

# Bylaws of Lehigh University Panhellenic Association

## Table of Contents

[Article I. Name](#)

[Article II. Object](#)

[Article III. Membership](#)

[Section 1. Membership Classes](#)

[Section 2. Privileges and Responsibilities of Membership](#)

[Article IV. Officers and Duties](#)

[Section 1. Officers](#)

[Section 2. Eligibility](#)

[Section 3. Office-Holding Limitations](#)

[Section 4. Selection of Officers](#)

[Section 5. Term](#)

[Section 6. Removal](#)

[Section 7. Vacancies](#)

[Section 8. Duties of Officers](#)

[Article V. The Panhellenic Council](#)

[Section 1. Authority](#)

[Section 2. Composition and Privileges](#)

[Section 3. Selection of Delegates](#)

[Section 4. Delegate Vacancies](#)

[Section 5. Duties and responsibilities](#)

[Section 6. Regular Meetings](#)

[Section 7. Annual Meeting](#)

[Section 8. Special Meetings](#)

[Section 9. Quorum](#)

[Section 10. Vote Requirements](#)

[Article VI. The Executive Board](#)

[Section 1. Composition](#)

[Section 2. Duties](#)

[Section 3. Regular Meetings](#)

[Section 4. Special Meetings](#)

[Section 5. Quorum](#)

Article VII. The Panhellenic Advisor

Section 1. Appointment

Section 2. Authority

Article VIII. Committees

Section 1. Standing Committees

Section 2. Appointment of Committee Membership

Section 3. Judicial Board

Section 4. Membership Recruitment Committee

Section 5. Academic Excellence Committee

Section 6. Community Service/Philanthropy Committee

Section 7. Other Committees

Article IX. Finances

Section 1. Fiscal Year

Section 2. Contracts

Section 3. Checks

Section 4. Payments

Section 5. Dues

Section 6. Fees and Assessments

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

Section 2. Voting Rights

Article XI. Violation Resolution

Section 1. Violation

Section 2. Informal Resolution

Section 3. Judicial Process

Article XII. Administration of Member Selection

Section 1. NPC member groups

Section 2. Membership Reporting

Section 3. Panhellenic Representatives

Section 4. Chapter Totals

Section 5. Ghost Pledging

Article XIII. Recruitment, New Member Period and Initiation

Section 1. Eligibility to join a NPC member fraternity

Section 2. Recruitment

Section 3. New Member Education and Initiation

Article XIV. Hazing

Article XV. Parliamentary Authority

Article XVI. Amendment of Bylaws

Article XVII. Dissolution

Article XVIII. Lehigh University Code of Conduct

Article XVI. Panhellenic Code of Ethics

Article XVII. Judicial Process

Section 1. Fill out infraction form

Section 2. Receipt of Infraction

Section 3. Notification of Chapter

Section 4. Response to Receipt of Infraction

Section 5. Mediation

Section 6. Mediation Summary Report

Section 7. Judicial Board Hearing

Section 8. Judicial Board Hearing Summary Report

Section 9. Sanctions

Section 10. Appeals

Article XVIII. Plan for Greek Excellence Recommendations

Section 1. Plan for Greek Excellence

Section 2. Chapter Officer Recommendations

## **Article I. Name**

The name of this organization shall be the Lehigh University Panhellenic Association.

## **Article II. Object**

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

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.

- B. Promote superior scholarship and basic intellectual development.
- C. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
- E. Act in accordance with such rules established by the Panhellenic Council so as not to violate the sovereignty, rights and privileges of member women's fraternities.

## **Article III. Membership**

### ***Section 1. Membership Classes***

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

- A. **Regular membership.** The regular membership of the Lehigh University Panhellenic Association shall be composed of all chapters of NPC fraternities at Lehigh University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Lehigh University Panhellenic Association shall be composed of all colonies of NPC fraternities at Lehigh University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC women's member groups may apply for associate membership of the Lehigh University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

## **Section 2. Privileges and Responsibilities of Membership**

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

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The officers of the Lehigh University Panhellenic Association shall be President, Executive Vice President of Administration, Vice President of External Recruitment, Vice President of Internal Recruitment Vice President of Finance, Vice President of Judicial Affairs, Vice President of Greek Relations, Vice President of Campus Relations, Vice President of Intellectual Development, Vice President of Marketing and Communications, and Vice President of Access and Advocacy.

### **Section 2. Eligibility**

Eligibility to serve as an officer shall depend on the class of membership

- A. **Regular membership.** Members from women's fraternities holding regular membership in the Lehigh University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Lehigh University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in the Lehigh University Panhellenic Association shall not be eligible to serve as an officer.

### **Section 3. Office-Holding Limitations**

- A. No more than two (2) members from the same women's fraternity shall hold office during the same term.
- B. Candidates must submit an application and chapter form of support to the Executive Vice President of Administration by the stipulated date.
- C. In order to hold a Panhellenic Executive position, one must have a cumulative 2.7 GPA or have maintained a 2.9 GPA for their previous two consecutive semesters.
- D. The Vice President of External Recruitment and Vice President of Internal Recruitment may not be from the same chapter.
- E. No chapter president shall be allowed to serve as an officer on the Panhellenic Executive Board at a coinciding time.
- F. Candidates must be initiated members and full-time students at Lehigh University at the time of election.
- G. Every Panhellenic regular member chapter that has a member submit an application before the deadline will be highly considered. While it is preferred that at least one representative from each chapter serve in an executive board position, it is not guaranteed.

#### ***Section 4. Selection of Officers***

The offices of President, Executive Vice President of Administration, Vice President of External Recruitment, Vice President of Finance, Vice President of Judicial Affairs, Vice President of Greek Relations, Vice President of Campus Relations, Vice President of Intellectual Development, Vice President of Internal Recruitment, Vice President of Marketing and Communications, and Vice President of Access and Advocacy of the Lehigh University Panhellenic Association shall be elected by ballot.

- A. All interested and qualified women will submit an application and chapter form of support to the current Panhellenic Vice President of Administration no later than the date specified by the Panhellenic Executive Board.
- B. All qualified selected candidates will sign-up for an interview time with the Slating Committee upon notification.
- C. The Slating Committee shall consist of at least one representative per chapter, qualified either as a past or present Panhellenic Executive Board member, Panhellenic delegate, or chapter executive board leadership. Those serving on the Slating Committee are ineligible to run for office. The Panhellenic Advisor will also serve on this committee.
- D. The Slating Committee will meet to determine an agreed upon recommended Slate.
- E. The Slating Committee will present the Slate to the Council at a regular business meeting two weeks prior to the scheduled elections.

- F. Nominations from the floor will be taken at both the meeting in which the slate is presented and the following business meeting. Nominations will close thereafter. Applicants who completed a Panhellenic Executive Board application and attended an interview with the Slating Committee, but were not placed on the Slate for voting, can run from the floor.
- G. Elections shall take place two weeks following the presentation of the Slate. The Slate shall be voted upon by a two-thirds vote. Each regular member of the Council has the power to cast one vote.
- If the Slate is not accepted, each position will be voted upon individually in top down order and elected by a majority vote. All candidates must give a speech no more than three minutes.
  - If no candidate receives a majority of the votes under the first ballot, a runoff ballot shall be held between the two candidates receiving the highest number of votes.

### ***Section 5. Term***

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than four (4) weeks before the end of the school year as determined by the beginning of final exams during the spring semester.

### ***Section 6. Removal***

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
- B. In the event of an investigation, of any kind, into the Panhellenic chapter of serving Executive officer(s), said officer must temporarily step down from her position for the duration of the investigation. Her duties will be assigned and/or distributed to another officer or officers, as determined at the discretion of the remaining Executive officers and Panhellenic advisor.
- C. In the event the Panhellenic chapter of serving Executive officer(s) becomes unrecognized by the University or loses its national charter, said Executive officer(s) are required to resign from her (their) position(s), effective immediately. Her (Their) duties will be assigned and/or distributed to another officer or officers, as determined at the discretion of the remaining Executive officers and Panhellenic advisor.

### ***Section 7. Vacancies***

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

## **Section 8. Duties of Officers**

### **A. Responsibilities of all Exec Members:**

- Attend weekly Council and Executive Board meetings
- Support and represent Panhellenic to the Lehigh community
- Maintain regular contact with the Panhellenic advisor
- Applicable NPC duties
- Disaffiliate for the Fall Semester and Formal Recruitment; Meet the same requirements of Rho Gammas

### **B. President:**

- Oversees and manages all of the functions of the Panhellenic Executive Board
- Sets the tone for the community and works to foster the mission of the Panhellenic Council by underwriting initiatives that launch and sustain women leaders
- Serve on any committee involving joint programming of the Panhellenic Council
- Act as official Panhellenic representative to all University bodies-liaison between the Panhellenic Community and the greater Lehigh University community
- Meet regularly with the Panhellenic advisor

### **C. Executive VP of Administration:**

- Manage Panhellenic Executive communications
- Plan and update calendar
- Create and distribute Panhellenic Executive Board meeting and Council meeting agendas
- Take and distribute meeting minutes
- Act as liaison between Panhellenic delegates and Panhellenic Executive Board
- Ensure bylaws are up to date and educate chapters on their contents
- Manage Panhellenic email account; respond accordingly
- Facilitate election procedure

### **D. VP of Internal Recruitment:**

- Oversee the technical aspects of recruitment and organize the formal recruitment process
- Run formal recruitment
- Coordinate fall semester recruitment events (Panhel Preview, Panhellenic Pride Week, 5x10s, tabling for registration publicity, etc.)



- Maintain contact with potential new members (PNMs) throughout the fall semester in order to effectively distribute information including collaborate with the VP Marketing and Publicity to publicize fall semester events and primary recruitment registration
- Meet with all recruitment chairs on bi-weekly basis leading up to formal recruitment
- Meet with recruitment team weekly to coordinate all aspects of formal recruitment
- Oversee Continuous Open Bidding (COB)
- Maintain accurate recruitment statistics and gather feedback from chapter presidents and new members to assess Formal Recruitment
- Make updates to recruitment rules as needed

**E. VP of Finance:**

- Inform all Exec board members of their budget and oversee their spending
- Create Panhellenic budget
- Manage reimbursements
- Give financial report at Panhellenic Council meetings when necessary
- Give annual report at Panhellenic meetings
- Be responsible for the prompt payment of all bills of Panhellenic
- Set recruitment budget cap and collect receipts to ensure chapters are following the budget cap
- Collect chapter dues on a semester basis

**F. VP of Judicial Affairs:**

- Serve as chair of the Panhellenic Council Judicial Board
- Oversee the selection and training of sorority representatives for training each semester
- Continue to improve the evolving protocols for Judicial procedures (recruitment, alcohol policy)
- ~~Plan Hazing Prevention Week~~
- Running recruitment violations workshops
- Update recruitment violations
- Responsible for Greek Membership Eligibility
- Training chapters on different Lehigh policies (ex. eligibility policy)
- Send out applications for judicial board and select **at least** one representative from each chapter

**G. VP of Greek Relations:**

- Promote Panhellenic/Greek unity through programming, discussions, or committees. (Greek Week Committee, International Badge Day, Panhellenic Pride Week, etc.)

- Organize Greek Week
- Attend IFC and CGC meetings
- Promote Greek leadership opportunities
- Organize New Member Orientation
- Meet with and oversee new member educators

**H. VP of Campus Relations:**

- Represent Panhellenic in various on campus events and activities (e.g. Relay for Life)
- Coordinate Panhellenic's participation in Adopt-a-Family
- Attend various committees on behalf of Panhellenic
- Act as liaison with Community Service Office and promote community service opportunities to the Panhellenic community
- Promote a greater student involvement in the South Bethlehem community aside from service (i.e. Promote First Friday event, Spring on the Southside, etc.)

**I. VP of Intellectual Development:**

- Serve as chairman of the Academic Excellence Committee
- Offer scholastic assistance to chapter or individual chapter members regarding scholarship performance
- Oversees Sorority Woman of the Month
- Meet with and maintain contact with Panhellenic Scholarship Chairs
- Present a yearly program on the promotion of study skills to Panhellenic women
- Promote academic excellence and achievement in February during the Month of the Scholar
- Publicize and celebrate the academic achievements of our Panhellenic women through a Scholarship Banquet or other type of academic excellence recognition event.
- Promote and partner with other organizations to promote scholarship across campus (such as the Center for Academic Success)
- Maintain, update, and continue to collect statistics on the Panhellenic community (fall) and new members (spring)
- Highlight the achievements of individual Panhellenic women and celebrate, award, or publicize them
- **Head Chair of Mental Health Liaison Coalition**

**J. VP of External Recruitment:**

- Oversees the Rho Gamma selection process
- Creates the Rho Gamma training schedule

- Responsible for meeting with Rho Gammas and trains them prior to meetings with PNMs
- Oversees all logistics of Rho Gammas for fall semester and spring semester
- Assist VP Internal Recruitment with all aspects of the fall recruitment period
- Assist VP Internal Recruitment during formal recruitment

**K. VP of Communications & Marketing:**

- Implements marketing strategy for all Panhellenic activities, including Recruitment and Greek Week.
- Coordinate all large scale public relations for recruitment
- Organize First-Year Move-In in conjunction with IFC and CGC
- Responsible for marketing all Panhellenic/Chapter Events
- Coordinate all social media outlets (Instagram, Twitter, Facebook)
- In charge of taking pictures at Panhellenic events and posting to website and social media in a timely fashion
- Create provisions for social media usage across community
- Upkeep Panhellenic's website [[www.lehighpanhel.squarespace.com](http://www.lehighpanhel.squarespace.com)]

**L. VP of Access and Advocacy:**

- Promote Panhellenic's dedication to supporting and enabling an inclusive, empowering, and beneficial environment for our members as well as the broader Lehigh community
- Represent Panhellenic on all pertinent campus-wide committees concerning issues of multiculturalism, diversity, and gender issues
- Inform the Panhellenic community about various issues going on within the university as well as the surrounding community
- Support and oversee Panhellenic involvement in advocacy on campus that aligns with Panhellenic values
- Work collaboratively with identity-based groups and organizations on campus to promote acceptance of the various identities within the Lehigh community
- Support, help create, and advise Diversity and Inclusion Chairs and inclusion initiatives within chapters
- Plan and oversee Panhellenic's involvement in the "It's On Us" campaign at Lehigh
- Work to make all aspects of Panhellenic life accessible and equitable for our members

## **Article V. The Panhellenic Council**

### ***Section 1. Authority***

The governing body of the Lehigh University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Lehigh University Panhellenic Association including, but not limited to: bi-annually review and adjust total **at the start of every semester**; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

### ***Section 2. Composition and Privileges***

The Lehigh University Panhellenic Council shall be composed of one delegate and the chapter president from each regular, provisional and associate member group at Lehigh University identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The presidents shall have voice but no vote. The presidents shall act and vote in the place of the delegate when the delegate is absent. If both delegate and president are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the President.

### ***Section 3. Selection of Delegates***

Delegates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

### ***Section 4. Delegate Vacancies***

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two (2) weeks and to notify the Executive Vice President of Administration of her name, email address, and telephone number.

### ***Section 5. Duties and responsibilities***

Panhellenic delegate duties and responsibilities:

- Must attend all Panhellenic Council Meetings

- Must support NPC unanimous agreements, policies, and procedures
- Must understand local College Panhellenic Association policies and procedures
- Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns
- Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the council
- Should present regular College Panhellenic Association reports at chapter meetings

### ***Section 6. Regular Meetings***

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

### ***Section 7. Annual Meeting***

The annual meeting of the Panhellenic Council shall be held during the month of March. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

### ***Section 8. Special Meetings***

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 no fewer than one-fourth of the member women's fraternities of Lehigh University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute a waiver of said notice.

### ***Section 9. Quorum***

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

### ***Section 10. Vote Requirements***

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

## Article VI. The Executive Board

### ***Section 1. Composition***

The composition of the Executive Board shall be the President, Executive Vice President of Administration, Vice President of External Recruitment, Vice President of Internal Recruitment Vice President of Finance, Vice President of Judicial Affairs, Vice President of Greek Relations, Vice President of Campus Relations, Vice President of Intellectual Development, Vice President of Marketing and Communications, and Vice President of Access and Advocacy.

### ***Section 2. Duties***

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

### ***Section 3. Regular Meetings***

Regular meetings of the Executive Board shall be held weekly at a time and place established at the beginning of each academic term.

### ***Section 4. Special Meetings***

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of either the Executive Board, chapter presidents or delegates.

### ***Section 5. Quorum***

A majority of Executive Board members shall constitute a quorum for the transaction of business.

## **Article VII. The Panhellenic Advisor**

### ***Section 1. Appointment***

The Panhellenic advisor of the Lehigh University Panhellenic Association shall be appointed by the Lehigh University Office of Fraternity and Sorority Affairs.

### ***Section 2. Authority***

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

## **Article VIII. Committees**

### ***Section 1. Standing Committees***

- A. The standing committees of the Lehigh University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, Academic Excellence Committee, **and Community Service/Philanthropy Committee, the Public Relations Committee**. Ad hoc committees can be created as needed and will be made up of Panhellenic delegates.
- B. Term. The standing committees shall serve for a term of one semester **with the exception of the Panhellenic Judicial Board, which will serve for two semesters, granted the**

members elected are within good standing and will be on campus for both semesters (i.e. study abroad, participating in co-op, etc.)

## **Section 2. Appointment of Committee Membership**

The members of the Panhellenic Chapters holding the position most applicable to the committee will be the representative on the standing committee. These committees will be chaired by the most applicable Executive Board position from the Panhellenic Executive Board.

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, shall recognize fair representation from all member women fraternities as much as possible. The President shall be an ex-officio member of all committees except the Judicial board and the Alumnae Advisory Council.

## **Section 3. Judicial Board**

The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and at least one representative from each chapter. The Panhellenic advisor shall serve as a non-voting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure.

In accordance with the NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Lehigh University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

## **Section 4. Membership Recruitment Committee**

The Membership Recruitment Committee shall consist of the Vice President of Intellectual Development as the chairman and at least one representative from each chapter. It is recommended that the Vice President of Recruitment or Recruitment Chair from each chapter



serve as the representative. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

### ***Section 5. Academic Excellence Committee***

The Academic Excellence Committee shall consist of the Vice President of Intellectual Development as chairman and one representative from each chapter. It is recommended that the scholarship chair for each chapter serve as the representative. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

### ***Section 6. Community Service/Philanthropy Committee***

The Community Service/Philanthropy Committee shall consist of the VP Campus Relations as the chairman and one representative from each regular member. It is recommended that the community service chair for each regular member serve as the representative. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

### ***Section 7. Other Committees***

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

## **Article IX. Finances**

### ***Section 1. Fiscal Year***

The fiscal year of the Lehigh University Panhellenic Association shall be from July 1 to June 30 inclusive.

## ***Section 2. Contracts***

Dual signatures of the President and Vice President of Finance shall be required to bind the Lehigh University Panhellenic Association on any contract.

## ***Section 3. Checks***

All checks issued on behalf of the Lehigh University Panhellenic Association shall be authorized by the President, Vice President of Finance, and the Panhellenic Advisor.

## ***Section 4. Payments***

All payments due to the Lehigh University Panhellenic Association shall be received by the Vice President of Finance who shall record them. Checks for payments shall be made payable to the Lehigh University Panhellenic Association and given to the Vice President of Finance to deposit to the Lehigh University Panhellenic Association account.

## ***Section 5. Dues***

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - The amount of such dues is \$25/initiated member and \$25/new member. The dues of each Panhellenic Association member fraternity shall be payable 2 weeks after Roster Day each semester.
  - The dues structure is based on the number of regular members and the total amount of expenses for the upcoming year.
  - A fine of \$10 per day will be added on for all late payments.

## ***Section 6. Fees and Assessments***

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. No Panhellenic funds may be used for the sole purpose of social functions, gifts or benefits benefitting the Panhellenic Executive Board without a two-thirds approval.

## **Article X. Extension**

### ***Section 1. Extension is the process of adding an NPC women's fraternity.***

The Lehigh University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### ***Section 2. Voting Rights***

Only regular members of the Panhellenic Council shall vote on extension matters.

## **Article XI. Violation Resolution**

### ***Section 1. Violation***

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic Code of Ethics, standing rules and/or membership recruitment regulations of the Lehigh University Panhellenic Association shall be considered a violation.

### ***Section 2. Informal Resolution***

Members are encouraged to resolve alleged violations through informal discussion with the involved parties. Informal discussions occur for first time offenses that are minor. A minor violation may include a single instance of inappropriate contact between PNMs and members or a single instance of a minor violation of social media best practices. People present at the informal discussion include: VP of Judicial Affairs, the president of accused chapter, and any other relevant executive board members of the accused chapter. The Panhellenic Advisor may also be present if necessary. No documentation of the informal discussion is required, other than signing a paper that acknowledged the discussion did take place. Should there be some specifications of who is present at these meetings and any form of documentation even though it is "informal"

### **Section 3. Judicial Process**

If informal discussions are unsuccessful or the infraction is severe in nature, the judicial process will be set in motion by filing a report of the alleged violation. Examples of informal discussions being unsuccessful would include a situation in which the original violation is repeated or a more severe violation occurring. More severe violations include breaking the Lehigh code of conduct, repeated violations of recruitment rules, and behavior that shows continuous disregard of Panhellenic values. The Lehigh University Panhellenic Association Judicial Board shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation is the first step of the judicial process. The Lehigh University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board hearing happens when a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. Appeal of Judicial Board decision may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The Lehigh University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **Article XII. Administration of Member Selection**

### **Section 1. NPC member groups**

- A. The National Panhellenic Conference quota-total system shall be followed.
- B. The preferential bidding system shall be followed.
- C. Snap bidding is an option for chapters that did not fill quota.
- D. Continuous Open Recruitment (COR) shall be in effect during the academic year, except during summer session and formal spring recruitment, for all eligible women.
- E. A chapter that is unable to fill quota during formal spring recruitment may do so during COB but not if it puts the chapter over total.
- F. Membership selection, new member programs, and initiation shall be at the discretion of the individual fraternities in accordance with NPC Unanimous Agreements and University policies.

## **Section 2. Membership Reporting**

For reporting purposes, members of a chapter shall include every active member and new member. Active membership is defined to include any woman who pays local chapter dues. Any student who is gone from campus an entire year should not be counted on the chapter roll or included in chapter total. Any student off campus for only one semester must be counted on the chapter roll and included in chapter total. This situation applies equally to study abroad, co-ops, etc.

## **Section 3. Panhellenic Representatives**

Representatives shall be nominated by each member chapter to apply for Panhellenic Recruitment Guides (Rho Gammas) during the Formal Recruitment period. All applicants must have a cumulative 2.7 GPA or have maintained a 2.9 GPA for their previous two consecutive semesters. The Vice President of Internal Recruitment will designate a set number of nominees. The final Rho Gammas shall be selected through interviews with the Vice President of External Recruitment and the Vice President of Internal Recruitment.

## **Section 4. Chapter Totals**

Every regularly enrolled new members, initiate, or affiliate shall be included in the chapter total except women designated by the chapter as inactive members and/or mid-year graduates. A list of pledged, initiated, and affiliated members shall be filed with the Office of Fraternity and Sorority Affairs at the beginning of each semester. Any de-pledging, termination, or other chapter in membership shall be reported no later than twenty-four hours after it has occurred.

## **Section 5. Ghost Pledging**

Ghost pledging is not permitted under any circumstances. Ghost pledging is the practice of giving unofficial bids to students who are either ineligible to go through the recruitment process or received a bid to a different chapter. This could be inviting said persons to chapter events, including them in rituals, social events, or any other chapter specific activity not open to the public. Chapters accused of Ghost Pledging will receive an infraction and immediately be sanctioned to a Judicial Board Hearing.

## **Article XIII. Recruitment, New Member Period and Initiation**

### **Section 1. Eligibility to join a NPC member fraternity**

A woman must be a regularly matriculated student having completed at least 12 credits from Lehigh University or from a transfer institution to be eligible for membership recruitment and participation in the new member period. The Lehigh University Panhellenic Council abides by all Lehigh University policies regarding recruitment and new member eligibility.

### **Section 2. Recruitment**

- A. A Panhellenic Association member sorority may not issue an invitation to membership or formally lead a woman through new member education during any school recess.
- B. Once a formal membership acceptance is signed, it is binding. If a potential member receives a bid from one of her preferential sororities but does not join, she is ineligible to join another sorority for one year.
- C. If a potential member accepts a bid from one of her preferential sororities but does not join, the sorority involved may extend a bid in Continuous Open Bidding (COB) to fill quota space.
- D. When a woman receives a bid under the preferential system, the signing of the preference card shall be binding to the extent that she shall be considered ineligible for one year to accept a bid from any fraternity on the same campus other than one from which she received the bid.
- E. There is to be no “social” membership to Panhellenic groups. Social memberships indicate a person pays reduced due for membership, is not initiated, does not vote, but can attend social events.
- F. All chapters are expected to fully abide and adhere to the Membership Recruitment Rules document distributed prior to formal recruitment (or most recent approved version)

### **Section 3. New Member Education and Initiation**

- A. A new member may be initiated whenever she has met the requirements of the sorority to which she has entered new member education.
- B. New Member Education may not exceed six (6) weeks and will begin on Bid Day. All initiations must take place by the Monday six (6) weeks following that date.

## **Article XIV. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. Hazing is defined as any action or situation with or without consent that 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 that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to: creation of excessive fatigue; physical and psychological shocks; wearing apparel that 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 that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member sorority or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

## **Article XV. Parliamentary Authority**

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

## **Article XVI. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Lehigh University Panhellenic Council by a **two-thirds vote**, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input. Bylaws should be revised annually.

## **Article XVII. Dissolution**

This Association shall be dissolved when only one regular member exists at Lehigh University. In the event of the dissolution of this Association none of the assets of the Association shall be

distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

## **Article XVIII. Lehigh University Code of Conduct**

Collegiate Panhellenic Council at Lehigh University adopts the Lehigh University Student Conduct System.

## **Article XVI. Panhellenic Code of Ethics**

We, as the Undergraduate Members of women's fraternities at Lehigh University, strive to exemplify scholarship, leadership, service, and sisterhood by abiding by all Unanimous Agreements of the National Panhellenic Conference. We will work to promote the best interests of Lehigh University and to ensure that the Panhellenic community is an asset to our institution. We foster good relationships with all of our peers and we emphasize strengthening relationships with all Greek and non-Greek organizations. We will be fair and democratic in all procedures. We embrace differences among our fellow sisters and we will be fair minded in all of our interactions. Because we recognize that every member sorority is an integral part of our community we refrain from making disparaging remarks about any member sorority. Because all members' actions are a reflection of the community, every member shall present herself in the best manner possible and conduct herself with irreproachable moral conduct. The standards that we have set forth shall guide our everyday actions and ensure the success of our community.

## **Article XVII. Judicial Process**

### **Section 1. Fill out infraction form**

- Send to College Panhellenic President and Vice President of Judicial
- If against Panhellenic President's Chapter, send to Panhellenic Advisors

### **Section 2. Receipt of Infraction**

- The College Panhellenic Violation Report is retained by the College Panhellenic President or fraternity/sorority advisor and is available upon request by the accused fraternity.
- The College Panhellenic President or fraternity/sorority advisor shall send a copy of the College Panhellenic Violation Report to the NPC area advisor and within seven days.



### ***Section 3. Notification of Chapter***

- The College Panhellenic President shall notify the accused fraternity in writing by delivering the College Panhellenic Notice of Infraction to that chapter president and advisor within seven days of receiving the College Panhellenic Violation Report.
- If the president of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer or advisor. The record of delivery shall be documented on the report.
- A copy of the College Panhellenic Notice of Infraction shall be given to the fraternity/sorority advisor and sent to the NPC area advisor within the same time period.

### ***Section 4. Response to Receipt of Infraction***

- Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the College Panhellenic President within seven days to schedule mediation. Mediation shall be held unless the accused fraternity chooses to proceed directly to a judicial hearing.
- If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

### ***Section 5. Mediation***

- Mediation is a facilitated discussion between two parties where a concern exists.
- The outcome of mediation is entirely dependent on the parties involved. All involved must be willing to work toward an agreement.
- Attendees:
  - 1) Each party may have no more than three representatives including a chapter advisor.
  - 2) Mediator - an unbiased, neutral third party, or in special cases the Panhellenic advisor

### ***Section 6. Mediation Summary Report***

- All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary Report indicating the outcome of the mediation and their acceptance of the sanctions. The forms are available on the NPC website. A copy of the report shall be retained by the fraternity/sorority advisor for three years.
- Within 24 hours of the completion of the mediation, the College Panhellenic President shall send a copy of the College Panhellenic Mediation Summary Report to the parties designated on the form.

### ***Section 7. Judicial Board Hearing***

- If no mutual agreement can be reached during the mediation process, then a Judicial Hearing will be scheduled

- Appointed Judicial Board acts as Judicial Board
- Hearings are closed to the public
- All parties need to be represented at the Hearing. Each party may no more than three representatives, including a chapter advisor.

### ***Section 8. Judicial Board Hearing Summary Report***

- 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. Forms are available on the NPC website. A copy of the report should be retained by the fraternity/sorority advisor for three years.
- Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary Report to the parties designated on the form.

### ***Section 9. Sanctions***

- Within 24 hours of the completion of mediation or the judicial board hearing, the College Panhellenic President or the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Mediation Summary Report or College Panhellenic Judicial Board Hearing Summary Report (not including the minutes) to parties indicated on the report form.

### ***Section 10. Appeals***

- The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee.
- An appeal shall be filed with the College Panhellenic President, using the process referenced in the judicial resource section in the Manual of Information and on the appeal form, within seven days of the decision.
- The NPC Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The NPC Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.

There are six forms involved in this process:

1. College Panhellenic Violation Report

<https://www.npcwomen.org/resources/pdf/College%20Panhellenic%20Violation%20Report.pdf>

2. College Panhellenic Notice of Infraction

<https://www.npcwomen.org/resources/pdf/College%20Panhellenic%20Notice%20of%20Infraction.pdf>

3. College Panhellenic Mediation Summary Report

<https://www.npcwomen.org/resources/pdf/College%20Panhellenic%20Mediation%20Summary>

[%20Report.pdf](#)

4. College Panhellenic Judicial Board Hearing Summary Report

<https://www.npcwomen.org/resources/pdf/College%20Panhellenic%20Judicial%20Board%20Hearing%20Summary%20Report.pdf>

5. College Panhellenic Judicial Board Hearing Minutes

<https://www.npcwomen.org/resources/pdf/College%20Panhellenic%20Judicial%20Board%20Hearing%20Minutes.pdf>

6. College Panhellenic Notice of Appeal

<https://www.npcwomen.org/resources/pdf/College%20Panhellenic%20Notice%20of%20Appeal%20Form.pdf>

The proper reporting authority to file any infraction, other than a recruitment infraction, is:

- The president of a chapter on behalf of her chapter.
- An executive officer/board member of a chapter.
- The College Panhellenic officer.
- The fraternity/sorority advisor.

The proper reporting authority to file a recruitment infraction is:

- The president of a chapter on behalf of her chapter.
- A College Panhellenic officer in charge of recruitment, The Vice President of Judicial Affairs, or a recruitment counselor.
- A potential new member.
- The fraternity/sorority advisor.

## **Article XVIII. Plan for Greek Excellence Recommendations**

### **Section 1. Plan for Greek Excellence**

- The Lehigh University Panhellenic Association supports Lehigh's Division of Student Affairs in its endeavors to implement a Plan for Greek Excellence.
- More information regarding this 10-point plan can be found here: <https://www2.lehigh.edu/news/lehigh-introduces-plan-for-greek-excellence>

## **Section 2. Chapter Officer Recommendations**

- The Panhellenic Association encourages its member chapters to fill House Manager positions with student with class rank of Junior or Senior. House Managers will participate in Residence Life-led training/orientation.
- Mindful of Panhellenic members' bylaws, which specifically make new members eligible to hold positions up to and including president, the Panhellenic Association will encourage chapter members to strongly consider members of Junior or Senior standing to serve as president.
- The Panhellenic Association encourages members chapters to house their Chapter Presidents in their respective on-campus facilities.
- The Panhellenic Association encourages members chapters to house their Recruitment Chairs and New Member Educators in their respective on-campus facilities.