CONSTITUTION OF THE PANHELLENIC COUNCIL

UNIVERSITY OF WEST GEORGIA

Reviewed as a whole in November 2008

ARTICLE I: NAME
The name of this organization shall be the State University of West Georgia Panhellenic Council.

ARTICLE II: PURPOSE
The purpose of this Panhellenic Council shall be to:

1. Provide for the general welfare of member fraternities.
2. Promote superior scholarship as basic to intellectual achievement.
3. Promote a meaningful program of community service.
4. Promote the development of leadership skills for all members.
5. Cooperate with member fraternities and the college administration in concern for and maintenance of high social and moral standards.
6. Act in accordance with all rules established by the Panhellenic Council that do not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III: MEMBERSHIP
There shall be two classes of membership: Regular and Associate.

1. The REGULAR membership of the State University of West Georgia Panhellenic Council shall be composed of all Chapter members in good standing of the National Panhellenic Conference fraternities at West Georgia.
2. The ASSOCIATE membership of the State University of West Georgia Panhellenic Council shall be composed of those groups approved for membership by the Council but which do not meet the requirements for regular membership. Associate member groups may be local women’s fraternities, colonies of NPC groups, and chapters or colonies of NPHC groups.

ARTICLE IV: ORGANIZATION

1. Regular and Associate membership of the State University of West Georgia Panhellenic Council shall be composed of two delegates from each Chapter, one voting delegate and one alternate delegate. Regular membership shall additionally consist of one officer if chapter’s meet requirements of selection process.
2. These delegates shall be selected by their respective Chapters by January 15. Their term of office is to begin January 30.
3. a). Officer vacancies shall be filled under the discretion of the President and her Executive Council with final approval needed from the Panhellenic Advisor.
4. b). In the event of delegate vacancies, the alternate delegate of the respective fraternity would then assume the senior delegate position.
   c). Alternate delegate vacancies from any given fraternity shall be replaced immediately by that respective fraternity.
5. Any delegate, alternate delegate or officer that misses more than two (2) regularly scheduled meetings per semester shall be automatically dismissed from Panhellenic Council. This dismissal may be appealed to Panhellenic Council who will make the final decision.

ARTICLE V: DELEGATES

1. To serve as a voting or alternate delegate, members must be enrolled at The University of West Georgia full-time (at least 12 semester hours), have a 2.2 cumulative grade point average, and remain as an active member of the chapter for the duration of her term.
2. The delegates will be responsible for representing their chapter during all Panhellenic meetings. Both voting and alternate delegates will participate in rush with their chapters, unless selected to serve as a recruitment counselor.

ARTICLE VI: OFFICERS

1. The officers of the University of West Georgia College Panhellenic Council shall be President, Vice President, Recruitment Chair, Assistant Recruitment/Rho Gamma Educator, Administrative Affairs, Scholarship Chair, Community Service Chair and Public Relations Chair.
2. Individuals shall occupy each office of the College Panhellenic Council based on an established selection process.
3. The officers shall be selected from fraternities holding regular membership in the University of West Georgia Panhellenic Association. Representatives from fraternities holding associate membership shall not be eligible to hold office.
4. Each chapter is guaranteed a spot on the College Panhellenic Executive Council as long as they have a minimum of one member apply that is eligible and qualified as deemed by the selection panel.
5. The selection process will include an application, recommendation letters from President of Chapter and Chapter Advisor or UWG Faculty/Staff. Final selection will be made by a panel which consists of outgoing Panhellenic President, Panhellenic Advisor, UWG Faculty/Staff member (Faculty/Staff Advisor for Chapters are prohibited), current NPHC President or appointed representative and current IFC President or appointed representative. Panel reserves the right to call for more applications or decide if an applicant is not eligible or qualified.
6. The officers shall serve a term of one year. Officer Selection will occur at the end of Fall Semester. The date is to be set by outgoing Panhellenic Executive Council
with the final approval of the Panhellenic Advisor or the Assistant Director for Greek Life. Once selected for Panhellenic office, the chapter may not slate that person for a conflicting chapter office.

7. To hold office a member must be a full-time student (12 hours or more) with at least a 2.5 cumulative grade point average, and must be an active member of the chapter to be eligible for selection. These requirements must remain fulfilled for the entirety of the term.

8. An officer will be relieved of her duties when her overall grade point average drops below 2.5 or when she fails to meet any other established criteria to hold office, not limited to enrolled hours, status in chapter, and ability to meet

9. Officers are required to do a set amount of office hours as approved by the Assistant Director of Greek Life. If more than two (2) office hour sessions are missed without notification and make-up, officers will be penalized by Panhellenic Council.

10. The duties of the officers shall be:

   a. President:
      i. Conduct all meetings of the Panhellenic Council
      ii. Act as Chairman of the Panhellenic Executive Board
      iii. Officially represent the State University of West Georgia Panhellenic Council
      iv. Report as required to the National Panhellenic Conference Area Advisor
      v. Keep on file in the Office of Student Activities for use therein the NPC Manual, reports, etc. and the Constitution, by-laws, and rules of the State University of West Georgia Panhellenic.
      vi. Appoint all ad hoc committees and chairmen as needed.
      vii. Authorize payment of valid debts by signing all checks along with the Greek Advisor as co-signer.
      viii. Work individually with Presidents of each chapter.
      ix. Other duties as necessary.

   b. Vice President:
      i. Act on behalf of the President in the absence of or at the request of the President.
      ii. Serve as Chairman of the Panhellenic Judicial Board.
      iii. Ensure that parliamentary procedures are followed at all meetings in accordance with Robert’s Rules of Order.
      iv. Serve as Chairperson for all ad hoc committees.
      v. Serve as Panhellenic Program Chair.

   c. Recruitment Chair:
      i. Act as chairman of the recruitment committee.
      ii. Coordinate recruitment registration.
      iii. Coordinate all events of recruitment and details such as schedules and theme.
iv. Assist the Greek Advisor in preparing a full report following the formal recruitment period to the Panhellenic Council and Greek Advisor be distributed to the NPC area advisor and the Panhellenic member groups including recruitment statistics and recommendations.

v. Coordinate recruitment workshop.

d. Public Relations Chair:
   i. Write press releases and submit them to the UWG Department of Public Relations.
   ii. Serve as a liaison to the various campus and community constituencies.
   iii. Be responsible for all Panhellenic publications.
   iv. Develop and serve as an editor for a Greek newsletter and/or newspaper.
   v. Be responsible for quarterly reports for faculty, staff, and administration.
   vi. Identify community service/philanthropy opportunities for member fraternities.

e. Administrative Affairs:
   i. Keep an up-to-date roll of the members of Panhellenic Council and call roll at all Council meetings.
   ii. Keep full minutes of all meetings of the University of West Georgia Panhellenic Council and a record of all action taken by the Executive Board.
   iii. Maintain complete and up-to-date file which will include:
      1. Minutes of past meeting of the Panhellenic Council meetings at the University of West Georgia
      2. Copies of all contracts made by Panhellenic Council
      3. Current correspondence
   iv. Be responsible for the official correspondence of the Panhellenic Council, unless otherwise provided.
   v. Serve as secretary to the Judicial Board.
   vi. Act as financial officer.
   vii. Receive all payment due to Panhellenic Council, collect dues and fines, and give receipts.
   viii. Be responsible for the prompt payment of all bills of the Panhellenic Council.
   ix. Keep an accurate and true account of all money including balancing the checkbook.
   x. Make a financial report at the first meeting of the month.
   xi. Authorize payment of valid debts by signing all checks along with the Greek Advisor as co-signer.
xii. Be responsible for the preparation of the annual Budget to be submitted by March 1 and following its approval by the Panhellenic Council.

f. Scholarship Chair:
   i. Collect and distribute information of campus academic services.
   ii. Work individually with scholarship chairs of individual chapters.
   iii. Publish important academic dates and deadlines.
   iv. Conduct an orientation for scholarship chairs of individual chapters.
   v. Coordinate an academic award and recognition program.
   vi. Develop a Panhellenic Academic Policy.
   vii. Aid the Assistant Director of Student Activities for Greek Life in the collecting of chapter rosters and grade verification.

g. Community Service Chair:
   i. Attend all Panhellenic meeting and events.
   ii. Serve as Chairman of Panhellenic Community Service Committee.
   iii. Foster an appreciation and understanding of good will to others and coordinate Panhellenic and Chapter Service efforts within the community and on campus.
   iv. Organize community service events for the UWG sorority community.
   v. Work with Panhellenic chapter community service chairs or officers to enhance involvement in the local Panhellenic Philanthropies.
   vi. Assist in planning a philanthropic recruitment round.
   vii. Trains her successor.

ARTICLE VII: EXECUTIVE BOARD

The Board shall be composed of the President, Vice President, Public Relations Chair, Administrative Affairs, Recruitment, Assistant Recruitment/Rho Gamma Educator, Scholarship and Philanthropy.

The Board shall administer routine business as has been approved for action by Panhellenic Council vote.

All action taken by the Executive Board shall be reported at the next regular meeting of the College Panhellenic Council by the Administrative Affairs and inserted in the minutes of that meeting.

The Executive Board shall be responsible for keeping an officer notebook detailing their office, projects, etc.
The Executive Board shall be responsible for conducting appropriate officer transition with their successors.

ARTICLE VIII: MEETINGS

1. Two-thirds (2/3) of the regular member fraternities shall constitute a quorum for the transaction of business. No business shall be transacted at any meeting at which a quorum is not present.
2. Regular meetings of the Panhellenic Council delegates shall be established at the beginning of each new term of office. Any individual Chapter delegate who misses a minimum of two (2) meetings will be relieved of their duties and that respective Chapter is responsible for replacing the delegate as soon as possible.
3. Special meetings of the College Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any regular member delegate to the College Panhellenic Council.
4. Notice must be given to each voting delegate at least 24 hours in advance when a special meeting is called.

ARTICLE IX: VOTING

1. The voting body of the University of West Georgia College Panhellenic Council shall be the voting delegate, or the alternate when not present, of each regular member chapter collectively.
2. The power of one vote vested in the voting delegate shall be granted each chapter.
3. The alternate delegates and sorority presidents shall have a voice but no vote. Discussion time may be limited by the Panhellenic President. Other constituents, including but not limited to alumnae advisors, may direct comments through their delegates.
4. If a voting delegate is absent, the vote of her fraternity shall be cast by its alternate delegate. If both voting and alternate delegates are absent no proxy vote shall be allowed.
5. A simple majority vote in the affirmative of the voting members of the College Panhellenic Council shall be required in order to pass any measure.

ARTICLE X: STANDING COMMITTEES

Standing committees of the University of West Georgia College Panhellenic Council shall be:

1. Judicial Board
   a. It shall be the duty of the Judicial Board to review alleged violations of the Constitution, By-Laws, and Recruitment Rules of the University of West Georgia College Panhellenic Council, and Unanimous Agreements of the National Panhellenic Conference unless otherwise dictated by the NPC Manual of Information or the Unanimous Agreements.
b. The Judicial Board shall be composed of six representatives, one from each chapter that are not serving as Panhellenic or Alternate Panhellenic Delegates, chapter presidents, or Panhellenic officers. No Judicial Board member may serve during a case involving their chapter.

c. The Vice President of the Panhellenic Council shall serve as Chairman of the Judicial Board and preside over all meetings of the Judicial Board. The Panhellenic advisor shall be present in an advisory capacity.

d. The Administrative Affairs of the College Panhellenic Council shall serve as secretary of the Judicial Board and shall have responsibility for reporting results back to the College Panhellenic Council. She shall also send notices of meetings keep minutes of all meetings and handle any necessary correspondence.

e. Violations, grievances, and/or infractions against any Panhellenic Council chapter shall be filed in writing with the Vice President of the Panhellenic Council no more than 10 days after the alleged infraction has occurred. A hearing to determine a verdict shall be scheduled within one week after the referral of charges to the board. A minimum of two days notice must be given prior to any hearing.

f. No more than five (5) chapter members may represent the chapter at a hearing. Advisors may be present for consultation purposes only and may not speak for, or on behalf of, the chapter.

g. Once the case has been heard, all witnesses and representatives of the accused and accusing chapters shall be excused. A verdict will be determined in a closed session of the Judicial Board. If the verdict indicates that a violation occurred, the Judicial Board shall then determine the penalty for such violation. This shall be done within 48 hours of reaching the verdict. In deciding upon a proper penalty, the Judicial Board shall keep in mind that penalties should be educational in nature, fit the nature of the violation, and remain within the guidelines and recommendation of the NPC Manual of Information, 13th Edition. The representatives of the convicted sorority shall be excused from deciding the penalty. The nature of the penalty must be sent in writing to the accused sorority within 24 hours of the decision.

h. If a sorority wishes to appeal a verdict or penalty decided upon by the Judicial Board, they should do so by submitting a written appeal to the President and Vice President of the Panhellenic within three working days of receiving written notice of the verdict and of the penalty. Appeals will be heard by the Executive Board of the Panhellenic Council following the same guidelines for hearings as the Judicial Board. Chapters who wish to appeal should realize that appeals may be granted only under one of the following conditions: (1) new evidence has been discovered, or (2) due process was not followed

i. Any further appeal of a judicial matter should occur within the guidelines set forth in the NPC Manual of Information, 13th Edition

2. Recruitment Committee:
a. The Recruitment Chair may form a Recruitment Committee which shall be charged with and responsible for the overall planning of the Panhellenic Recruitment.
b. A detailed recruitment plan shall be submitted to the Panhellenic Council for final approval.
c. The Panhellenic Recruitment Chair shall serve as chairman of the Recruitment Committee.
d. The Recruitment Committee shall be composed of all recruitment chairs of each chapter.
e. Regularly scheduled meetings shall be determined by the committee and held from January until Recruitment is completed.

3. Greek Week Steering Committee/Chair:
   a. The Greek Week Chair shall from the time of her selection to the end of Greek Week attend all council meetings.
   b. The Chair will serve as one of the Student Advisors of an 18-member committee.
   c. The Chair shall oversee the planning and facilitation process of the activities and events of Greek Week.
   d. The Chair shall meet with her IFC counterpart, the Assistant Director of Student Activities, and the Greek Week committee weekly.
   e. The Chair shall give up-to-date reports at each Council meeting.
   f. The Chair shall uphold the PHC Constitution and its Bylaws.

ARTICLE XI: FINANCE

1. The dues of each Panhellenic Council member fraternity shall be an assessment for member and pledge each semester. The amount of such dues shall be determined annually by Panhellenic Council.
2. The dues of each Panhellenic Recruitment Chair shall be paid each semester.
3. Chapters whose membership is equal to chapter total may pay in advance for the entire academic year at a rate determined by multiplying chapter total by dues rate by 2 (semesters).

ARTICLE XII: HAZING

All forms of hazing shall be prohibited as outlined in the State University of West Georgia Hazing Policy.

ARTICLE XIII: CHAPTER TOTAL

Total chapter size is set by the Panhellenic Council and shall only be amended by a two-thirds (2/3) vote of all regular member fraternities.

ARTICLE XIV: EXTENSION
1. There shall be two categories of Extension: determination by the Panhellenic Council and the formation of a local sorority.

2. Determination by the Panhellenic Council that Extension is necessary.
   
a. When all NPC chapters at State University of West Georgia are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter.
   
b. Such a chapter shall be organized through colonization by an NPC fraternity/sorority.
   
c. Consideration should be given to NPC fraternities/sororities that have previously had chapters on the campus and to those NPC fraternities/sororities which have filed letters expressing an interest in the campus.
   
d. Extension procedures shall follow those outlined in the NPC Manual of Information.
   
e. A majority vote is required to approve Extension.

3. The formation of a local sorority desiring to affiliate with an NPC organization.
   
a. Said local sorority shall petition Panhellenic for Associate membership.
   
b. Upon receipt of such a petition the Panhellenic shall vote to classify the local organization as an Associate member. A two-thirds (2/3) vote is required to approve an Associate member.
   
c. The Panhellenic Council shall approve the local sorority for extension with a NPC fraternity/sorority after a two (2) semester, excluding summer semester, probationary period in which the local group MUST achieve the following criteria:
      i. Membership equal to or greater than the smallest Panhellenic member group.
      ii. Completion of no less than one (1) community service project and one (1) philanthropic fund-raiser.
      iii. Attend no less than 90% of all Panhellenic meetings, activities, and educational opportunities.
      iv. Have a regular faculty advisor.
      v. Host regular chapter meetings at least bi-weekly.
      vi. Submit semester reports to the Panhellenic Council concerning the activities and achievements of the local group during that semester.
      vii. Election of officers and committees.
      viii. Adhere to all Panhellenic and NPC guidelines, resolutions, constitution and by-laws.
   
d. The local sorority shall not participate in formal sorority recruitment during the probationary period.
   
e. The local sorority may not identify itself as a national group nor guarantee to its members and potential members that they will become a national organization.
f. The local sorority has the right to petition, upon approval of Panhellenic Council for extension, to a NPC organization of their choice. Such a petition shall be handled through the Assistant Director of Student Activities for Greek Life.

g. The Panhellenic Council may vote for an early extension if the group achieves the probationary criteria in less than two (2) semesters.

h. The Panhellenic Council may vote to extend the probationary period or to withdraw Associate membership if all the criteria are not achieved during the two (2) semester probationary period.

ARTICLE XV: ALCOHOL POLICY

1. The possession, use and/or consumption of ALCOHOLIC BEVERAGES, while on chapters premises, during an official fraternity event, or in any situation sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of the state, county, city, and college.

2. No alcoholic beverages may be purchased through the chapter treasury nor the purchase of same for members or guests be undertaken or coordinated by any member in the name of or behalf of the chapter. The purchase and/or use of a bulk quantity of such alcoholic beverage, e.g., kegs, is prohibited.

3. No chapter members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minors (i.e., those under legal “drinking age”).

4. The possession, sale and/or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES at any chapter house, sponsored event or at any event that an observer would associate with the fraternity, is strictly prohibited.

5. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups, or organizations.

6. All rush activities associated with any chapter will be a DRY recruitment function.

7. EVENTS where alcohol is present, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, shall be prohibited. Guest lists must be chapter generated. No function where alcohol may be present may be advertised.

8. No alcohol shall be present at any pledge/associate member/novice program or activity of the chapter. Pledge/associate member/novice program or activity is defined as meetings, educational programs, ritual and new member/associate retreats.

ARTICLE XVI: PANHELLENIC OPEN RECRUITMENT RESTRICTIONS
1. Any chapter that is unable to make quota during the formal recruitment process shall be allowed to recruit and pledge first year students with the following stipulations:
   a. The chapter may take any student who has been released from Formal Recruitment or any other traditional student who meets the requirements as set by the NPC Manual of Information, and the Constitution, By-Laws, and rules of the University of West Georgia Panhellenic.
   b. Chapters cannot extend a bid to a woman they previously released during recruitment until the following semester.
   c. All individuals pledged count towards quota regardless of class standing. Once quota is achieved, chapters still falling below total may only recruit eligible first-year students and above.

ARTICLE XVII: AMENDMENTS

1. This Constitution may be amended by a two-thirds (2/3) majority vote of the voting members of State University of West Georgia Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

2. No portion of this Constitution may be temporarily suspended for any reason.

3. This Constitution shall be reviewed every two years.