

Bylaws of The George Washington University Panhellenic Association

ARTICLE I. NAME

The name of this organization shall be The George Washington University Panhellenic Association.

ARTICLE II. TERMS

Section 1. Purpose of Terms

For these Bylaws, terms will be used throughout, thus this section will outline and explain all relevant terms. These terms may be used interchangeably.

Section 2. Definitions of Terms

- A. Junior Panhellenic - An organization of new members and new initiates of sororities that helps develop an early understanding of Panhellenic spirit, unites new member classes and coordinates activities.
- B. Manual of Information (MOI) - Above any other document or manual, the NPC Manual of Information is the primary resource for guiding a College and Alumnae Panhellenic. The Manual of Information includes NPC's Unanimous Agreements, policies and best practices
- C. National Panhellenic Conference (NPC) - The umbrella organization for 26 inter/national sororities.
- D. Panhellenic Association (PHA) - encompasses the Panhellenic Council, the Panhellenic Executive Board, all committees, and the Panhellenic Advisor.
- E. Panhellenic Council - The governing and voting body of the Panhellenic Association (PHA)
- F. Unanimous Agreements (UAs) - the principles, procedures and behavioral expectations considered so basic to ethical and harmonious intersorority life that they are binding on every NPC member organization. College and Alumnae Panhellenic Associations are required to operate according to these agreements, and all individual members must abide by them. Also included in the Unanimous Agreements are statements setting forth the rights of women's sororities as private, voluntary social organizations. The Unanimous Agreements are adopted by a unanimous vote of the NPC Board of Directors and ratified by all 26 inter/national presidents

ARTICLE III. OBJECT

The object of the Panhellenic Association shall be to develop and maintain women's fraternity life and inter-fraternity relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship and basic intellectual development.
- C. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- D. GW Panhellenic Association will abide by all University policies
- E. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
- E. Act in accordance with such rules established by the Panhellenic Association as to not violate the sovereignty, rights and privileges of member women's fraternities.
- F. Support and uphold the academic mission of The George Washington University.

ARTICLE IV. MEMBERSHIP

Section 1. Membership Classes

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

- A. Regular membership. The regular membership of The George Washington University Panhellenic

Association shall be composed of all chapters of NPC fraternities at The George Washington University. Regular members shall pay dues, have a voice, and one vote on all matters.

- B. Provisional membership. The provisional membership of The George Washington University Panhellenic Association shall be composed of all colonies of NPC fraternities at The George Washington University. 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 fraternity.
- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the George Washington University 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 Association. An associate member shall have voice and one vote on all matters except extension. If members are not participating in the formal 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.

Section 2. Privileges and Responsibilities of Membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these George Washington University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Standing

- A. Not in Good Standing. A member organization will be considered in “Not in Good Standing” if a member organization:
 - 1. Fails to pay dues or fines by the scheduled deadline
 - 2. Fails to not submit the required minimum applications for Judicial Board members or Pi Rho Chi (Recruitment Counselors)
 - 3. Fails to meet scheduled deadlines for all Recruitment-related items, refer to approved Recruitment Manual
- B. Penalties for Not in Good Standing:
 - 1. Denying of any reservation of spaces on campus - including, but not limited to, Marvin Center, Kogan Plaza, University Yard, Square 80, and Mid-Campus Quad
 - 2. Denying of Events with Alcohol
 - 3. Denying of Domestic Travel Registration - including but not limited to, regional/national workshops or conventions
 - 4. Denying of any monetary operations within OrgSync - including, but not limited to, withdrawals and deposits

ARTICLE V. OFFICERS AND DUTIES

Section 1. Officers

The officers of the George Washington University Panhellenic Association shall be President, Executive

Vice President of Administration, Vice President of Recruitment, Vice President of Standards, Vice President of Finance, Vice President of Programming, Vice President of Community Relations and Vice President of Marketing/Public Relations, collectively known as the Executive Board.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council, through the Executive Vice President, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 2. Eligibility

Members from women's fraternities holding regular membership in the George Washington University Panhellenic Association shall be eligible to serve as any Panhellenic officer.

Section 3. Selection of Officers

The Panhellenic Association Executive Board shall be selected by a slating and elections process detailed in an external document.

Section 4. Office-Holding Limitations

- A. No more than two (2) member(s) from the same women's fraternity shall hold office during the same term.
- B. Membership to the Panhellenic Executive Board requires a minimum 2.80 out of 4.0 cumulative GPA.
- C. No officer serving on the Panhellenic Executive Board may serve on her chapter's Executive board.
- D. To be eligible to run for Panhellenic Executive Board, the candidate must also meet all requirements to be eligible to run for an Executive Board position within her own chapter.

Section 5. Nomination Procedure

- A. Application Process. All interested and qualified women will submit an application to the current Panhellenic Executive Board no later than the date specified. All candidates will sign-up for an interview time with the Slating Committee when they turn in their completed applications.
- B. Slating Committee. The slating committee of 19 members shall be convened the Panhellenic Council, eight (8) members consisting of the outgoing Panhellenic Executive Board, and the remaining eleven (11) consisting of at least one representative per chapter. The slating committee shall consider the qualifications of all candidates for officer position and shall nominate at least one name for each officer position.
 1. Only in the case of a tie on the selection of Slating Committee, the outgoing Panhellenic President will vote.
 2. If there are less than five (5) Slating Committee members available, delegates from chapters not currently represented will fill the vacancies through elections at a regularly scheduled meeting.
 3. The Slating Committee meeting will be held in Executive Session, which implies that nothing discussed in the meeting may be disclosed to members not present during the vote.
 4. The Slating Committee is responsible for putting together a complete slate. The slate will

then be given to the chapters to vote on in its entirety. The slate must pass by a majority of chapters (51%).

- C. Interview Process for Candidates. Candidates for Panhellenic President will attend a forum fourteen (14) days prior to the slating process and officer election.
1. At this time, candidates will speak before the Panhellenic community about their candidacies.
 2. Nominations of new candidates may be taken from the floor at this meeting, but will close at the end of the meeting. Candidates nominated from the floor must be present at the meeting in order to be eligible.
 3. Potential Candidate will not be taken from the floor on the night of elections. However, nominated candidates may shift to a different position on elective board.
 4. Potential candidates for all other executive board position will attend individual interviews conducted by the standing executive board.
- D. Voting. If the Slate presented does not pass, the election of officers to the Panhellenic Association Executive Board will be held as soon as feasibly possible. The candidates for each office will be the candidates who interviewed for that office or expressed interest to Panhellenic President before election night. New nominations from the floor will not be accepted. Only the Panhellenic Advisor, Panhellenic President and Executive Board Members who are not running for election, chapter Presidents, and chapter Panhellenic Delegates shall be in attendance during this election. The chapter delegates will vote by secret ballot for their respective chapter in order of officer rank. Results of the election will be announced immediately.
1. No member present at the closed elections shall discuss the voting process after the election is complete. The Panhellenic Association will keep no records of voting after the completion of the closed election. All members present will sign confidentiality agreements prior to the commencement of the meeting.
 2. All voting will be done by Robert's Rules of Order.
 3. In the event of a tie, open discussion will commence among the voting designees on the slating committee. If a candidate has not been elected by an absolute majority within one (1) hour, the Panhellenic President will cast the tie breaker vote.
 4. If the original slate does not pass, the applications of all candidates will be available to all members of the Slating Committee. All applications will be e-mailed to the Slating Committee within twenty-four (24) hours of the initial vote.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election after the transition period of up to one (1) month.

- A. The Panhellenic President and Vice President of Recruitment will end at the conclusion of spring formal recruitment
1. Exceptions will be made in the case of Fall graduation and study abroad

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies

If a Panhellenic Executive Board Officer position is vacant during her term, the position shall be opened for application to all eligible women in the Panhellenic community within 2 weeks. All submitted applications shall be available to the Panhellenic community for review. The remaining members of the Panhellenic Executive Board have the right to recommend a candidate and present this recommendation to chapters for consideration. A majority of the voting members of the Panhellenic Council shall be required to accept an applicant into the vacant position on the Panhellenic Executive Board.

Section 9. Rank of Officers

The ranking of the Panhellenic Executive Board Officers shall be as follows:

- President
- Executive Vice President of Administration
- Vice President of Recruitment
- Vice President of Standards
- Vice President of Finance
- Vice President of Programming
- Vice President of Community Relations
- Vice President of Marketing/ Public Relations

Section 10. Duties of Officers

- A. All Panhellenic Executive Board Officers, except the President and Vice President of Recruitment, are strongly recommended to remain in the Washington D.C. metropolitan area during the summer to help with recruitment planning and promotional events.
- B. The President shall:
 - 1. Preside at all meetings of the Panhellenic Council
 - 2. Preside at all meetings of the Executive Board
 - 3. Have been on the Panhellenic Executive Board, a Delegate to the Panhellenic Association, a Recruitment Counselor or previously held a leadership position in her chapter
 - 4. Have a minimum of two (2) semesters as an initiated member of her chapter at the time of elections
 - 5. Serve as an ex-officio member of all Panhellenic Association committees
 - 6. Communicate with the Panhellenic Advisor on a weekly basis
 - 7. Communicate regularly with the NPC Area Advisor
 - 8. Be familiar with the NPC Manual of Information and all governing documents of this Association
 - 9. Ensure the NPC Annual Report is completed
 - 10. Maintain current copies of the following: The George Washington University Panhellenic Association Bylaws and Standing Rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC Area Advisor; all reports to NPC; and other pertinent materials
 - 11. Maintain weekly office hours
 - 12. Immediately after election, the President-Elect shall attend the weekly office hours of the current Panhellenic President until the current Panhellenic President's term ends
 - 13. Schedule and co-chair President's meetings twice per semester
 - 14. Attend other University leadership events as appropriate, and serve as the chief representative of the Panhellenic Association to both the University community and the

National Panhellenic Conference

15. Attend all Presidents' Retreats and the Annual Greek Conference
16. Recommended to stay in the Washington, DC metropolitan area during certain months of the summer in which she is in term

C. The Executive Vice President of Administration shall:

1. Fill the vacancy of the President and preside over Panhellenic meetings in the absence of the President
2. Be familiar with the NPC Manual of Information and all governing documents of this association
3. Update and revise all governing documents of The George Washington University Panhellenic Association annually
4. Coordinate with (MGC) and the Greek Life Office (GLO) to create and maintain a master Greek calendar
5. Schedule rooms for Panhellenic meetings
6. Serve as office manager for the Panhellenic office, including ordering office supplies and general upkeep
7. Keep accurate records and minutes of Panhellenic meetings and distribute to Delegates within twenty-four (24) hours of the respective meeting
8. Take attendance at all Executive Board and Panhellenic Council meetings
9. Collect all Officers' office hours, and ensure that they are posted outside the Panhellenic office, in addition to being distributed to all chapters via Panhellenic Delegates
10. Work with the Panhellenic Advisor to update the Panhellenic member chapter information
11. Serve as the Parliamentarian for Panhellenic Council meetings
12. Provide training for the Panhellenic Delegates on parliamentary procedures
13. Attend University leadership events as appropriate
14. Maintain weekly office hours

D. The Vice President of Recruitment shall:

1. Be familiar with the NPC Manual of Information and all governing documents of this Association
2. To serve as Chair to the Membership and Recruitment Committee, which includes the selection and training of the Recruitment Counselors and the development of programming before and during the period of Formal Recruitment
3. Have participated in Formal Recruitment as an initiated member of her chapter or as a Recruitment Counselor
4. Be responsible for creating, ordering, and distributing Recruitment materials, consisting of t-shirts, registration forms, brochures, Colonial Inauguration booklets for potential new members and all Recruitment publicity in coordination with the Vice President of Marketing/Public Relations
5. Collaborate with the IFC Vice President of Recruitment and MGC Specific Officer to promote Greek Life and coordinate Greek participation in summer events, such as Colonial Inauguration
6. Be responsible for implementation of the recruitment software system, ICS
7. Meet with, train, and advise Chapter Recruitment Chairs on a regular basis
8. Establish dates and schedule rooms for the upcoming Formal Recruitment, in consultation with the Panhellenic Advisor
9. Coordinate Informal Recruitment information sessions, assist Pi Rho Chi Director(s) as is necessary, and distribute bids on behalf of chapters participating in Informal Recruitment

10. Create and maintain the recruitment rules
 11. Coordinate and distribute the appropriate Recruitment Rules to the Recruitment Chairs, Panhellenic Advisor, and chapter advisors
 12. Maintain weekly office hours
- E. The Vice President of Standards shall:
1. Be familiar with the NPC Manual of Information and all governing documents of this association
 2. Responsible for the selection and training of the Judicial Board Committee
 3. Preside over judicial hearings, including Recruitment violations and infractions, except in cases in which her chapter is involved
 4. Plan and promote all Risk Management functions for the Panhellenic community
 5. Serve as the liaison between the Panhellenic Association and the Health Promotion and Prevention Services (H.P.P.S.) as well as the liaison between the Panhellenic Association and Student Rights and Responsibilities (S.R.R.)
 6. Responsible for administering chapter judicial matters
 7. Maintain weekly office hours
- F. The Vice President of Finance shall:
1. Be familiar with the NPC Manual of Information and all governing documents of this association
 2. Collect membership dues and any fines incurred in a timely manner
 3. Create and maintain the budget for Panhellenic for the next calendar year. The budget should be based off of the previous year's actual expenses.
 4. Approve all appropriate Panhellenic expenses and reimburse the Executive Board when necessary
 5. Responsible for all co-sponsorship applications
 6. Create and approve all deposits and withdrawals within OrgSync
 7. Track and record both of the Panhellenic accounts: Revenue Account and Student Association Account. Ensure all credits and debits are justified.
 8. Maintain weekly office hours
- G. The Vice President of Programming shall:
1. Be familiar with the NPC Manual of Information and all governing documents of this association
 2. Plan and coordinate all Panhellenic programming, including educational programs, Greek Week, social events and the annual event in the spring, theme is at the officer's discretion
 3. Work with the members of the community to incorporate Greek events into every major university calendar event, examples being Colonial Inauguration, Welcome Week, Greek Week, and Colonials Weekend
 4. Inform Panhellenic delegates of upcoming programs and events
 5. Coordinate with the Vice President of Public Relations/Marketing Chair on all publicity-related tasks
 6. Maintain weekly office hours
- H. The Vice President of Community Relations shall:
1. Be familiar with the NPC Manual of Information and all governing documents of this association
 2. Responsible for representing the Panhellenic Association to the Greek community, the campus community, and the National Panhellenic Conference (NPC)

3. Meet with the NPC Area Advisor on a monthly basis
 4. Attend meetings with other student organizations as possible to create partnerships and possible co-sponsorships
 5. Serve as the representative of the Panhellenic Association to the Student Association, the Program Board, and other organizations whose activities invite Panhellenic participation
 6. Responsible for ensuring the completion of appropriate local, regional, and NPC conference applications and awards
 7. Aid Panhellenic Association member chapters in gaining recognition for their accomplishments, with the assistance of the Vice President of Marketing/Public Relations
 8. Plan and facilitate Spring and Fall New Member Orientations for Recruitment
 9. Maintain weekly office hours
- I. The Vice President of Marketing and Public Relations shall:
1. Be familiar with the NPC Manual of Information and all governing documents of this association
 2. Be responsible for updating and running all social media, print, radio and TV coverage for the Panhellenic Association
 3. Create any promotional material and graphics of apparel for events such as MOSL, Greek Week, Recruitment, and any other events involving the Panhellenic Association
 4. Work closely with the other officers to organize and promote Panhellenic programs, service projects, and social events
 5. Responsible for developing and implementing an annual marketing plan for recruitment
 6. Promote a positive sorority image to the entire campus including administrators, faculty, and the local community through relations with the Hatchet, the Cherry Tree, and other campus media via press releases and advertisements.
 7. Responsible for continuous collaboration with the IFC, MGC, and executive equivalents.
 8. Responsible for updating the Panhellenic website weekly with meeting minutes and announcements.
 9. Work with the VP Recruitment to assure that potential members will have access to all necessary Recruitment materials
 10. Maintain weekly office hours

ARTICLE VI. THE PANHELLENIC COUNCIL

Section 1. Authority

The governing body of the George Washington University 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 George Washington University Panhellenic Association including, but not limited to; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member organizations.

Section 2. Composition and Privileges

The George Washington University Panhellenic Council shall be composed of one (1) delegate and one (1) alternate delegate from each regular, provisional and associate member group as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III. The alternate delegates shall have voice but no vote and shall not be required to attend when a delegate is present. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent.

Section 3. Delegate Expectations.

- A. Delegates or Alternates must attend all scheduled meetings of the Panhellenic Council
- B. Failure to attend will result in a fine to the Chapter, the amount of which shall be determined by the Executive Board of the Panhellenic Association
- C. It is the duty of the Delegate or Alternate to record adequate notes from all scheduled meeting to pass onto her respective chapter
- D. Delegate will encourage participation in her chapter for all Panhellenic Association activities
- E. Should it become clear that a Delegate is not fulfilling her duties, the Panhellenic Executive Board may require her dismissal and request that the the respective Chapter select a new Delegate

Section 4. Selection of Delegates and Alternates

Delegates and Alternates to the Panhellenic Council shall be selected by their respective Chapter to serve for a term of one year commencing upon selection.

Section 5. Delegate Vacancies

When a Delegate vacancy occurs, it shall be the responsibility of the Alternate Delegate to fill the vacancy. If a vacancy still occurs, it shall be the responsibility of the organization affected to select a replacement within one (1) week and to notify the Panhellenic Association Executive Vice President of Administration of her name, email and telephone number.

Section 6. Regular Meetings

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

Section 7. President's Meeting

The Presidents' meeting of the Panhellenic Association shall occur at least two times per semester. Presidents' meetings shall be attended by the Panhellenic President and the President of each Panhellenic organization. Presidents' meetings may be called by the President of the Panhellenic Association, the President of a Panhellenic member organization, or the Panhellenic Advisor.

Section 8. Quorum

Two-thirds of the delegates from the member fraternities of the George Washington University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

The voting body of The George Washington University Panhellenic Association shall be its Panhellenic Council.

- A. Proposed motions on issues that impact a chapters 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. Quorum shall be required to accept Associate Members to the Panhellenic Association, to establish recruitment rules and new member period, and to expand the Panhellenic Association.
- C. A simple majority vote (50%+1) shall be required to carry all other questions. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

ARTICLE VII. THE PANHELLENIC ADVISOR

Section 1. Appointment

The Panhellenic Advisor of the George Washington University Panhellenic Association shall be appointed by the George Washington University administration.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the George Washington University Panhellenic Association. The Panhellenic Advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

ARTICLE VIII. COMMITTEES

Section 1. Standing Committees

- A. The standing committees of the George Washington University Panhellenic Association shall be the Judicial Board, Junior Panhellenic Committee, and the Panhellenic Association Sexual Assault Task Force Working Group
- B. Term. The standing committees shall serve for a term of one (1) year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and Chair 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

- A. The Judicial Board shall consist of the Vice President of Standards as chairman and eleven (11) members
- B. The Panhellenic advisor shall serve as a non-voting ex-officio member
- C. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning
- D. The Judicial Board shall educate member organizations about the Panhellenic judicial procedure
- E. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the George Washington University Panhellenic Association that are not settled informally or through mediation
- F. 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
- G. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process

Section 4. The Junior Panhellenic Council

- A. The Junior Panhellenic Council, headed by the Executive Vice President of Administration, will be responsible for publicizing the Junior Panhellenic program, and coordinating the activities of the program
- B. The Vice President of Programming, as chairman of the council, will be the primary liaison between the Panhellenic Executive Board, the Panhellenic Council and the Junior Panhellenic Councils
- C. The Junior Panhellenic Council will be charged with ensuring that all Junior Panhellenic Council have a positive experience, and gain a working knowledge of the Panhellenic Association and the Greek community
- D. The governing documents of the Junior Panhellenic Council shall be established in an external document titled “The George Washington University Panhellenic Association Junior Panhellenic Governing Documents External Document.”

Section 5. Membership Recruitment

- A. The Membership Recruitment Committee will be Chaired by the Vice President of Recruitment
- B. The Membership Recruitment Committee will be responsible for the implementation of Formal Recruitment held in the spring semesters
- C. Officers
 - 1. The Pi Rho Chi Director(s) shall:
 - a. The President and Vice President of Recruitment shall select the Pi Rho Chi Director(s) through an application and interview process
 - b. Be familiar with the Recruitment Manual and all NPC standards and regulations regarding recruitment
 - c. It is mandatory that the Pi Rho Chi Directors have served as a Recruitment Counselor during a previous Formal Recruitment, unless that individual is paired in conjunction with another Pi Rho Chi Director who previously served as a Recruitment Counselor
 - d. Work closely with the Vice President of Recruitment and the rest of the Panhellenic Executive Board to select and train the Recruitment Counselors, and to ensure the success of the Recruitment Counselor program
 - e. Supervise Recruitment Counselors during the Formal Recruitment period, and answer any and all questions that they may have
 - f. Attend all Recruitment Counselor functions, including, but not limited to: Tabling, Meet the Greeks Event, Recruitment Counselor training sessions, and Recruitment Counselor Panhellenic Sisterhood events
 - g. Serve in any other way that the Vice President of Recruitment sees fit
 - 1. The Recruitment Relations Director shall:
 - a. The President and Vice President of Recruitment shall select the Recruitment Relations Director
 - b. Be familiar with the Recruitment Manual and all NPC standards and regulations regarding recruitment
 - c. The Recruitment Relations Chair and the Vice President of Recruitment must be from different organizations

- d. Must have previous experience in Formal Recruitment as a sister and/or Recruitment Counselor
 - e. Maintain attendance lists for chapters during the rounds of recruitment and assist Potential New Members with split parties
 - f. Facilitate communication between the Panhellenic Association and chapters
 - g. Assist with drafting proposals and letters to Potential New Members
 - h. Assist with the planning of recruitment from logistical standpoints such as, assigning chapters rooms, reservations, coordinating with Marvin Center staff, and etc.
 - i. Serve in any other way that the Vice President of Recruitment sees fit
1. The Potential New Member Engagement Director shall:
 - a. Be familiar with the Recruitment Manual and all NPC standards and regulations regarding recruitment
 - b. Act as an official officer in dealing with, assisting, and coordinating any PNM pre- recruitment activities
 - c. Be responsible for creating the recruitment registration website, creating a forum of Q&A for parents of PNMs, creating all advertisements for formal recruitment in coordination with the Vice President of Marketing/ Public Relations.
 - d. Plan and facilitate all Colonial Inauguration (Orientation Program) Greek nights and Colonial Visit Days (Accepted Students Visiting Days)
 - e. Handle the main aspects of marketing for PNMs in the fall prior to recruitment
 - f. Be responsible for the planning and implementation of the Potential New Member orientation

Section 6. Sexual Assault Task Force Working Group

The Panhellenic Association Sexual Assault Task Force Working Group (PSATF) shall be established to continue the work from Summer 2017. The governing document of the PSATF is explained in the external document titled: “The George Washington University Panhellenic Association Sexual Assault Task Force Working Group External Document.”

Section 7. Other Committees

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

ARTICLE IX. PHILANTHROPY PROCEDURES

Section 1. Structure

All Panhellenic chapters may host their individual philanthropy events up to a total of five (5) days within a school year (September - May)

Section 2. External Document

The rules governing the philanthropy rules shall be established in an external document titled, “The George Washington University Panhellenic Association Philanthropy Procedures External Document.”

ARTICLE X. FINANCES

Section 1. Fiscal Year

The fiscal year of the George Washington University Panhellenic Association shall be from July 1st to June 30th, inclusive

Section 2. Contracts

The signature of the President and the Vice President of Finance shall be required to bind the Panhellenic Association in contractual agreements with consultation of Panhellenic Advisor

Section 3. Checks

All checks and expenditures issued on behalf of the Panhellenic Association shall be signed by the Vice President of Finance or the President with consultation of Panhellenic Advisor

Section 4. Payments

All payments due to the Panhellenic Association shall be received by the Vice President of Finance who shall record them. Checks for payments shall be using OrgSync, the university community management system.

Section 5. Dues

- A. Amount. The dues of each Panhellenic Association member chapter shall be for each active member and each new member
 - 1. Dues will be fifteen (\$15) dollars per member and fifteen (\$15) dollars per new member
 - 2. Members traveling abroad are required to pay Panhellenic dues
 - 3. Members that are inactive are not required to pay dues
- B. Calendar. The dues of each Panhellenic Association member fraternity shall be collected each semester on the date specified by the President and Vice President of Finance. Notice of this date shall be given to the Panhellenic delegates at least 2 weeks prior.

Section 6. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary, which will be outlined in an external document titled “The George Washington Panhellenic Association Fees and Assessments External Document.”

ARTICLE XI. EXTENSION

Section 1. Extension Process

The George Washington University 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.

ARTICLE XII. 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 the George Washington University 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. The George Washington University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The George Washington University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- 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 Panhellenic's Judicial Appeal Committee. The George Washington University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

ARTICLE XIII. HAZING

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing as defined by The George Washington University shall be banned.

ARTICLE XIV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the George Washington University Panhellenic Association in all cases to which they are applicable and in which they are not consistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the George Washington University Panhellenic Association may adopt.

ARTICLE XV. AMENDMENT OF BYLAWS

Section 1. The Bylaws shall be revised on a biannual basis at any regular or special meeting. Any changes to the Bylaws must be announced at a regular or special meeting, tabled for a week, given to chapters for review and discussion, and finally approved by a two-thirds vote of the Panhellenic Council no sooner than one week after its proposal.

Section 2. Any urgent amendments to the bylaws may be made at any regular or special meeting of the George Washington University 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 XVI. DISSOLUTION

This Association shall be dissolved when only one regular member exists at The George Washington University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

The George Washington University Panhellenic Association Junior Panhellenic External Document

Article I. Junior Panhellenic Executive Board

Section 1. Structure

The Council shall be made up of six (6) members. The Panhellenic Executive Board may change the number of members prior to applications being released.

Section 2. Office-Holding Limitations

No more than one (1) member from the same member organization shall hold office during the same term. This maximizes the leadership opportunities for the new member class of the Panhellenic community.

Section 3. Nomination Procedure

- A. Application Process. All interested and qualified women will submit an application to the current Panhellenic Association Executive Vice President no later than the date specified by the Panhellenic Executive Board.
- B. Requirements. The George Washington University Panhellenic Association requires that all applicants be women who have gone through the most recent Formal Recruitment or the most recent COB/R process. Members do not have to be initiated, as many chapters delay initiation until grades are released.

Section 4. Selection Process.

- A. The Panhellenic Executive Vice President and the Vice President of Programming will evaluate applications.
- B. The Panhellenic Executive Board will approve or deny the Junior Panhellenic Council presented to them in its entirety.
- C. If the slate is rejected, the Executive Vice President and Vice President of Programming will alter the slate with other desirable candidates from the pool of eligible applicants as they see fit.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election after the transition period of up to one (1) month.

Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Junior Panhellenic Council, with approval of the Panhellenic Executive Vice President of Administration and Vice President of Programming

Section 7. Vacancies

If a Junior Panhellenic Council Executive Board position is vacant. The vacant position shall be opened for application to all eligible women in the Panhellenic community within 2 weeks. The remaining members of the Junior Panhellenic Council Executive Board have the right to recommend a candidate and present this recommendation to chapters for consideration. A majority (50%+1) of the voting members of the Junior Panhellenic Council shall be required to accept an applicant into the vacant position on the Junior Panhellenic Council Executive Board. The Panhellenic Executive Vice President of Administration and Vice President of Community Relations must approve the Junior Panhellenic Council's recommendation.

Section 8. Duties of Junior Panhellenic Council Executive Board

The Junior Panhellenic Council Executive Board will be responsible to the planning and execution of New Member events for the duration of their term. One of the events must be in the Spring (January-May) and one of the events must occur in the Fall (August - December) of the following semester.

Article I. Philanthropy Procedures

Section 1. Structure

- A. All Panhellenic chapters may host their individual philanthropy events up to a total of five (5) days within a school year (September – May)

- B. The five days designated for philanthropy events do not have to be consecutive. (I.e. Chapter X may host 4 days of philanthropy in the fall semester, and 1 day of philanthropy in the spring semester OR 2 and 3 etc.).

Section 2. Selection Process

- A. All Panhellenic chapters will submit philanthropy date preferences to Panhellenic Executive Vice President each spring semester for the following school year. (I.e. Chapters submit preferences of weeks/days for philanthropy events to Panhellenic Executive Vice President in spring 2014 for Fall 2014/Spring 2015)

- B. The Panhellenic Executive Vice President will consolidate a Philanthropy calendar, honoring chapter date preferences as consistently as submissions will allow.

Section 3. Substances and Philanthropy Events (Voted on April 17, 2018)

The Panhellenic Association and its member organizations do not endorse or condone the consumption of alcohol or any illegal substances in association with philanthropic or service events hosted by the Panhellenic Association or Interfraternity Council or any of their member organizations excluding those approved via the CSE Events with Alcohol form.

Article I. Fines

Section 1. Chapter Delegates

Chapter delegates will be fined \$25 per Panhellenic meeting that is missed, unless prior notification is sent to the Executive Vice President of Administration more than 1 hour before the meeting, and a replacement delegate is sent.

- A. Chapter delegates will also be fined \$25 per meeting due to being late to at least two meetings. Any subsequent meeting that a delegate is late to will be fined \$25 per meeting.
- B. Other fines may be levied at the discretion of the Panhellenic Executive Board, with the approval of the Panhellenic Advisor.

Section 2. Constructive Penalties

The Panhellenic Association will incorporate constructive penalties into sanctioning by offering a choice of fine or other related activity determined by the Executive Board. Should the chapter fail to comply with its sanction within the designated time period, the chapter will be fined accordingly.

Section 3. Maximum Fine

The maximum fine per individual for a mandatory event will be \$10 unless otherwise determined by a vote by the Panhellenic Council.

Section 4. Late Fees

A chapter that fails to pay dues or fines on time is considered financially Not in Good Standing with the GW Panhellenic Association (Refer to Article IV. Membership, Section 3) and will incur a 15% late fee each week after the deadline.

- A. If a chapter fails to pay dues or fines more than a month after the invoice was issued, they will proceed with an informal discussion with the VP of Standards
- B. If an informal discussion is unsuccessful, the judicial process will be set in motion, until the matter is resolved

Article I. Panhellenic Sexual Assault Task Force Working Group

Section 1. Purpose

To establish continuous working group under the Panhellenic Association Executive Vice President of Administration to continue the work of the Summer 2017 Panhellenic Association Sexual Assault Task Force (PSATF)

Section 2. Facilitation

- A. The PSATF Working Group shall be created as a committee within the Panhellenic Association
- B. The Panhellenic Association Vice President of Administration will be the primary liaison between the PHA and the PSATF Working Group to ensure the establishment and continuation of the committee's responsibilities and duties
 1. While the VP of Administration will be the primary liaison, she should also reach out to the Interfraternity Council, the Multicultural Greek Council, and any other appropriate student organizations or individuals in recruitment efforts
 2. The primary liaison for the working group does not necessarily mean she will be the working group leader. The chair of the working group is to be decided by the members therein. The process of selecting the leader shall be determined when the first meeting is held

Section 3. Membership

- A. Any member of the GWU Greek Community or student body is able to join as a member of the working group.
- B. The working group will schedule regular meetings with the primary goal of continuing the work of the Panhellenic Sexual Assault Task Force