

**CONSTITUTION
NORTH DAKOTA STATE UNIVERSITY
PANHELLENIC COUNCIL**

Revised November 2019

ARTICLE I. NAME

The name of this organization shall be the North Dakota State University Panhellenic Council.

ARTICLE II. OBJECT

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

- 1) Serve as the governing body of the member groups of the Panhellenic Council.
- 2) Consider the goals and ideas of the member groups as continually applicable to campus and personal life.
- 3) Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
- 4) Act in accordance with such rules established by North Dakota State University Panhellenic Council as to not violate the sovereignty, rights, and privileges of member fraternities and sororities.
- 5) Act in accordance with the National Panhellenic Conference as to not violate the sovereignty, rights, and privileges of member fraternities.
- 6) Act in accordance with North Dakota State University rules, regulations, and policies.
- 7) Execute programming that encourages excellence and aligns with the Fraternity and Sorority Life Initiatives.

ARTICLE III. MEMBERSHIP

There will be three classes of membership: Regular, Provisional and Associate.

- 1) The Regular membership of the North Dakota State University Panhellenic Council shall be composed of all chapter members in good standing of the National Panhellenic Conference fraternities/sororities and national sororities at North Dakota State University as approved for membership in the NDSU Panhellenic Council.

- 2) The Provisional membership of the North Dakota State University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at North Dakota State University.
- 3) The Associate membership of the North Dakota State University Panhellenic Council shall be composed of all members in good standing of local sororities or interest groups or national regional non-National Panhellenic Conference member groups that have met the requirements for membership in the North Dakota State Panhellenic Association. Associate membership shall pay full dues and shall have voting privileges and the opportunity to hold Panhellenic office (except President). Associate members must abide by all National Panhellenic Conference policies and the NDSU Panhellenic governing documents.

ARTICLE IV. OFFICERS

- 1) The Executive officers of the North Dakota State University Panhellenic Council shall be President, Administration and Finance Executive, Vice President of Recruitment, Vice President of Public Relations, and Vice President of Events.
- 2) All officers shall be delegates from fraternities/sororities holding regular or associate membership in the North Dakota State University Panhellenic Council. The office of President must be held by a member of a fraternity/sorority that has regular membership of North Dakota State University Panhellenic Council.
- 3) All officers shall serve from the beginning of spring semester to the end of fall semester.
- 4) Executive officers are required to attend all executive and council meetings unless a prior excuse is submitted to the President and/or council.

ARTICLE V. MEETINGS

- 1) Regular: The North Dakota State University Panhellenic Council shall hold meetings every other week. Meetings will alternate with those of the Interfraternity Council. They shall be held at a time and place established at the beginning of each college term.
- 2) Special: A special meeting of the North Dakota State University Panhellenic Council may be called by the President of Panhellenic Council upon written request, or by another form of communication of any regular or associate member fraternity/sorority at North Dakota State University. Member groups must be notified within 48 hours.
- 3) The delegate from each regular or associate member fraternity/sorority shall be responsible for notifying her chapter members of all business occurring at regular and special meetings of the North Dakota State University Panhellenic Council.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the North Dakota State University Panhellenic Association shall be the North Dakota State University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the North Dakota State University Panhellenic Association and to compile rules governing the Panhellenic Association, including recruitment and membership, which do not violate the sovereignty, rights, and privileges of member fraternities/sororities.

- 1) Membership: The North Dakota State University Panhellenic Council shall be composed of the Panhellenic Council Executive officers and one delegate from each national Panhellenic Conference fraternity/sorority chapter at North Dakota State University and from such National Panhellenic Conference fraternity/sorority colonies or national sororities at North Dakota State University as the council may approve for membership in the North Dakota State University Panhellenic Association.
 - a) All college Panhellenic delegates, executive officers, recruitment ~~guides~~ counselors, and committee members shall be in good standing in their member groups, be active members in their collegiate chapter and shall be enrolled at North Dakota State University and meet all university regulations.
- 2) Selection of Delegates: Delegates to Panhellenic Council shall be selected by their respective fraternity/sorority chapters to serve for a term of one year commencing no later than the first regular meeting in January. Delegates are required to report back to their respective executive council.
- 3) Delegate Vacancies: When a delegate vacancy occurs, it shall be the responsibility of the fraternity/sorority concerned to select a replacement within two weeks and to notify the Panhellenic Administration Executive of her name, ~~address~~, and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, an executive member of the fraternity/sorority concerned shall fulfill the duties of the delegate in all cases.
- 4) Officers: The officers of the North Dakota State University Panhellenic Council shall serve as the Executive Board of the Council and shall have such powers and duties as described in the by-laws of the North Dakota State University Panhellenic Council. The officers serve as non-voting members as another delegate on the council represents their respective fraternities/sororities.
- 5) Removal of Officers: If an officer fails to fulfill her duties, the executive council has the power to request her resignation. If the officer in question refuses, a 2/3 vote of the executive council is needed to remove her.

- 6) Officer Vacancies: The executive council may fill officer vacancies through an interview process with a 2/3 vote. The Administration and Finance Executive shall fulfill the duties of the President in her absence.
- 7) Voting:
 - a) The voting body of the North Dakota State University Panhellenic Council shall be its member delegates.
 - b) The voting of the Panhellenic Council shall be the first delegate of each fraternity/sorority holding regular or associate membership.
 - c) Executive members must remain impartial and shall not vote.
 - d) Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules, establish total chapter size, set the date for recruitment, and to add a new chapter. A majority vote shall be required to call all other questions.
- 8) Voice: The executive officers, non-delegate members and advisor to the Panhellenic Council shall have a voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

- 1) The Panhellenic Advisor shall be chosen by the North Dakota State University Administration.
- 2) They shall serve in the advisory capacity to the North Dakota State University Panhellenic Council.

ARTICLE VIII. STANDING COMMITTEES

Such Standing Committees and special officers as may be necessary to carry out the work of the North Dakota State University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them, except for those committee chairpersons as prescribed in the By-Laws who serve by election.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

- 1) All members of the North Dakota State University Panhellenic Council must act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- 2) All North Dakota State University Panhellenic Council rules and policies shall be in agreement with those established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

- 1) Violations of any regulations of this Constitution or its related By-Laws of recruitment rules, or the National Panhellenic Conference Unanimous Agreements (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the North Dakota State University Panhellenic Council in conformity with those recommended by the National Panhellenic Conference (see College Panhellenic Agreement).
- 2) Any dispute growing out of the violation of Panhellenic Council rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE XI. JUDICIAL BOARD

- 1) In accordance with the NPC Unanimous Agreements, the judicial board is composed of 4 collegian members from each member organization, the Panhellenic President, and the Coordinator for Fraternity and Sorority Life as a nonvoting ex-officio member.
- 2) Members shall include:
 - a. Chairman or Panhellenic President
 - b. Vice Chairman or Vice President of Recruitment
 - c. 4 members with one from each member organization
 - d. The Coordinator for Fraternity and Sorority Life
- 3) The Panhellenic Executive Council shall appoint through an application and interview process four members to represent their own organization on the Judicial Board.
- 4) A Panhellenic Judicial Board member must be an initiated undergraduate member in good academic and conduct standing with her organization and the University. She must also have been active in her organization for at least one year.
- 5) Judicial Board Members must go through training regarding the purpose of the board, the rules and regulations of North Dakota State University Panhellenic Council, judicial procedures, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations, and sanctioning.
- 6) The Coordinator for Fraternity and Sorority Life will serve as a non-voting ex-officio member of the judicial board. If the Coordinator for Fraternity and Sorority Life cannot attend a meeting, the Graduate Assistant for Fraternity and Sorority Life will attend the meeting in their place.
- 7) The Vice Chairman will assume the duties and responsibilities of the chairman in cases where the Chairman must be excused due to a conflict of interest. In cases where both the

Chairman and Vice Chairman must be excused to a conflict of interest, the remaining Judicial Board members will select a member of the Panhellenic Executive Council to serve as Chairman.

8) Judicial Board Position Duties

- a. The Panhellenic Judicial Board members:
 - i. Handles all alleged violations of NPC Unanimous Agreements, Panhellenic Council bylaws, and recruitment rules
 - ii. Educates member sororities about the Panhellenic judicial procedure
 - iii. Participates in training designed to educate judicial board members about the previously listed responsibilities
 - iv. Conducts a fair hearing with impartial judicial board members following Unanimous Agreement
 - v. Maintains confidentiality throughout the judicial process
- b. Chairman duties:
 - i. Coordinates the training of the judicial board with the Coordinator for Fraternity and Sorority Life
 - ii. Determines whether any judicial board member needs to be excused from a hearing due to conflict of interest
 - iii. Provides involved chapters with a copy of the Panhellenic Judicial Board Procedure
 - iv. Presides at all judicial board hearings
 - v. Shall vote only in the event of a tie
- c. Vice Chairman
 - i. Presides at all judicial board hearings
 - ii. Assumes all the duties of the Chairman in her absence
- d. The Coordinator for Fraternity and Sorority Life:
 - i. Shall record minutes and sanctions from all hearings and keep them for a period of 3 years
 - ii. Shall organize and document all necessary paperwork
 - iii. Disseminate proper paperwork and documentation to appropriate parties
 - iv. Shall not vote in hearings
 - v. Shall create, organize, and coordinate all trainings with the Chairman
 - vi. Maintain all electronic infraction and violation forms

9) Judicial Board Hearing Guidelines:

- a. Judicial Board Hearings are closed to the public
- b. Participants in the hearing are representatives from each sorority involved. There shall be no more than three chapter representatives, including a chapter advisor, per each organization involved
- c. There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties should choose no more than three representatives to represent all accusing parties, including chapter advisors

- d. In cases of infractions for which a Panhellenic Executive member or Panhellenic community member has information but they did not file the infraction, they shall attend the hearing to present their information and then leave.
- e. Witnesses shall be called one at a time and may remain in the testimony room only during their testimony.
- f. After the hearing, the judicial board members hearing the case and the Coordinator for Fraternity and Sorority Life go into an executive session for deliberations
- g. Deliberations are confidential, and comments are not to be reported outside of the room with the exception of official documentation
- h. Sanctions should fit the nature and degree of the offense
- i. Information regarding the appeals process will be presented at the close of the hearing
- j. All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of the hearing.
- k. All proper notification and reporting forms will be used.
- l. Chapters involved in a hearing have the right to consult with a representative from their inter/national organization.

10) Judicial Board Hearing Order of Events:

- a. Call to order by the chairman
- b. Introductions
- c. Charges read by chairman
- d. Opening statement by accuser
 - i. a time limit may be placed due to number of accusing and responding parties and witnesses
- e. Opening statement by accused
 - i. a time limit may be placed due to number of accusing and responding parties and witnesses
 - ii. the accused has the choice to defer this statement until after the witnesses have been presented
- f. Accuser calls witnesses one at a time
 - i. The accused may cross examine witnesses
- g. Accused calls witnesses
 - i. Accuser may cross examine witnesses
- h. Judicial board members ask witnesses questions at any time during their testimonial
- i. Closing statement by the accuser
 - i. May not be longer than 5 minutes
- j. Closing statement by the accused
 - i. May not be longer than 5 minutes
- k. Judicial board members enter executive session for deliberation. Only judicial board members and the Coordinator for Fraternity and Sorority Life or their proxy may remain in the hearing room.
- l. Chairman restates charges.

- m. Chairman puts the motion before the board members as follows: “The motion before the members is: Is [organization’s name] responsible of the charge of violating [state the rule]?” If there is more than one violation, each violation will be handled as a separate motion.
 - n. Chairman requests motions from the judicial board members.
 - o. Discuss motions.
 - p. Vote on motions. Judicial board members will verbally vote “yes” or “no” on each motion.
 - q. A responsible outcome requires a majority vote of the judicial board members.
 - i. In the event of a tie, the Chairman will cast the deciding vote.
 - r. If a chapter is found in violation, the judicial board must then determine the appropriate sanctions. If University or Panhellenic documents or policies do not dictate sanctions, the judicial board may determine sanctions appropriate to the severity of the violation.
 - i. A judicial board member makes a motion for a sanction that they believe is appropriate. This motion is debatable and amendable. A majority vote is required to adopt the motion concerning sanctions.
 - s. Reconvene the hearing, and read the judicial board’s decision to the complaining and accused parties. Witnesses are not in attendance at this time.
 - t. The Coordinator for Fraternity and Sorority Life records the findings and all parties listed on the report sign the document.
 - u. After the decision has been read, information regarding the appeals process is given.
- 11) Appeals Process:
- a. The Chairman sends the complete record to the attention of the NPC College Panhellenics Judicial Appeals Committee chairman within 14 days of receiving the College Panhellenics Appeal Notice.
 - b. The record is sent to the NPC office via certified mail, return receipt requested or emailed to npccentral@npcwomen.org.
 - c. A copy of North Dakota State University Panhellenic Council bylaws, recruitment rules, and judicial procedure is also included I this record.
 - d. The NPC College Panhellenics Judicial Appeals Committee may uphold or reverse the decision of the Judicial Board. It may also dismiss or modify sanctions as the committee deems appropriate.

ARTICLE XII. AMENDMENTS

This Constitution may be amended by a two-thirds vote of the voting members of the North Dakota State University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

2019 Panhellenic Council Bylaws

Revised: January 2019

ARTICLE I. FINANCE

1. The fiscal year of the North Dakota State University Panhellenic Council shall coincide with the calendar year.
2. Contracts: the signature of the President or Finance Executive shall be required to bind the North Dakota State University Panhellenic Council.
3. Checks: All checks issued on behalf of the North Dakota State University Panhellenic Council shall be signed by the President, the Finance Executive, or Coordinator for Fraternity and Sorority Life.
4. Payments: All payments due to the North Dakota State University Panhellenic Council shall be made to the Finance Executive, who shall record them. Checks for payments shall be made payable to the North Dakota State University Panhellenic Council.
5. Membership dues:
 - a. Amount: The dues of each Panhellenic Council member fraternity/sorority shall be an assessment per member and new member. The amount of such dues shall be determined annually by Panhellenic Council. Dues are currently set at \$15 per individual listed on the chapter roster.
 - b. Time of Payment: The dues of each Panhellenic Council member fraternity/sorority shall be payable on or before November 15th, for fall semester dues, and on or before April 15th, for spring semester dues, for all active members and new members.
 - i. Active membership is defined as any member who is listed on the roster.
6. Fines: Fines shall be assessed for late payment or lack of representation at a meeting.
 - a. A 10% fine will be assessed for every month a bill is overdue.
 - b. A \$10 fine will be assessed for each chapter that does not have the proper representation at a meeting. Proper representation shall be defined as: a delegate, alternate delegate, or other approved representative.
 - c. A \$10 fine will be assessed to the respective member group of the officer or delegate for an unexcused absence of executive council and/or council meetings.

ARTICLE II. SELECTION OF OFFICERS

1. The offices of President, Administrative Finance Executive, Vice President of Recruitment, Vice President of Public Relations, and Vice President of Events shall be filled by an appointment committee.

a. The appointment committee will be comprised of members of the Executive Board who are not eligible for re-election or who decline to run for office. Coordinator for Fraternity and Sorority Life will serve as an ex officio member of the appointment committee.

b. The appointment committee will interview all applicants for the Executive Offices of Panhellenic Council. After interviews, they will deliberate and fill the positions. The Executive Board will then bring the slate to their respective chapters.

c. The slate must pass by a two-thirds vote of the voting members of the North Dakota State University Panhellenic Council.

2. The position of Delegate of each member fraternity/sorority shall be filled by each fraternity/sorority's own selection process.

3. The following qualifications apply to officers:

a. The Panhellenic President must have either been a delegate or Executive Team Officer for Panhellenic Council or a President and /or Vice President of a member chapter for one full term.

b. All other Executive Team Officers shall be members in good standing of a social and/or professional fraternity/sorority with full membership status in Panhellenic Council.

c. Must be in good behavioral standing with Panhellenic Council and North Dakota State University.

d. Must have a minimum cumulative grade point average of 2.5.

e. Must be an active, initiated member of a member chapter.

f. Executive Team Officers cannot hold an executive position in their own respected chapters, or the office of New Member Educator/Director.

g. Executive Team Officers must be disaffiliated for formal recruitment.

4. System of Election:

- a. Any member of the Panhellenic Council who is an active member in good standing with her fraternity/sorority may apply for any Executive Board position, as long as she meets the afore mentioned prerequisites.
- b. The applications shall be made available no later than ten days preceding the election.
- d. The appointment committee will submit their selections to the houses, which will be voted on individually and then returned to the Panhellenic President.
- e. The Executive Council may fill officer vacancies through an interview process with a 2/3 vote.
- f. The new council will be placed no later than Finals Week.

ARTICLE III. OFFICER DUTIES

1. President

- a. Have overall responsibility for the operation of Panhellenic Council.
- b. Call and preside at all regular and special meetings of the North Dakota State University Panhellenic Council.
- c. Call and preside at biweekly meetings of the Panhellenic Council Executive Council.
- d. Call and preside with the IFC President at monthly meetings of the Panhellenic and IFC Executive Councils.
- e. Call and preside over the Panhellenic Judicial Board.
- f. Review, approve, and sign all Panhellenic Council contracts involving the North Dakota State University Panhellenic Council.
- g. Serve as member ex-officio of all Panhellenic Council Committees with a voice but no vote.
- h. Report as required to the National Panhellenic Conference Area Advisor.
- i. Maintain a complete and up-to-date presidents file which will include a copy of the current North Dakota State University Panhellenic Council Constitution, By-laws, and Standing Rules; the current Panhellenic Council budget, the current NPC manual of Information and related materials; current correspondence and materials received from her NPC area advisor; her copies of the College Panhellenic Reports to the NPC area advisor; and other pertinent materials.
- j. Be knowledgeable of and educate the Fraternity and Sorority Life community on the following Panhellenic Council, Interfraternity Council, Congress of Student Organizations, and NDSU policies/procedures/documents:
 - i. PHC Constitution & Bylaws
 - ii. National Panhellenic Conference Standards
 - iii. NDSU Fraternity and Sorority Life Initiatives
 - iv. NDSU Overview of Fraternity and Sorority Life
 - v. Congress of Student Organizations Guidelines

vi. Code of Student Behavior: Rights and Responsibilities of Community

- k. File recognition form for CSO and attends or appoint a member to attend scheduled CSO meetings.
 - l. Meet with the Coordinator for Fraternity and Sorority Life, Graduate Assistant for Fraternity and Sorority Life, and Interfraternity Council President weekly
 - m. Maintain the integrity and sound relationship of the PHC
 - n. Assist the Coordinator for Fraternity and Sorority Life in the collection and updating of chapter rosters
 - o. Be a positive role model at NDSU, in the community, Panhellenic Council; uphold sorority requirements and policies as a positive representative of the Greek system.
 - p. Perform all other duties pertaining to this office.
 - q. Serve a minimum of five (5) hours per week in the Greek Life Office.
 - r. Serve on the following committees and any other committees assigned:
- b. President's Council, Fraternity and Sorority Life Advisory Board, and Presidents Council for Campus Wellbeing

2. Vice President Recruitment

- a. Serve as Vice Chairman on the Panhellenic Judicial Board.
- b. Plan and operate all Panhellenic Recruitment functions.
- c. Develop a recruitment calendar and event schedule to submit to Panhellenic Council for approval no later than 15 days before the event begins.
- d. Annually review recruitment rules and submit any necessary changes to Panhellenic Council for approval.
- e. Be responsible, along with the Panhellenic Council President, and Panhellenic Council Advisor, for the selection and training of Recruitment Counselors
- f. Holding meetings with Recruitment Guides as necessary.
- g. Work with the Panhellenic President and to coordinate summer orientation involvement.
- h. Keep an accurate record of all recruitment-related activities.
- i. Attend and participate in summer orientation sessions and Welcome Week events.
- j. Serve as a resource to chapter's member education officers.
- k. Assist the Coordinator for Fraternity and Sorority Life in identifying and scheduling Greek specific educational programs and speakers.
- l. Identify educational opportunities on campus for member chapters to participate in.
- m. Perform any other duties pertaining to this office.
- n. Serve a minimum of five (5) hours per week in the Greek Life Office.

3. Vice President of Public Relations

- a. Organize and order shirts for Recruitment Counselors.
- b. Design and distribute booklets for potential new members' use during recruitment. Booklet should include recruitment schedule, a description of Panhellenic Council, and general information, and financial information for each chapter. Booklets should also

include an overview of the recruitment process, and a schedule of events that each potential new member will be expected to be involved with.

- c. Distribute press releases about Greek community events and positive recognition received by individual members and member chapters.
- d. Work with the IFC Public Relations Chairman to assist the Coordinator for Fraternity and Sorority Life with maintaining and updating the Greek Life website and Greek Life calendar.
- e. Aid Vice President Events with designing and distributing PR materials for any Panhellenic Council sponsored events, as well as, booking any necessary reservations or venues for union events.
- f. Perform any other duties pertaining to this office.
- g. Serve a minimum of five (5) hours per week in the Greek Life Office

4. Vice President of Events

- a. Focus on coordinating women-focused events sponsored by Panhellenic Council.
- b. Plan to coordinate a minimum of one event every eight weeks. Events may be educational, social, or service-oriented.
- c. Coordinate one annual service project sponsored and/or performed by the NDSU Greek Panhellenic community.
- d. Co-Chair the Greek Interactions Committee with IFC Interactions Chair and report all committee activity to the IFC and Panhellenic Executive Teams.
- e. Develop and implement social and service programs for the Greek community that enhances relationships through service, wellness, leadership, and personal development.
- f. Assist in utilizing and promoting National Panhellenic Conference (NPC) initiative, i.e. Month of the Scholar, International Badge Day, Advisor Appreciation, National Women's Health, etc.
- g. Plan and execute the Panhellenic Resolution.
- h. Plan and execute in collaboration with the IFC Events Chairman Greek Week events.
- i. Perform any other duties pertaining to this office.
- j. Serve a minimum of five (5) hours per week in the Greek Life Office.

5. Vice President of Administration and Finance

- a. Perform the duties of the president in her absence.

- b. Keep an up to date roll of the members of Panhellenic Council.
- c. Keep full minutes of all meetings of the North Dakota State University Panhellenic Council, the Executive Council and a record of all action taken. Send minutes to all Panhellenic Chapter delegates, Panhellenic Executive Officers, Coordinator for Fraternity and Sorority Life, and the NPC Area Advisor.
- d. Maintain a complete and up to date file, which will include the minutes of the meeting of the North Dakota State University Panhellenic Council for the past year; copies of all contracts made by the Panhellenic Council and current correspondence.
- e. Be responsible for the official correspondence of the Panhellenic Council.
- f. Be responsible for keeping a file in the Panhellenic Office of the minutes of the meetings of the North Dakota State University Panhellenic Association and Panhellenic Council from the previous ~~seven~~ four years.
- g. Keep a record of absenteeism to be given to the President immediately following each meeting.
- h. Keep constitution and By-Laws up to date and distributed.
- j. Be responsible for the general supervision of the finances of the North Dakota State University Panhellenic Council.
- k. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, provide a copy to each North Dakota State University Panhellenic Council member fraternity/sorority.
- l. Receive all payments due to the Panhellenic Council, collect all dues and fees
- m. Be responsible for the prompt payment of all bills (within one month) of the North Dakota State University Panhellenic Council.
- n. Be responsible for assisting officers in creating their budgets, and monitoring them throughout the year.
- o. Be responsible for billing chapters, including fines.
- p. Maintain up to date financial records, give a financial report at the first Panhellenic Council meeting of each month and annual report at the close of her term of office
- v. Perform all other duties usually pertaining to this office.
- w. Serve a minimum of five (5) hours per week in the Greek Life Office.

6. Vice President of Academic Initiatives

- a. Be responsible for the planning and hosting of scholarship-related events, including, but not limited to Study-A-Thon.
- b. Be knowledgeable of best practices for successful academic achievement within Greek chapters
- c. Become knowledgeable of university academic policies and procedures.
- d. Identify and educate academic resources on campus for member chapters.
- e. Work with chapters that are under the All-Greek grade point average to develop an academic progress plan.
- f. Assist the Coordinator for Fraternity and Sorority Life in the development of a Greek Scholarship Plan to enhance each sorority scholarship plan and grade point average.
- g. Serve a minimum of five (5) hours per week in the Greek Life Office.

7. Vice President of Philanthropy and Service

- a. Serve as the representative to Circle of Sisterhood
- b. Plan at least one philanthropy event a semester for Circle of Sisterhood
- c. Raise awareness for Circle of Sisterhood
- d. Plan at least one service event each semester
- e. Serve a minimum of five (5) hours per week in the Greek Life Office

ARTICLE V. ADMINISTRATION OF MEMBERSHIP SELECTION

1. An early fall recruitment shall be held which shall be a formal recruitment.
2. The National Panhellenic Conference quota-total system shall be followed.
3. The preferential bidding system shall be used.
4. Except during formal recruitment period, continuous open bidding shall be in effect during the college year (fall through spring) for all eligible women students as long as any chapter participating in continuous open bidding is not at total.
5. If a chapter has not filled basic quota during formal recruitment, they may do so in continuous open bidding until they reach total.
6. All membership selection shall be held in the chapter room, house, lodge, or suite. there is not a designated chapter space, formal recruitment activities will be held in the Memorial Union.

7. Every regularly enrolled new member and initiate of a chapter shall be counted towards the chapter total.

a. A list of pledged, initiated, and affiliated members shall be filed with the Coordinator for Fraternity and Sorority Life.

b. Any active initiate included in the National Fraternity Chapter roll shall be counted in the chapter total.

c. Any de-pledging, termination, or other change in membership shall be reported to the Panhellenic Advisor.

8. Abide by all other rules outlined in the National Panhellenic Council Manual of Information.

ARTICLE VI. MEMBERSHIP STANDARDS

1. A woman must be a part time or full time NDSU student in good academic standing to be eligible for recruitment.

2. A National Panhellenic Conference member fraternity/sorority may not issue an invitation to membership or formally pledge a woman during summer months.

3. A new member may be initiated whenever she has met the requirements of the fraternity/sorority to which she holds membership.

ARTICLE VII. HAZING

All forms of hazing, during the new member process, initiation, or during active membership shall be banned.

Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical or psychological shocks, wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliation games and activities; late night sessions that interfere with scholastic activities; and any other activities which are not consistent with the regulation and policies of the educational institution.

ARTICLE VII. EXTENSION

1. When all NPC chapters at North Dakota State University are close to or over total the Panhellenic Council shall consider raising the total or adding another chapter.

2. Such chapter shall be organized through colonization by the NPC fraternity/sorority.

3. Considerations shall 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.

4. According to North Dakota State University statement of relationship, the Greek system review committee will issue invitation or review proposals regarding petitioning for colonization by any fraternity or sorority.

ARTICLE IX. VIOLATIONS

1. Any dispute arising out of the violation of NPC Unanimous Agreements, Panhellenic Council rules and regulations shall be address through the NPC Judicial Procedure as included in the North Dakota State University Panhellenic Bylaws.

2. If the conference of delegates cannot reach an amicable solution, the matter shall be referred to the Panhellenic Standards Board.

ARTICLE X. RULES OF ORDER

The North Dakota State University Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for by the Constitution, By-Laws, and Standing Rules.

ARTICLE XI. AMENDMENTS

These by-laws may be amended by 2/3 vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.