing her credentials have been presented to the Association President.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective member organizations to serve for a term of one year commencing at the beginning of the calendar year.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the organization affected to select a replacement within two (2) weeks and to notify the College Panhellenic Association secretary of her name, e-mail address and telephone number.

Section 5. Regular meetings

Regular meetings of the Panhellenic Council shall be held every Wednesday at 12:00pm.

Section 6. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of April. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

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 written request of no fewer than one-fourth of the member organizations of TCNJ College 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 waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member organizations of TCNJ College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote requirements

- 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 otherwise specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of The College of New Jersey College Panhellenic Association shall be appointed by The College of New Jersey Office of Student Involvement. Currently, the Panhellenic Advisor is the Assistant Director of Fraternity and Sorority Life.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to TCNJ College Panhellenic Association. The Panhellenic Advisor shall have voice but not vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of TCNJ College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee. *NOTE: Standing committees will vary based on need of the Association; Judicial and Membership Recruitment are necessary*

committees for all associations. Suggested additional standing committees include Academic Excellence, Alumnae Advisory Council, Community Service/Philanthropy, Public Relations.

- B. 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 Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member organizations as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President as chairmen and eight (8) members from the College Panhellenic member organizations. The Panhellenic Advisor shall serve as a nonvoting, 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 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 organizations about the Panhellenic Judicial Board procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association 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 bylaws, code of ethics, standing rules and membership recruitment regulations of TCNJ College 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 a chairman and one representative from each regular, provisional, and associate member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but not 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 primary membership recruitment period. After each primary 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 organization and chapter advisor.

Section 5. Other committees

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

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of The College of New Jersey College Panhellenic Association shall follow what the TCNJ Student Finance Board adheres to.

Section 2. Contracts

Dual signatures of the Secretary/Treasurer and Panhellenic Advisor shall be required to bind TCNJ College Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of TCNJ College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Secretary/Treasurer and Panhellenic Advisor.

Section 4. Payments

All payments due to TCNJ College Panhellenic Association shall be received by the Secretary/Treasurer, who shall record them. Checks for payments shall be made payable to The College of New Jersey 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.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic council no later than February of that year.
 - The dues of each College Panhellenic Association member organization shall be payable on or before the beginning of each semester, two weeks after the Secretary/Treasurer has made the announcement.
 - The dues of each Panhellenic Association member organization shall be ten (10) dollars per active member of each organization.

Section 6. Budget

- A. An estimated budget, based on the previous years' spending, must be formulated to include each major Panhellenic event at the beginning of each semester.
- B. The budget does not provide for elaborate social functions for the sole benefit of Executive Board members.
- C. It is prohibited to use council funds for the purchase of alcoholic beverages.
- D. Every purchase exceeding \$25 must be approved by the Panhellenic Secretary/Treasurer before the date of the purchase through the purchase approval form.
- E. The Secretary/Treasurer will make sure that reimbursement request forms are filled out in a timely manner (no longer than two (2) weeks after the date of purchase unless otherwise discussed) in order to receive payment.

Article IX. Extension

Section 1. Extension

Extension is the process of adding an NPC women's organization.

The College of New Jersey College 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.

Section 3. IGC Expansion

The Executive Board of the Panhellenic council, in conjunction with the Executive Board of the Inter-Greek Council, handles any extension at TCNJ.

Article X. 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 TCNJ College Panhellenic Association shall be considered a violation.

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. TCNJ College Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. TCNJ College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- 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 this purpose 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 Appeals committee. TCNJ College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XI. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Section 1. Definition

The College of New Jersey defines hazing as any action taken, created or situated which intentionally or recklessly subjects any person to the risk of bodily harm, mental or physical discomfort, embarrassment, harassment, or ridicule; or causing or encouraging any person to commit an act that would be a violation of law or college regulations; for the purpose of initiating, promoting, fostering or confirming any form of affiliation with a student group or organization.”

According to New Jersey Statutes 2c: 40-3, “A person is guilty of hazing, a disorderly person offense, or a crime of the fourth degree if the act of hazing results in bodily injury, if, in connection with initiation of applicants to or members of a student or fraternal organization, whose membership is primarily students or alumni of the organization or an institution of higher education, the person knowingly or recklessly causes, coerces, or forces another person to do any of the following:

- (1) Violate federal or state criminal law;
- (2) Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the other person to a risk of emotional or physical harm;
- (3) Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements;
- (4) Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
- (5) Endure brutality of a sexual nature; or
- (6) Endure any other activity that creates a reasonable likelihood of bodily injury to the person.

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training, contests, competitions, or events.

Section 2. Examples

Examples of hazing include, but are not limited to:

- Forced consumption of alcohol or other drugs
- Required ingestion of any substance
- Dietary restrictions of any kind
- Sleep deprivation
- Creation of excessive fatigue
- Paddling, whipping, beating or physical abuse of any kind
- Forced tattooing or branding
- Calisthenics or any type of physically abusive exercises
- Exposure to the elements
- Compulsory servitude
- Work projects without the participation of the full membership
- Scavenger hunts, treasure hunts, road trips, kidnapping, drop-offs or any other such activities
- Assigned or endorsed pranks such as borrowing or stealing items, painting property or objects, or harassing other individuals or groups
- Morally degrading or humiliating games or activities

Article XII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern TCNJ College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order TCN College Panhellenic Association may adopt.

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of The College of New Jersey 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 XIV. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at The College of New Jersey. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC.