

BYLAWS  
Of  
WORCESTER POLYTECHNIC INSTITUTE  
PANHELLENIC COUNCIL  
November 2008

ARTICLE I. FINANCE

FISCAL YEAR - The fiscal year of the Worcester Polytechnic Institute Panhellenic Association shall be from August 15<sup>th</sup> to the following August 14<sup>th</sup> inclusive.

CONTRACTS - The signature of the Panhellenic Advisor and Treasurer shall be required to bind the Worcester Polytechnic Institute Panhellenic Council.

CHECKS - The Treasurer shall sign all checks issued on behalf of the Worcester Polytechnic Institute Panhellenic Council.

PAYMENTS – All payments made to the Worcester Polytechnic Institute Panhellenic Council shall be made to the Treasurer, who shall record them. Checks for payments shall be made out to the Worcester Polytechnic Institute Panhellenic Council.

MEMBERSHIP DUES – The dues of each Panhellenic Council member shall be an assessment of \$15 per active initiated sister and new member. The dues of each Panhellenic Council member fraternity shall be payable, one half, on or before the last day of the first quarter, and the remaining half on or before the last day of the third quarter.

ARTICLE II. SELECTION OF OFFICERS

The office of President of the Worcester Polytechnic Institute Panhellenic Council shall be held in rotation by each National Panhellenic Conference Fraternity chapter in order of its establishment at Worcester Polytechnic Institute. If the delegate from the fraternity in order of its rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed shall resume its place in the following year and normal rotation shall be resumed.

A presidential candidate must have served one previous term on Panhellenic Council to be eligible for election.

The two National Panhellenic Conference fraternities not holding the office of president shall also hold the offices of Vice President Recruitment and Judicial Chair in rotation. If no delegate from the fraternity in order of its rotation is prepared to serve as Vice President Recruitment or Judicial Chair, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed shall resume its place in the following year and normal rotation shall be resumed.

A candidate for Vice President Recruitment must have served one previous term on Panhellenic Council to be eligible for election.

The 2009-2010 rotation is:

President – Alpha Xi Delta

Judicial Chair – Phi Sigma Sigma

Vice President Recruitment – Alpha Gamma Delta

At least 2/3 of the voting members of the Panhellenic Council must be present during the year.

## CAMPAIGNING

Candidates must submit a Panhellenic Candidate Information form, which identifies the office for which she is running and describes her qualifications and goals for the office, to the President of Panhellenic Council prior to the meeting that falls closest to Panhellenic Council elections.

## SLATING

The Panhellenic Council will review all Panhellenic Candidate Information forms at the meeting prior to Panhellenic Council elections. All candidates must be present at this meeting and make a brief oral presentation, followed by a question and answer period. At the conclusion of the interview, an ad-hoc Slating Committee will vote to approve or dismiss the applicant. This committee will consist of the Panhellenic President, Vice President of Recruitment, Judicial Chair, Panhellenic advisor, and an additional member of the WPI campus community to be appointed by the Panhellenic advisor. In the event that the Judicial Chair is not an outgoing senior, the President of each chapter and the Panhellenic President will appoint a delegate from the Judicial Chair's chapter to serve on the Slating Committee.

At the end of the meeting, the Slating Committee will place all candidates on a slate, starting with the office of President and continuing in election order.

## ELECTION PROCEDURES

On election day, the two candidates at the top of the slate for an office will make an oral presentation to the members of the Collegiate Panhellenic, followed by a question and answer period for all present. Candidates will then leave the room, and a brief discussion session for all members present will take place.

Officers shall be elected in the following order: President, Vice President Recruitment, Judicial, Vice President Activities, Vice President Scholarship, Secretary, Public Relations, Fundraising, Webmaster, and Community Service.

Votes will be cast immediately after the candidate speech and discussion. The winning candidate will be wiped from any other position she was slated for.

All members will vote by secret ballot. The vote for each fraternity will be determined based on the majority of its members' votes.

## REPLACEMENT OFFICERS

In the event that an officer will not be present for an academic term due to an off-campus project, two replacement candidates from that officer's chapter shall be appointed by her chapter and voted on by the Panhellenic Council.

In the event that an officer cannot fulfill her term of service, a replacement may be any member of the Collegiate Panhellenic, with the exception of rotational offices. The selection of the replacement officer will follow the subsequent procedure:

The Panhellenic Council will review all Panhellenic Candidate Information forms at the first scheduled Panhellenic Council meeting following the relinquishment of office. All candidates must be present at this meeting and make a brief oral presentation, followed by a question and answer period. At the conclusion of the interview, an ad-hoc Slating Committee will vote to approve or dismiss the applicant. This committee will consist of the Panhellenic President, ~~VP~~ Vice President of Recruitment, ~~Panhellenic Judicial officer~~ Judicial Chair, Panhellenic advisor, and an additional member of the WPI campus community to be appointed by the Panhellenic advisor. In the event that the Judicial ~~officer~~ Chair is not an outgoing senior, the President of each chapter and the Panhellenic President will appoint a delegate from the Judicial Chair's chapter to serve on the Slating Committee.

## ELECTION PROCEDURES

On election day, the next available Panhellenic meeting, the two candidates at the top of the slate for an office will make an oral presentation to the members of the Panhellenic Council, followed by a question and answer period. Candidates will then leave the room, and a brief discussion session will take place.

The Panhellenic Council officers and the Chapter Presidents votes will be cast immediately after the candidate speech and discussion. All members will vote by secret ballot.

### ARTICLE III. OFFICER DUTIES

The President shall:

Have overall responsibility for the operation of the Panhellenic Council.

Call and preside at all regular and special meetings of the WPI Panhellenic Council.

Review the Constitution and Bylaws and propose necessary changes annually.

Call and preside at all regular and special meetings of the WPI Panhellenic Executive Council.

Review, approve, and sign all Panhellenic Association contracts involving the WPI Panhellenic Association, with the exemption of financial contracts.

Serve as a member ex-officio of all Panhellenic Council meetings with a voice but no vote, except in situations where there is a tie. In this case, the President will have the deciding voice in a tiebreaker.

Report as required to the National Panhellenic Conference area advisor.

Maintain a complete up to date President's file, which will include a copy of the current WPI Panhellenic Council Constitution, Bylaws, and Recruitment Rules, the current Panhellenic Council Budget, the current NPC manual of information and related materials, copies of the college Panhellenic reports to the area advisor and other pertinent materials.

Serve as co-president of the WPI Greek Council

Serve as Panhellenic Representative to the WPI Greek Alumni Council.

Be publicly unaffiliated from her chapter from August 1<sup>st</sup> until the end of formal recruitment, as specified in the recruitment rules.

Oversee and review selection of Recruitment Councilors by Vice President Recruitment.

The Judicial Chair shall:

Choose six members from each NPC chapter to make up a judicial board, as outlined in the judicial procedures.

Carry out all judicial actions as needed as described in the judicial procedures.

Be publicly unaffiliated from her chapter from August 1<sup>st</sup> until the end of formal recruitment, as specified in the recruitment rules.

The Vice President of Recruitment shall:

Serve as chairman of the Membership Selection committee.

Obtain academic release forms from all potential members.

Organize two Recruitment information sessions, for both the potential members and chapter members.

Oversee the changing of Recruitment Rules.

Keep a list of all Continuous Open Bids given from one year to the date of which they were distributed.

Assist the Public Relations chair with recruitment publicity.

Organize Recruitment Councilor selection and training.

Book all rooms for recruitment events following the Events Department guidelines.

Compile all necessary recruitment statistics.

Be publicly unaffiliated from her chapter from August 1<sup>st</sup> until the end of formal recruitment, as specified in the recruitment rules.

The Vice President of Scholarship shall:

Chair a scholarship committee, made up of a scholarship chair from each Panhellenic Chapter.

Work with Order of Omega to set up Greek scholarship programs.

Help facilitate risk management education such as alcohol, hazing, date rape, and other issues along with Public Relations and VP Activities.

The Vice-President Activities shall:

Organize any sort of activities that promote Greek life and the interaction of members from IFC and NPC chapters, excepting those which can be considered philanthropic or community service events. This includes, but is not limited to: non-alcoholic sorority socials for all Panhellenic women, Greek Socials for all members of the Greek community, faculty socials, Greek carnivals and events, etc.

Tabulate overall Greek contributions.

The Fundraising Chair Shall:

Assist the Activities Chair with her duties, to provide a means of delegation when she needs help.

Be responsible for the planning and organizing of fundraisers to benefit the Panhellenic Council.

The Public Relations Chair shall:

Be in charge of all publicity, including that for recruitment, which may include recruitment booklets, and key chains. Greek kickoff, invitations, Greek Kiosk, and orientation booth.

Strive to maintain a good image of all Greek chapters on campus through public relations and other materials.

Co-Chair with the IFC Public Relations Chair a Public Relations Committee, made up of a Public Relations chair from each IFC and Panhellenic Chapter.

Chair a Panhellenic Public Relations committee, made up of an even number of delegates from each chapter and selected through application.

Be responsible for the planning and organizing of a Greek Spirit Event during her term in office.

Keep a scrapbook or picture collage of events sponsored by the Panhellenic Council or Greek council.

The Community Service Chair Shall:

Co-Chair with the IFC activities chair a committee consisting of a philanthropy chair from each IFC and Panhellenic chapter, if a committee is necessary.

Oversee all Panhellenic-sponsored philanthropic and community service events to be run and executed by members of the Collegiate Panhellenic.

Be responsible for the planning and organizing of at least one such event per term.

Present all philanthropic opportunities to NPC chapters.

The Treasurer shall

Be responsible for the annual budget and following the approval of the Panhellenic Council, providing a copy to each NPC member fraternity.

Review all payments due to the Panhellenic Council, collect all dues, and give receipts.

Be responsible for the prompt payment of all bills of the WPI Panhellenic Council.

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.

Sign all Panhellenic Association checks and financial contracts.

Work with the IFC treasurer to set up a Greek Council budget.

The Web Master Chair Shall:

Design a website for the Panhellenic Council at WPI. This includes, but is not limited to: keeping the website updated on a regular basis, keeping the E-mail alias up to date, working with other officers to get any pertinent information on the web, posting upcoming events, and recruitment events.

Her main goal is to keep the website a current, informative, and supportive tool.

The Secretary Shall:

Keep an up to date roll of the members of the Panhellenic Council and call it at the Council meetings

Keep full minutes of all meeting of the WPI Panhellenic Council and a record of all action taken by executive board.

Maintain a complete up to date file, which will include the minutes of the meetings of the WPI Panhellenic Council, copies of all contracts made by the Panhellenic Council, and current correspondence.

The Head Recruitment Counselor Shall:

Assist with Recruitment Counselor training by: Planning and presenting the curriculum with the support of the Vice President of Recruitment, booking rooms for trainings in D-term as well as A-term, creating the Recruitment Counselor binders and materials, planning, preparing, and presenting material for the Recruitment Counselor retreat with the support of the Vice President of Recruitment.

Assist with preparing for recruitment by: Assist the Vice President of Recruitment with scheduling dorm talks, booking tables for the week prior to the start of formal membership recruitment, setting up the table sitting schedules in advance, ensure that all necessary supplies (e.g. signs, Greek life guides, camera, academic release forms, etc.) at the registration table each day.

Assist with recruitment rounds by: Determine roles needed for recruitment rounds and assigned to recruitment counselors, communicate with recruitment counselors and the Vice President of Recruitment to ensure understanding of responsibilities and schedules, and enforce responsibilities

Act as a liaison between the Recruitment Counselors and the Vice President of Recruitment.

Attend all Recruitment Chair meetings.

Assist the Vice President of Recruitment with other responsibilities as needed.

#### ARTICLE IV. THE EXECUTIVE BOARD

The executive board shall:

Consist of the elected members of the WPI Panhellenic Council Judicial Chair, Vice President of Recruitment, Vice President of Scholarship, Vice President of Activities, Fundraising, Public Relations, Community Service, Treasurer, Webmaster, and Secretary. The President shall preside but have no vote, and administer a vote only as a tiebreaker.

Administer all routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.

Report all action taken by the Executive Board at the next regular meeting if the Panhellenic Council through the Secretary and record the action in the minutes of the meeting.

#### ARTICLE V. STANDING COMMITTEES

Any officer of the WPI Panhellenic Council who requests a committee may obtain one by choosing members for this committee. This committee should reflect chapter membership, and no committee should be made solely up of members from one chapter. The members of these committees are subject to approval by the WPI Panhellenic Council. This excludes the Judicial Chair and Vice President Recruitment, whose committees are described below.

## ARTICLE VI. ADMINISTRATION OF MEMBERSHIP SELECTION

Deferred fall recruitment shall be held.

The National Panhellenic Conference quota-total system shall be followed.

Except during the formal recruitment period, continuous open bidding shall be in effect during the college year for all eligible college women for a chapter to reach total.

A Continuous Open Bid is valid from the date received up to one calendar year, or to the start of the first recruitment round.

Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the chapter total. A list of new members, initiates, and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes each quarter. Any change in membership status shall also be filed with the President and Panhellenic Advisor.

A Panhellenic Approval Board consisting of the Panhellenic President, Vice President Recruitment, and the Panhellenic advisor will appoint, through application and interview process, all Recruitment Councilors and a Head Recruitment Councilor. Recruitment Councilors must have previously participated in Formal Membership Recruitment as affiliated members of their sorority.

The Release Figure Method as outlined by the National Panhellenic Council is effective as of Formal Recruitment 2008

## ARTICLE VII. T-SHIRTS & Fliers

All T-shirts ordered by an NPC Fraternity chapter must be approved, in final form, by the Executive Board of the Panhellenic Council at a regularly scheduled meeting. T-shirts should be in good taste and not contain any disparaging remarks as outlined by the Unanimous Agreements. T-shirts may not be approved via email vote unless approved by the Panhellenic President for extenuating circumstances. Chapters should plan to acquire Panhellenic approval for t-shirts in advance if able. The procedure for voting via email is outlined below:

The delegate of the chapter requesting an email vote must send the T-shirt, in final form, to the Secretary.

The Secretary must send the T-shirt attached to an email requesting a vote as soon as able.

All Executive Board members of the Panhellenic Council must reply to the Secretary only with a vote of "yes," "no," or "abstain."

A majority vote is required to approve the T-shirt. The T-shirt must be presented at a Panhellenic Council meeting for approval if the majority is not acquired.

All recruitment fliers from the beginning of A-Term to the end of formal recruitment, and all additional recruitment fliers for the end of the year must be approved at regularly scheduled Council meetings. Fliers should be in good taste and not contain any disparaging remarks as outlined by the Unanimous Agreements. Fliers may not be approved via email vote unless approved by the Panhellenic President for extenuating circumstances. Chapters should plan to acquire Panhellenic approval for fliers in advance if able. The procedure for voting via email is outlined below:

The delegate of the chapter requesting an email vote must send the flier, in final form, to the Secretary.

The Secretary must send the flier attached to an email requesting a vote as soon as able.

All Executive Board members of the Panhellenic Council must reply to the Secretary only with a vote of “yes,” “no,” or “abstain.”

A majority vote is required to approve the flier. The flier must be presented at a Panhellenic Council meeting for approval if the majority is not acquired.

#### ARTICLE VIII. NEW MEMBER EDUCATION AND INITIATION

In support of the academic mission of WPI, the Panhellenic Council requires those individuals wishing to join a sorority at WPI to make “satisfactory academic progress” to be eligible for membership by the end of A-term before being invited to join a sorority. The authorization of the release of each potential member’s academic records to the Student Activities Office to determine your eligibility is necessary for acceptance into a sorority. In addition, when accepted to become a member of a chapter your academic records will be made available to your fraternity or sorority for purposes of scholarship programs and computing chapter averages.

A Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during the summer period.

A New Member may be initiated whenever she has met the requirements of the fraternity to which she has pledged.

## ARTICLE IX. HAZING

All forms of hazing, bid day, and pre-initiation activities, which are defined as hazing, shall be banned. Hazing is defined as, but not limited to, any action taken or situation created intentionally, whether on or off fraternity property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, wearing publicly apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games or activities, late night sessions which interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of the educational institution.

The Panhellenic Council as a group signs the University's anti-hazing form.

## ARTICLE X. EXTENSION

When all NPC chapters at Worcester Polytechnic Institute are close to or over total, for two or more years, the Panhellenic Council shall consider raising total or adding another NPC chapter.

Such a chapter shall be organized through the colonization of any NPC fraternity, which may petition an NPC fraternity for a chapter.

Consideration shall be given to NPC fraternities that have previously had chapters on campus and to those NPC fraternities, which have filed letters expressing an interest in the campus.

## ARTICLE XI. BLACK RUSHING

Black Rushing is defined as the intentional insult or degradation of any chapter(s) in the WPI Greek community to any potential new member or rushee. Fraternities found Black Rushing will be subject to penalty.

## ARTICLE XII. EVENT REGULATIONS

The following article is in accordance with the resolution not co-sponsor alcoholic events in men's fraternity facilities.

### Glossary:

- **Event** – An event is an alcoholic or non-alcoholic activity. Examples of an event include but are not limited to chapter and new member meetings, chapter council and executive council meetings, formal recruitment, recruitment workshops, officer training, sisterhood activities, or retreats.
- **Function** - An event that involves initiated members and/or new members and non-members as participants.

- **Chapter function** - An event that the chapter plans and arranges. These functions would be attended by invitation only. Examples of a chapter function include but are not limited to: Continuous Open Recruitment or Continuous Open Bidding events or sisterhood events.
- **Chapter endorsed function** - An event that the chapter agrees to participate with another organization but does not plan. Initiated members and/or new members are representing the chapter by their attendance. The cost is not shared. Examples of endorsed functions include but are not limited to: Joint philanthropy event, Greek Week, or third-party vendor event. If a chapter sends a team to participate in a function such as a sports event, talent contest, or other function, this qualifies as a chapter endorsed function.
- **Chapter co-sponsored function** - An event that the chapter agrees to participate with another organization and one or more of the organizations involved plan. The cost can be shared or not by one or more of the organizations planning the function. Examples of co-sponsoring functions include but are not limited to: Joint philanthropy event, Greek Week, or third-party vendor event. If a chapter sends a team to participate in a function such as a sports event, talent contest, or other function, this qualifies as a chapter co-sponsored function.
- **Majority:** Shall be loosely defined as over 50% but may be increased or decreased at the discretion of those present at mediation and/ or by members of the Judicial Board depending upon the situation in question and the degree to which the members present created the perception by an outside observer that the chapter was present and supporting the function.
- **Chapter members:** Shall include all active undergraduate members initiated or involved with the new member process.

An event sponsored by a chapter is characterized and shall be defined as such if they meet one or more of the following conditions:

1. Written or electronic registration through the IFC/PHC function registration or national organization,
2. Any activity sponsored by a member chapter of IFC/PHC on or off chapter property, including third party vendor events,
3. Any activity the majority of the chapter intentionally attends together.
4. The activity has a defined start and end time,
5. The official end time of an event is defined by a majority of those present physically leaving the location of the event,
6. Guest list for admittance,
7. Workers present,
8. Designated serving area,
9. Common party area of a substantial amount of people,

Sponsorship and/ or co-sponsorship is characterized and defined by one or more of the following, but not limited to:

1. Any activity the chapter would plan ahead of time, where verbal invitations or written invitations are distributed on paper or electronically,
2. The chapter reserves a location(s) for the event,
3. A contract is signed by the chapter,
4. Band, DJ, or other informal/ formal entertainment present,
5. Written or electronic registration through the IFC/PHC function registration or national organization by one or more of the chapters sponsoring the event,
6. A chapter member representing her chapter coordinates a function for the chapter,
7. A chapter approved the function through an affirmative vote of the chapter members or the executive board members taken by vote according to the chapter's voting policy,
8. A chapter treasury or multiple chapter members contribute money to the event for any purpose (decorations, banners, supplies, etc.),
9. Chapter members work the event (including but not limited to work parties, security, event entrance management, etc).

Endorsing is characterized and defined by one or more of the following, but not limited to:

1. A chapter or chapter member posts information concerning the event at a chapter house or location affiliated with the chapter,
2. A chapter or chapter member sends an e-mail promoting an event via a list server that contains a majority of chapter members,
3. A chapter or chapter member announces the event at a chapter meeting or gathering where a majority of the chapter members are present,
4. A chapter approved the function through an affirmative vote of the chapter members or the executive board members taken by vote according to the chapter's voting policy,
5. A chapter advertises or another chapter advertises the event with either chapter's letters or name affiliated with it (shirts, booklets, posters, etc.),
6. A chapter encourages or requires chapter members to attend the event because they are members of your chapter,
7. A majority of chapter members are knowingly on the guest list,
8. A majority of chapter members are at the event,
9. A majority of the event attendees are chapter members,
10. The event is exclusive to only specific organizations.

This policy is a minimum standard of the member sororities of the Women's Panhellenic Associations. Any member sorority who has a risk management policy that goes beyond the precepts of this policy shall be expected to hold to that higher standard. Failure to follow this standard or the higher standard of a inter/national organization can result in disciplinary action by the Panhellenic Council and/or Worcester Polytechnic Institute up to and including loss of recognition.

### ARTICLE XIII. VIOLATIONS

Any dispute arising out of the violation of Panhellenic rules and regulations shall be adjusted through a conference of delegates of the fraternities' involved, known as mediation. If the conference of delegates cannot reach an amicable solution, the matter shall be referred to the Judiciary Board, and headed by the Judicial Chair. If the decision of the Judiciary Board is not acceptable, the matter may be appealed to the NPC College Panhellenics Committee. Notice of intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC manual of information shall be met.

### ARTICLE XIII. RULES OF ORDER

The Worcester Polytechnic Institute Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws, and Recruitment Rules, or another method deemed suitable by the Panhellenic President.

### ARTICLE XV. AMENDMENT

These bylaws may be amended by a two-thirds vote of the voting members of the Panhellenic council provided notice of the proposed amendment had been given in writing to the Panhellenic Council President at the preceding regular meeting.