

College of Charleston Panhellenic Association Constitution

We the representatives of Alpha Delta Pi, Chi Omega, Delta Delta Delta, Kappa Alpha Theta, Kappa Delta, Phi Mu, Sigma Delta Tau, Zeta Tau Alpha, and associate members at the College of Charleston, Charleston, South Carolina, in order to develop a greater understanding among the service of the Greek organizations, to seek solutions to our common problems, to assist each other and the College of Charleston attaining their educational and cultural objectives, do hereby establish this constitution.

Article I. Name

The name of this organization shall be the College of Charleston Panhellenic Association.

Article II. Object

The object of the Panhellenic Council shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and the College of Charleston administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rules established by Panhellenic Association as to not violate the sovereignty, rights and privileges of member fraternities.
6. Provide programs and activities, both developmental and social, for all member organizations to help improve their functioning and to improve common experiences that encourage cooperation and unity among organizations.

Article III. Membership

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

1. The REGULAR membership of the College of Charleston Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at the College of Charleston.
In order to become a REGULAR member of the College of Charleston Panhellenic Association:
 - a. Colonization must be complete.
 - b. At least two members must attend all Panhellenic meetings for one semester.
 - c. Panhellenic Council must vote to approve membership.
2. The ASSOCIATE membership of the College of Charleston Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.
ASSOCIATE membership shall be granted under the following conditions:
 - a. Candidate must be any non-NPC sorority who is truly interested in bettering their chapter by participating in the Panhellenic Association.
 - b. Associate members have voice but no vote.
 - c. Associate membership is automatically extended to an NPC chapter during its colonization process.

Article IV. Officers

1. The officers of the College of Charleston Panhellenic Association shall be President, Vice-President, Recording Secretary, Treasurer, Scholarship, Philanthropy, Special Events, Public Relations and Recruitment Chair.
2. The officers are appointed or elected by Panhellenic member groups and the groups are selected by rotation.
3. The officers shall be members of fraternities holding regular membership in the College of Charleston Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.
4. The officers shall serve for a term of office to begin no later than six weeks before the end of the school year.
5. Any officer failing to perform her duties as outlined shall resign and a successor be designated or as provided in Article VI, Section 3.

Article V. Meetings

1. The College of Charleston shall hold weekly meetings for the purpose of conducting its business.
2. Special. A special meeting of the College of Charleston Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity at the College of Charleston.
3. The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the College of Charleston Panhellenic Association.

Article VI. The Panhellenic Council

The administrative body of the College of Charleston Panhellenic Association shall be The College of Charleston Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the College of Charleston Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

1. **MEMBERSHIP.** The College of Charleston Panhellenic Council shall be composed of one executive delegate and one delegate from each National Panhellenic Conference fraternity chapter at the College of Charleston and from such National Panhellenic Conference fraternity colonies or national sororities at the College of Charleston as the council may approve for membership.
2. **SELECTION OF DELEGATES.** Executive delegates and delegates shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than six weeks into the spring semester.
3. **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within 4 weeks and to notify the Panhellenic Council Recording Secretary of her name, address, and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, a member of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of President. The Vice-President shall fulfill the duties of President.
4. **OFFICERS.** The officers of the College of Charleston Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the College of Charleston Panhellenic Association.
5. **MEETINGS.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college semester.
SPECIAL MEETINGS of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

QUORUM. Two-thirds (three-quarters) of the member fraternities shall constitute a quorum for the transaction of business.

6. **VOTING**
 - a. The voting body of the College of Charleston Panhellenic Association shall be its Panhellenic Council.
 - b. The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the vote of her fraternity shall be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting. Only chapters present will have the right to vote.
 - c. Two-thirds (three-fourths) of the voting members of Panhellenic Council shall be required to establish recruitment rules, to determine quota and establish Total Chapter Size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.
7. **VOICE**. Only delegates will have the right to vote. Other members present at meetings shall have voice, but no vote.

Article VII. Panhellenic Advisor

1. The Panhellenic Advisor shall be appointed by the College of Charleston administration.
2. The advisor shall serve in advisory capacity to the College of Charleston Panhellenic Association and its Council.

Article VIII. Standing Committees

Such Standing Committees and special officers as may be necessary to carry out the work of the College of Charleston Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

Article IX. Unanimous Agreements and Policies

1. All members of the College of Charleston Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All College of Charleston Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

Article X. Violations

1. Violation of any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the College of Charleston Panhellenic Council in conformity with those recommended by National Panhellenic Conference. (See the College Panhellenic Association Judicial Procedures in the National Panhellenic Conference Manual of Information.)
2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

Article XI. Amendments

This Constitution may be amended by two-thirds (three-fourths) vote of the voting members of the College of Charleston Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

BYLAWS

Article I. Finance

1. FISCAL YEAR. The fiscal year of the College of Charleston Panhellenic Association shall be from July 1 to June 30.
2. CONTRACTS. The signatures of the President and Panhellenic Advisor shall be required to bind the College of Charleston Panhellenic Association.
3. CHECKS. All checks issued on behalf of the College of Charleston Panhellenic Association shall be signed by the President and the Treasurer OR the President and the Recruitment Chair.
4. PAYMENTS. All payments due to the College of Charleston Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the College of Charleston Panhellenic Council/Association.
5. MEMBERSHIP DUES
 - a. Amount. The dues of each Panhellenic Association member fraternity shall be \$5.00 per member and new member per semester.
 - b. Time of Payment. The dues of each Panhellenic Association member fraternity shall be payable on or before the second scheduled November meeting of the Panhellenic Council.
 - c. Late Dues. All late dues will be assessed a fifty dollar (\$50.00) fine.

Article II. Selection of Officers

1. All member organizations shall be represented by one voting rotation (executive) officer and one chapter appointed delegate.
2. All executive officers shall be elected from member organizations and:
 - a. Be an undergraduate for the duration of her term.
 - b. Be initiated and in good standing with her chapter and the College of Charleston at the time of her rotation and for the remainder of her term.
 - c. Must have experienced both sides of Recruitment.
3. The office of President of the College of Charleston Panhellenic Association shall be held in rotation by each National Panhellenic Conference fraternity chapter in order of a rotation plan. The president should have served on the Panhellenic Council for at least one year. If the executive delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.
4. The offices of Vice-President, Recording Secretary, Treasurer, Scholarship, Philanthropy, Special Events, and Public Relations also shall be held in rotation by each National Panhellenic Conference fraternity chapter.
5. ROTATION
 - a. The rotation of chapters shall be as follows:
 - Delta Delta Delta
 - Zeta Tau Alpha
 - PhiMu
 - Sigma Delta Tau
 - Chi Omega
 - Alpha Delta Pi
 - Kappa Alpha Theta
 - Kappa Delta

- b. The rotation of executive positions shall be as follows:
 - President
 - Vice-President
 - Scholarship
 - Treasurer
 - Special Events
 - Secretary
 - Philanthropy
 - Public Relations
- 6. The position of Recruitment Chair shall be determined by election. Candidates for the position will be presented at a Panhellenic meeting. At the following meeting, the Recruitment Chair will be elected by the voting body. Each chapter shall have one vote.

Article III. Officer Duties

- 1. The President shall:
 - a. Have the overall responsibility for the operation of the Panhellenic Council.
 - b. Call and preside at all regular and special meetings of the College of Charleston Panhellenic Association/Council and Executive Board meetings.
 - c. Review, approve and co-sign all Panhellenic Association checks and contracts involving the College of Charleston Panhellenic Association.
 - d. Serve as member ex-officio of all Panhellenic Council Committees with voice but no vote.
 - e. Vote in case of a tie.
 - f. Report as required to the NPC Area Advisor.
 - g. Maintain a complete and up-to-date President's file which will include a copy of the current College of Charleston Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; all Panhellenic weekly meeting minutes and other pertinent materials.
 - h. Install the incoming officers of the Panhellenic Council once all chapters have selected their Panhellenic executive delegates.
 - i. Serve as a member of the Recruitment Committee.
 - j. Assist the Office of Student Life during summer orientation.
 - k. Perform all other duties usually pertaining to this office.
 - l. Always remain impartial.
 - m. Be in at least her junior year as a student of the College of Charleston.
- 2. The Vice President shall:
 - a. Perform the duties of the President in her absence, inability to serve, or at her call.
 - b. Serve as Chairman of the Judiciary Committee.
 - c. Serve as a member of the Membership Recruitment Committee.
 - d. Plan at least one educational program per semester for Panhellenic.
 - e. Complete and submit monthly reports to the President.
 - f. Order all Recruitment Counselor and Executive t-shirts for Fall Formal Recruitment.
 - g. Serve as a liaison between Panhellenic and IFC.
 - h. Shred all appropriate Recruitment documents.
 - i. Manage the office and keep it orderly.
 - j. Be in at least her sophomore year as a student of the College of Charleston.
 - k. Perform all other duties usually pertaining to this office.

3. The Recording Secretary shall:
 - a. Reserve a room for Panhellenic Council meetings.
 - b. Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
 - c. Keep current statistics concerning the number of initiated members of each Panhellenic Association member fraternity.
 - d. Keep full minutes of all weekly meetings of the College of Charleston Panhellenic Council and a record of action taken by the Executive Board. A record of these minutes should be distributed to the Presidents of member organizations, the Undergraduate dean, and the Associate Director of Student Life within a 48-hour period.
 - e. Maintain a complete and up-to-date file which will include the minutes of meetings of the College of Charleston Panhellenic Council; copies of all contracts made by the Panhellenic Council, current correspondence.
 - f. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
 - g. Be responsible for organizing officer training.
 - h. Complete and submit monthly reports to the President.
 - i. Complete and submit administrative reports to the National Panhellenic Conference.
 - j. Perform all other duties usually pertaining to this office.

2. The Treasurer shall:
 - a. Be responsible for the general supervision of the finances of the College of Charleston Panhellenic Association.
 - b. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each College of Charleston Panhellenic Association member fraternity.
 - c. Educate Panhellenic officers about the budget and their allotted monies.
 - d. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
 - e. Be responsible for the prompt payment of all bills of the College of Charleston Panhellenic Association.
 - f. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
 - g. Complete and submit monthly reports to the President.
 - h. Perform all other duties usually pertaining to this office.

3. The Scholarship Chair shall:
 - a. Be responsible for all matters pertaining to promotion of superior scholarship as basic to intellectual achievement.
 - b. Have up-to-date statistics in all women, Greek women, all male, Greek male, all campus, and all Greek grade point averages.
 - c. Chair the Department of the Month Committee.
 - d. Keep an up-to-date list of each sorority's academic standards and requirements.
 - e. Hold meetings with each sorority's Scholarship chairman at least once a semester.
 - f. Complete and submit a monthly report to the President.
 - g. Submit scholarship reports to the National Panhellenic Conference.
 - h. Perform all other duties usually pertaining to this office.

4. The Public Relations Chair shall:
 - a. Be responsible for coordinating all forms of publicity dealing with the College of Charleston Panhellenic Council.
 - b. Communicate with each officer to make certain that the public and the news

media are informed about Panhellenic and its member sororities through press releases.

- c. Coordinate any good-will social events including invitations and food service.
 - d. Establish and maintain a Greek/ Panhellenic listserv.
 - e. Create and hang banners 48 hours before any event being supported by Panhellenic.
 - f. Publish a biannual Panhellenic newsletter that will be sent to all Greek organizations on campus and faculty and administration of the College of Charleston.
 - g. Compose a monthly calendar highlighting all chapters' activities for distribution to Panhellenic members and the George Street Observer. Continue the 'sorority corner' for the GSO.
 - h. Create and continually update a Panhellenic Association website.
 - i. Complete and submit a monthly report to the President.
 - j. Perform all other duties usually pertaining to this office.
5. The Philanthropy Chair shall:
- a. Coordinate and promote various philanthropic activities throughout the school year. (Halloween Carnival, Walks, Soup Kitchens...)
 - b. Coordinate and execute a Greek week philanthropy project.
 - c. Select a local philanthropy to support for the academic year.
 - d. Complete and submit a monthly report to the President.
 - e. Perform all other duties usually pertaining to this office.
 - f. Work with the Special Events Chair to coordinate Pep Supper.
 - g. Perform all other duties usually pertaining to this office.
6. The Special Events Chair shall:
- a. Coordinate and execute Greek Week activities.
 - b. Assist in the Greek Week philanthropy projects.
 - c. Form a Greek Week Committee that will be responsible for Greek Week.
 - d. Assist in promotions involved in Greek Week.
 - e. Organize Pep Supper and make appropriate reservations.
 - f. Distribute Pep Super rules and approve all skits.
 - g. Be responsible for impartial judges during Pep Supper, Greek Week, etc.
 - h. Complete and submit a monthly report to the President.
 - i. Perform all other duties usually pertaining to this office.
7. The Membership Recruitment Coordinator shall:
- a. Preside and coordinate the Recruitment Committee.
 - b. Review and compile new Recruitment Greek Life booklets and have them printed prior to the first orientation session.
 - c. Set up a schedule for Recruitment activities.
 - d. Coordinate room assignments for Recruitment.
 - e. Coordinate summer orientation sessions.
 - f. Coordinate upperclassmen drop-ins in the Spring.
 - g. File and register each Potential Member as applications are received.
 - h. Visit each chapter prior to Recruitment and explain Recruitment rules and have each chapter member sign a compliance letter.
 - i. Work closely with the Director of Recruitment Counselors.
 - j. Live in Charleston for the entire summer.

Article IV. The Executive Board

The Executive Board shall:

1. Appoint Standing and Special committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
1. Administer routine business between meetings of the Panhellenic Council when advisable and for such other business as has been approved for action by Panhellenic Council vote.
2. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record action in the minutes of that meeting.

Article V: Delegates

There shall be one chapter-appointed delegate from each NPC member organization.
The delegate shall:

1. Serve as the liaison between the member organization and the Panhellenic Council.
2. Serve as voting delegate in the absence of the voting executive officer.
3. Perform Membership Recruitment duties as assigned.

Article VI. Standing Committees

The Standing Committees of the College of Charleston Panhellenic Council shall be: Judiciary, Membership Recruitment, Constitutional Review, Risk Management, Philanthropy, Greek Week, and Department of the Month.

The Standing Committees shall serve for a term of one year. Such term of office is to begin no later than six weeks into the spring semester. A committee chairman or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President shall call a meeting of the Executive Board to appoint committee chairmen and members.

1. The Judiciary Committee shall:
 - a. Consist of the Vice-President of Panhellenic Council as chairman and the members of Executive Board. The Panhellenic Advisor will serve as an ex officio member.
 - b. Direct judicial hearings and administer sanctions as appropriate for violations of the Panhellenic Association Constitution, Bylaws, Standing Rules, Recruitment Rules, and policies established by the College of Charleston Panhellenic Council.
 - c. The Judicial Board will handle all cases except when the discussion is confidential.
2. The Membership Recruitment Committee shall:
 - a. Be chaired by the current Recruitment Chair and consist of the President and Vice President of the College of Charleston Panhellenic Council.
 - b. Be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the spring semester), and distributing copies of them when approved to the delegates of the member fraternities.
 - c. Coordinate all aspects of Formal Recruitment and make executive decisions regarding Potential Members and sororities.
 - d. Be responsible for Recruitment round table no later than three weeks after Formal Recruitment and present a full report, including recommendations, to the Panhellenic Council.
3. The Constitutional Review Committee shall:
 - a. Consist of a representative from each chapter and be co-chaired by the President and Vice-President.
 - b. Be responsible for undertaking an extensive review of the Constitution every

fall, amending it as deemed necessary, and bringing these changes before the Panhellenic council for proper review and implementation into the Constitution. The amendments must pass by a two-thirds vote.

4. The Risk Management Committee shall:
 - a. Consist of each sorority's Risk Management Officer and be chaired by an appointed Panhellenic delegate.
 - b. Meet twice a semester.
 - c. Meet with sorority social chairs, collect information, and perform other preventative duties.
 - d. Organize and facilitate programming for a Risk Management Program.

Article VII. Administration of Membership Recruitment

1. An early fall membership shall be held.
2. The National Panhellenic Conference Quota-Total system shall be followed.
3. The preferential bidding system shall be used.
4. Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women students.
5. Chapters which do not fill basic Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even though reaching Quota puts them over Total.
6. All membership events shall be held in the chapter house or campus facilities.
7. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
 - a. A list pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and within the Panhellenic Advisor on the first week of classes of each fall semester.
 - b. Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than 24 hours after it has occurred.
8. Summer contacts will be made at Greek Life sessions during the summer by the Recruitment Chair.

Article VIII. Pledging and Initiation

1. A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
2. A Panhellenic Association member fraternity may not issue an invitation to membership of formally pledge a woman during any school recess.
3. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

Article IX. Hazing

All forms of hazing, pledge day and/or pre-initiation activities which are as defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not

consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or educational institution or state or federal law.

Article X. Extension

1. When all NPC chapters at the College of Charleston are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter.
2. Panhellenic will consider once annually recommendations from the Director of Greek Life to extend.
3. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.
4. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.
5. Approval of the request to extend will result in the formation of an Extension Committee that will work in conjunction with an NPC Extension Coordinator.

Article XI. Alcohol and Drugs

1. College of Charleston Panhellenic Council members shall follow a policy consistent with the University guidelines and rules. Absolutely no alcohol or narcotics are permitted in any sorority house.
2. It shall be the responsibility of the individual sororities to make their members aware of the alcohol policy.
3. College of Charleston Panhellenic Council members who cause infractions are subject to disciplinary action by the Judicial Board.

Article XII. Programming

1. Each chapter will be responsible for hosting one educational program with the campus each year. Part of the responsibility includes all reservations and publicity. No more than two sororities may jointly put on a program.
2. Greek Week points will be given as an incentive for programming attendance.

Article XIII. Rules of Order

The College of Charleston Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

Article XIV. Violations

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through mediation.
2. If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.
3. If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met.

Article XV. Amendment

These Bylaws may be amended by two-thirds (three-fourths) vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at two weeks prior to the voting meeting.

Note: Constitution last updated December 2004