

**BYLAWS OF
MICHIGAN TECHNOLOGICAL UNIVERSITY
PANHELLENIC ASSOCIATION**

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the Michigan Technological University Panhellenic Association shall be from January 1 to the following December 31 inclusive.
2. **CONTRACTS.** The signature of the President, Vice President of Finance and Panhellenic Advisor shall be required to bind the Michigan Technological University Panhellenic Association.
3. **CHECKS.** All checks issued on behalf of the Michigan Technological University Panhellenic Association shall be signed by the Vice President of Finance and/or President and/or Panhellenic Advisor.
4. **PAYMENTS.** All payments due to the Michigan Technological University Panhellenic Association shall be made to the Vice President of Finance, who shall record them. Checks for payments shall be payable to the Michigan Technological University Panhellenic Association. Receipts will be issued for all payments made to the Michigan Technological University Panhellenic Association.
5. **DUES.**
 - a. NPC College Panhellenic dues are paid yearly as invoiced by the National Panhellenic Conference.
 - b. Panhellenic Association membership dues shall be an assessment per member and new member.
 - i. Dues will be \$5/member (both new and initiated/active) for all Regular Member groups and can not be raised or reassessed until 12 months from the previous reassessment.
 - ii. Dues will be \$3/member (both new and initiated/active) for all Associate Member groups and can not be raised or reassessed until 12 months from the previous reassessment.
6. **TIME OF PAYMENT.** The dues of each Panhellenic Association member sorority/fraternity shall be payable on or before October 1st and February 1st each semester. Dues will increase \$10/organization for each week dues are late.
7. **BUDGET.** The Panhellenic budget will be presented to the Panhellenic Association by the Vice President of Finance on or before October 1st and February 1st each semester.

ARTICLE II. ATTENDANCE

1. Members of the Michigan Technological University Panhellenic Council shall attend all meetings. After two unexcused absences, the Council will vote whether to replace the delegate who continues to miss the meetings. The Vice President of Records shall be notified of excused absences before the meeting. If a delegate is removed from the council, her sorority/fraternity must assign a new replacement delegate.
2. Events that are required to have representation from each Panhellenic Association member sorority/fraternity where an organization fails to fully represent itself at the event will result in a fine of \$5/individual billed to the organization by the MTU Panhellenic Association. Full representation is defined as 75% of organization membership present at the event.

ARTICLE III. SELECTION OF OFFICERS

1. **PRESIDENT**
 - a. The office of President of the Michigan Technological University Panhellenic Association shall not be held by the same sorority/fraternity for two consecutive years.
 - b. The office of President of the Michigan Technological University shall be in rotation of all Regular Member Sororities of the National Panhellenic Council. The order of rotation shall be decided by The National Panhellenic Council and voted upon.
2. The President will have previously served in one of the following roles: Panhellenic Executive Board Officer, Panhellenic Chair, Panhellenic Delegate, or Chapter President.
3. The Vice President-Recruitment will have served on the Panhellenic Council for at least one year previously.
4. All executive board officers and chairs of the Michigan Tech Panhellenic council shall be elected.

ARTICLE IV. OFFICER DUTIES

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the Michigan Technological University Panhellenic Association.
3. Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
4. Call and preside at all Panhellenic Council Executive Board meetings.

5. Review, approve and sign all Panhellenic Association checks and contracts involving the Michigan Technological University Panhellenic Association if necessary.
6. Serve as Chairman of the Judicial Committee.
7. Serve as member ex-officio of all Panhellenic Council Committees.
8. Complete the NPC Annual Report and send it to the NPC Area Advisor.
9. Communicate regularly with the NPC Area Advisor.
10. Maintain a complete and up-to-date President's file, which will include a copy of the current Michigan Technological University Panhellenic Association Constitution, Bylaws, and Unanimous Agreements; the current Panhellenic Association budget; the current NPC Manual Of Information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic reports to the Area Advisor; and other pertinent materials.
11. Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

1. Perform the duties of the President in her absence, inability to serve or at her call.
2. Serve as Vice Chairman of the Judicial Committee.
3. Coordinate, plan, and supervise recruitment with the help of the Assistant Vice President-Recruitment:
 - a. Prepare a schedule for recruitment.
 - b. Create recruitment rules.
 - c. Obtain the recruitment theme and apply it to t-shirts/handouts.
 - d. Inform sororities/fraternities and Recruitment Guides of rules and regulations.
 - e. Decide with the approval of the Panhellenic Council the final rules for recruitment.
 - f. Host informational sessions for potential members.
4. Following each membership recruitment period, the Vice President-Recruitment must present a full report with the help of the Assistant Vice President-Recruitment, including recommendations to the Panhellenic Council.
5. Perform all other duties usually pertaining to this office.

The Vice President of Records shall:

1. Keep an up-to-date roll of members of the Panhellenic Council and call it at all Council meetings.
2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member sorority/fraternity.
3. Keep full minutes of all meetings of the Michigan Technological University Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board.
4. Maintain a complete and up-to-date file which includes the minutes of the meetings of the Michigan Technological University Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.

5. Serve as educator in regards to the Panhellenic Constitution and Bylaws to Panhellenic Association membership.
6. Maintain the integrity of the Panhellenic Constitution and Bylaws and ensure regular updates of all governing documents.
7. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
8. Send meeting minutes to the NPC Area Advisor.
9. Send out reminders for Panhellenic Council meetings, and keep the Constitution and Bylaws up to date with local amendments and national revisions.
10. Make and distribute a phone tree list with all the Panhellenic Council information.
11. Communicate with other student organizations and individuals requesting more information about the Panhellenic Association, including reporting about mail in the Michigan Technological University Panhellenic Council mailbox in the Student Organizations Office and reporting about email to the panhel-l email address.
12. Perform all other duties usually pertaining to this office.

The Vice President of Finance shall:

1. Be responsible for the general supervision of the finances of the Michigan Technological University Panhellenic Association.
2. Be responsible for the preparation of the semester budget and, following its approval by the Panhellenic Council, for providing a copy to each Michigan Technological University Panhellenic Association member sorority/fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
4. Be responsible for the prompt payment of the annual NPC dues and all bills of the Michigan Technological University Panhellenic Association.
5. 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.
6. Sign Panhellenic Association contracts in cooperation with the Panhellenic Council president and Panhellenic Council advisor.
7. Perform all other duties usually pertaining to this office.

The Assistant Vice President of Recruitment/Rho Gamma Director shall:

1. Coordinate, plan, and supervise recruitment under the direction of the Vice President for Recruitment:
 - a. Host/plan/coordinate all recruitment activities leading up to and including recruitment.
 - b. Following each membership recruitment period, the Assistant Vice President for Recruitment must present a full report with the help of the Vice President for Recruitment, including recommendations to the Panhellenic Council.
 - c. Reserve appropriate rooms for recruitment/info sessions.
2. Update and notify Panhellenic Council members of the University Calendar (online).

3. Coordinate Rho Gamma selection and training in collaboration with each Panhellenic Association member fraternity/sorority.
4. Collaborate with the Public Relations chair to organize publicity for membership recruitment periods.
5. This position may not be of the same fraternity/sorority as the Vice President for Recruitment.
6. Perform all other duties usually pertained to this office.

The Public Relations Chair shall:

1. Be responsible for all forms of publicity dealing with the Panhellenic Council:
 - a. Prepare booklets/flyers for potential new members, Recruitment Guides and sorority/fraternity members for all recruitment events.
 - b. Update the Panhellenic Council website.
2. The member shall work with the Executive Board to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its members and activities.
3. Perform all other duties usually pertained to this office.

The Social/Scholarship Chair shall:

1. Plan/coordinate/supervise all social activities of the Panhellenic Association.
2. Run a Bid Day event in both the fall and spring for new members of the Panhellenic Association.
3. Host at least one social activity sponsored by the Panhellenic Council.
4. Keep a current calendar of all major campus events.
5. Advise on NPC awards and complete applications.
6. Set up programs that can be used for award purposes.
7. Find inventive ways to keep sororities achieving good academics.
8. Find national scholarships that Panhellenic Association members can apply for.
9. Perform all other duties usually pertained to this office.

The Philanthropy/Fundraising Chair shall:

1. Plan/coordinate/supervise at least one philanthropy event and one community service event each academic year that all members of the Panhellenic Association must participate in:
 - a. At least one event must benefit a woman's charity in the local area.
 - b. Schedule events for the upcoming academic year before the end of the Spring semester of the current year.
2. Plan/coordinate/supervise a fundraiser, where the money can be used for recruitment, if financially necessary.
3. Perform all other duties usually pertained to this office.

The Panhellenic Council Advisor Responsibilities include:

1. Promote women's sororities/fraternities on campus in an indirect manner.
2. Provide guidance in NPC procedural matters.
3. Clarify policies and procedures associated with operation of Panhellenic Council.
4. Serve as a liaison to NPC representation.

5. Provide guidance to MTU Panhellenic Council officers.
6. Serve on the Judicial Committee with no voting power.
7. Facilitate the recruitment process as a neutral body by working with all advisors.
8. Attend all regularly scheduled meetings.
9. Serve as a resource and sounding board for ideas.
10. Make recommendations where appropriate.
11. Maintain continuity in the organization.

ARTICLE V. 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 sororities/fraternities.
2. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice President of Records and record the action in the minutes of that meeting.

ARTICLE VI. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

1. The National Panhellenic Conference Total system shall be followed. Total is currently set at 45.
2. All membership events shall be held in a place predetermined by the Michigan Technological University Panhellenic Association.
3. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total.
 - a. A list of pledged, initiated and affiliated members shall be filed with the Panhellenic Advisor by the second week of classes each semester.
 - b. Any depledging, termination or other change in membership shall be reported to the Panhellenic Advisor no later than 24 hours after it has occurred.

ARTICLE VII. PLEDGING AND INTITATION

1. A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.

2. A Panhellenic Association member sorority/fraternity may not issue an invitation to membership or formally pledge a woman during any University recess (including summer).
3. A new member may be initiated whenever she has met the requirements of the sorority/fraternity to which she is pledged.

ARTICLE VIII. HAZING

Michigan Technological University Policy:

All forms of hazing by any registered student organization are strictly forbidden at all times on and off campus. Hazing is defined as any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, ridicule, or possibly cause mental or physical harm or injury.

No person shall be denied a reasonable period of study or preparation of their next day's classes by the actions, demands, or requirements of a registered student organization. If hazing occurs, it will be presumed that the officers have knowledge of and condone such activity. Disciplinary action may be taken against officers of the organization as well as against the organization itself.

Students charged with a violation of the Hazing Policy and found guilty can receive a sanction ranging from disciplinary probation to expulsion. Please refer to the Student Rights and Responsibilities in the University Community document for more information.

ARTICLE IX. EXTENSION

1. When all NPC chapters at Michigan Technological University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter. Current membership total for Michigan Technological University is 45.
2. Such a chapter shall be organized through colonization by an NPC sorority/fraternity or through organization of a local sorority/fraternity, which may petition an NPC sorority/fraternity for a chapter.
3. Consideration should be given to NPC sororities/fraternities that have previously had chapters on the campus and to those NPC sororities/fraternities which have filed letters expressing an interest in the campus.
4. Only National Panhellenic Conference sororities/women's fraternities on the College Panhellenic Council shall vote on extension matters. Other member sororities/fraternities of the Panhellenic Council are encouraged to provide a voice in extension.

5. All extensions must first go through Michigan Technological University's requirements for expansion.

ARTICLE X. JUDICIARY COMMITTEE AND VIOLATIONS

1. Membership. Four collegiate members and the Panhellenic Advisor. For more information please see the COLLEGE PANHELLENIC JUDICIAL BOARD ORGANIZATION AND FUNCTION document.
2. Duties. It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules and membership recruitment regulations of the Michigan Technological University Panhellenic Association.
3. Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the Michigan Technological University Panhellenic Bylaws as adopted on 4/9/2006.

ARTICLE XI. ACADEMIC STANDING

1. A cumulative grade point average of 2.50 on a 4.00 scale must be maintained by each individual chapter in order to remain in good standing. Any chapter performing below 2.50 will be sent to the Judicial Board.
2. If a member of The National Panhellenic Council is suspended from the university by the university or by their Headquarters they are not eligible to vote.

ARTICLE XII. ADMINISTRATION/RECOGNITION

1. All Regular/Associate Members are to file the Chapter Semester Report with the Greek Advisor and/or Panhellenic Council president by the end of the second week of classes each semester. Late submissions will result in loss of voting privileges within the council until forms are submitted.
2. All member sororities/fraternities are required to file Greek New Member Registration Forms in the Office of Student Activities no later than 1 week after new member pinning. Late forms will result in a \$10/week/new member fine paid to the Panhellenic Council.

ARTICLE XIII. RULES OF ORDER

The Michigan Technological University Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in this Constitution, Bylaws, and Standing Rules.

ARTICLE XIV. AMENDMENTS

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

Revised November 11, 2007