

## **Constitution of Nova Southeastern University Panhellenic Association**

### **Preamble**

In order to promote and perpetuate the best interest of the Nova Southeastern University and Greek letter Social sororities and women's fraternities therein, to encourage the most complete intellectual, emotional, and social development for the members of the sororities, and to foster cooperation among said sororities, University authorities, and the community, we do ordain and establish this constitution of the Nova Southeastern University Panhellenic Association.

The Nova Southeastern University Panhellenic Association does not discriminate on the basis of age, color, race, national or ethnic origin, religion, or disability.

### **Article I. Name**

The name of this organization shall be the Nova Southeastern University Panhellenic Association (hereafter referred to as the Panhellenic Association)

### **Article II. Object**

The object of the Panhellenic Association shall be to develop fraternity and sorority life and Interfraternity/sorority relations at a high level of accomplishment and in doing so to:

- Section 1. Consider the goals and ideals of National Panhellenic Conference (hereafter referred to as NPC) fraternities and sororities in good standing with the Panhellenic Association as continually Applicable to campus and personal lives.
2. Promote superior scholarship as basic to intellectual achievement
3. Cooperate with NPC chapters in good standing with the Panhellenic Association and University Administration in the maintenance of high social and moral standards.
4. Act in accordance with all NPC UNANIMOUS AGREEMENTS
5. Act in accordance with such rules established by Panhellenic Council so as not to violate Sovereignty, rights, and privileges of NPC chapters in good standing with the Panhellenic Association.

### **Article III. Membership**

There shall be one class of membership: Regular

- Section 1. The Regular membership of the Panhellenic Association shall be composed of all new members and active members in good standing of all women's sororities at Nova Southeastern University. (excepting those sororities that desire to be members of the National Pan-Hellenic Conference)
2. The University Administration reserves the right to admit into membership any women's sorority deemed fit, until which time the NSU Panhellenic Association is made up of no less than six member organizations.

3. Upon expansion to six member organizations, individuals wishing to become members of the Panhellenic Association shall petition the Panhellenic Council for membership. Incoming members must be approved by a  $\frac{3}{4}$  majority vote.
4. Members of the panhellenic Association who are temporarily inactive in their chapters for Special programs such as study abroad, shall still be considered active members of the Panhellenic Association, but shall not be required to pay dues for that time period.

## **Article IV. Executive Board Officers**

### Section 1. Positions

The Officers of the Panhellenic Association shall be: President, Vice President of Judicial Affairs, Vice President of Membership Recruitment, Vice President of Programming (special events and service), Vice President of Administration, and Scholarship Director.

### 2. Methods of Selection

- A. The officers will be selected on the basis of slating. No chapter can have the Panhellenic President for two consecutive years. Chapters will obtain the President in successive years.
- B. No chapter may have the President and Vice President of Judicial Affairs, or the President and Vice President of Membership Recruitment during the same officer cycle.
- C. Each Panhellenic Officer must maintain a 2.5 cumulative grade point average
- D. The eligibility of the candidates for Panhellenic Elections must be affirmed by the office of Student Life.

### 3. Vacancies

- A. In the case of an executive board position becoming vacant, the President is granted the right to appoint a person to fill that position.

### 4. Regulations

- A. The officers shall be members of sororities at NSU in good standing with the Panhellenic Association.
- B. The officers shall serve a term of one year, the term of office to begin in January.
- C. If for any reason the President relinquishes her office the Vice President of Judicial Affairs immediately assumes the duty of President. The Vice President of Judicial Affairs' role is assumed by the membership director
- D. A Panhellenic Officer must be an initiated member of her chapter before taking office.
- E. A Panhellenic Officer must remain on active status in her chapter throughout her term of office.
- F. A Panhellenic Officer may not hold an elected officer position in her chapter entailing major responsibilities, which would interfere with her Panhellenic duties.

- G. Panhellenic Officers must attend all regularly scheduled Panhellenic Council and Panhellenic Executive Council meetings.
- H. Panhellenic Officers shall disaffiliate from their chapters and serve as Recruitment Counselors for the recruitment during their term of office.
- I. Each Panhellenic Officer shall prepare a written report for the Panhellenic President and Greek Advisor at the completion of her Office.
- J. Each Panhellenic Officer shall sign a contract committing to fulfill the following criteria:
  - 1. Complete office hours weekly
  - 2. Fulfill all duties set forth in the constitution
  - 3. Attend all weekly meetings
  - 4. Attend all conferences that are required by the Office of Student Life

**Article VI. Duties of the Executive Board Officers**

Section 1. The President shall:

- A. Have overall responsibility for the operation of the Panhellenic Council
  - B. Shall preside at all regular and special meetings of the Panhellenic Association
  - C. Call and preside at all regular and special meetings of the Panhellenic Executive Board
  - D. Have the authority to sign Panhellenic Association checks and shall all contracts involving the Panhellenic Association
  - E. Serve as an ex-officio members of all Panhellenic council committees with voice but no vote
  - F. Reports as required to the NPC area advisor
  - G. Maintain and complete, updated President's file which will include the current Panhellenic Association constitution and by-laws; the current Panhellenic Association Budget, the current NPC manual of correspondence and materials received from the NPC area advisor; and other pertinent materials.
  - H. Serve as the liaison between the Panhellenic Association and the President's Council and attend all President's Council meetings
  - I. Meet weekly with the Greek Advisor
  - J. Perform all other duties as required by this office
2. The Vice President of Judicial Affairs shall:
- A. Perform the duties of the President in her absence, inability to serve, or at her call
  - B. Serve as chairman of the Judicial Board
  - C. Serve as chairman of the mediation board
  - D. Revise and edit the Panhellenic Constitution and Bylaws
  - E. Serve as risk management officer for the Panhellenic Association
  - F. Keep an updated file of each chapter's risk management policy
  - G. Perform all other duties as required by this office
3. The Vice President of Membership Recruitment shall:
- A. Plan, implement and evaluate all recruitment activities for the NPC chapters in good standing with the Panhellenic Association

- B. Upon the approval of the recruitment rules by the Panhellenic Association, publish and distribute the rules to each NPC chapter in good standing with the Panhellenic Association
  - C. Compile Recruitment statistics and distribute new member lists on bid day
  - D. Keep the recruitment chairmen of each chapter informed of all activities pertaining to recruitment and the recruitment committee
  - E. Meet regularly with the recruitment chairman and alumnae advisor from each NPC chapter to go over plans and rules for Formal Rush
  - F. Supervise and hold monthly meetings with the recruitment staff
  - G. Reside in Ft. Lauderdale the summer before Formal Recruitment and be available to be in the Greek Affairs Office at two hours in the daytime during each day of the summer
  - H. Plan, implement, and evaluate all presentations made to prospective New Members, their parents, and interested parties
  - I. Update the Panhellenic Slide show and /or video annually in conjunction with the programming director
  - J. Perform all other duties as required by this office
4. The Treasurer shall:
- A. Supervise the finances of the Panhellenic Association
  - B. Prepare the annual budget and provide a copy for each NPC Chapter in good standing with the Panhellenic Association following its approval by the Panhellenic Association
  - C. Receive all payments due to the Panhellenic Association, collect dues and give receipts
  - D. Have the authority, with the President, to sign Panhellenic Check requests
  - E. Maintain updated financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of office
  - F. Prepare a written report of the financial status of the Panhellenic Association and distribute it to all chapters
  - G. Serve as a liaison between the Panhellenic Council and the Finance Board
  - H. Serve on the recruitment staff
  - I. Perform all other duties required by this office
5. Programming Director
- A. Be responsible for all campus affairs as they relate to Panhellenic.
  - B. Work with the Interfraternity Council and National Panhellenic council in coordinating the Faculty-Student Luncheon, the all-greek leadership workshop, and any other sponsored event.
  - C. Supervise all special events and oversee their planning, implementation and evaluation of all educational and philanthropic programs of the Panhellenic Association throughout the year. These include, but are not limited to: Eating Disorders Awareness Day, the Panhellenic Banquet, The Faculty luncheon.

- D. Conduct regular educational programming for the members of the Panhellenic Association.
  - E. Serve as the liaison between Panhellenic and all NSU Alumni groups.
  - F. Keep the media informed of activities involving Panhellenic and its members, to promote favorable publicity for the Greek System.
  - G. Serve as the liaison between the Panhellenic Association and all members of the community.
  - H. Serve on the recruitment staff.
  - I. All other duties required by this office.
6. The Scholarship Director shall:
- A. Plan, implement and evaluate all programs and activities promoting scholastics excellence within the Panhellenic Association.
  - B. Meet each semester with the Scholarship Director from each NPC chapter in good standing with the Panhellenic Association.
  - C. Keep an updated file of grade release cards for every Panhellenic Association member.
  - D. Compile a semester report of the GPA's of NPC chapters in good standing with the Panhellenic Association.
  - E. Supervise the implementation of the Peer Academic Advising Program.
  - F. Perform all other duties as required by this office.
7. The Secretary shall:
- A. Call roll at all Panhellenic Council meetings and keep an updated record of all members present at each meeting.
  - B. Work with the Panhellenic Advisor in keeping lists of all Panhellenic Association members and the officers of each chapter.
  - C. Keep full minutes of all meetings of the Panhellenic Council and a record of all action taken by the Panhellenic executive board, and distribute a copy of the minutes of each meeting to the Panhellenic Council delegates and NPC area advisor.
  - D. Maintain a complete, updated file that will include the minutes of the meetings of the Panhellenic Association; all resolutions of the Panhellenic Association; copies of all contracts made by the Panhellenic Council and current correspondence.
  - E. Produce and distribute an agenda before each Panhellenic meeting.
  - F. Produce and distribute a sorority informational directory each year.
  - G. Draft an official correspondence of the Panhellenic Council unless other wise provided for.
  - H. Make all arrangements for the NSU delegation to the Southeastern Panhellenic Conference.
  - I. Promote positive internal relations within the NSU Panhellenic Association and Panhellenic Council, handling all correspondence entailed in this duty.

## **Article VII. Finance**

- Section 1. The Fiscal year of the Panhellenic Association shall be from June 30 to July 1 inclusive.
2. The signature of the President and Treasurer shall be required to bind all contracts for the Panhellenic Association.
  3. The President and Treasurer will sign all check requests.
  4. All payments due to the Panhellenic Association shall be made to the treasurer who shall record them. Checks for payment shall be made to Nova Southeastern University.
  5. Dues shall be an assessment on the Panhellenic Association members as outlined in the Finance code. The dues for each member shall be paid by the fourth regular meeting of each semester. Any member chapter, which has not paid by the due date, will be subject to a \$25.00 per day fine for each day the payment is late.
  6. All other financial matters shall be handled in accordance with the Panhellenic Association Finance Code, which may be amended by a 2/3 majority.
  7. Any member unable to pay Panhellenic dues because of financial difficulty must petition the Panhellenic Executive Board for relief in writing. The Executive Board will make a recommendation to the Panhellenic council after the meeting. A majority vote of the Panhellenic Council is required to exempt a member from payment.
  8. In the event that the Panhellenic Association was to dissolve, all of its assets shall be divided equally among the NPC chapters in good standing with the Panhellenic Association.

## **Article VIII. Meetings**

- Section 1. The Panhellenic Association shall hold at least two regular meetings per month
2. A special meeting may be called by the President when necessary and shall be called by her upon written request of any regular association member of the Panhellenic Association.

## **Article IX. Executive Board**

- Section 1. Oversee and approve the appointment of all special committees and standing committee Members and chairman. These appointments shall recognize representation from all NPC Chapters in good standing with the Panhellenic Association.
2. Administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by the Panhellenic Council vote.
  3. Report all action taken by the Panhellenic Executive Board at the next regular meeting of the Panhellenic Council through the secretary and **record the action the minutes of that meeting.**

4. Operate in accordance with the Finance Code and all other policies and procedures of the Panhellenic Association.

**Article X                      Panhellenic Council**

Section 1. The administrative body of the Panhellenic Association shall be the NSU Panhellenic Council.

2. It shall be the duty of the Panhellenic Council to administer all business related to the overall Welfare of the Panhellenic Association and to compile rules governing the Panhellenic Association including recruitment and pledging, which do not violate the sovereignty, rights and privileges of chapters in good standing with the Panhellenic Association.
3. The Panhellenic Council shall be composed of one delegate and one alternate delegate from each chapter in good standing with the Panhellenic Association.
4. Delegates to the Panhellenic Council shall be selected by their respective chapters. Whenever possible, the alternate delegate shall be the delegate for the succeeding year.
5. When a delegate vacancy occurs, it shall be the responsibility of the woman's group concerned to select a replacement within two weeks and to notify the Panhellenic Council Secretary of her name, address, telephone number, and email address. The chapter shall send the alternate delegate to meetings in the mean time.
6. The officers of the Panhellenic Association shall serve as the officers of its Panhellenic Council with voice, but no vote. These officers shall serve as Executive Board of the Panhellenic Council and have such powers and duties as are prescribed in the Constitution and Bylaws.
7. Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon written request of any member delegate of Panhellenic Council.
8. Voting
  - A. The voting body of the NSU Panhellenic Association shall be its Panhellenic Council.
  - B. The voting members of the Panhellenic Council shall be delegates for each chapter in good standing with the Panhellenic Association. There shall be one vote for each chapter. If a delegate is absent, its alternate may cast the vote of her chapter. If both delegate and alternate are absent, the vote may be cast by the President.
  - C.  $\frac{3}{4}$  of the member delegates shall constitute quorum for the transaction of business.
  - D.  $\frac{3}{4}$  majority vote by the voting members of the Panhellenic Council shall be required to establish Recruitment rules, to determine quota and to establish total chapter size, to set the date for pledging, and to add a chapter- (once there are at least six chapters constituting Panhellenic). A simple majority vote shall be required to carry all other questions.

- E. Any business that will affect the day-to-day operation of NPC chapter in good standing with the Panhellenic Association must be taken back to the chapters for a vote. The Panhellenic Council may approve all other business.
9. Only the delegate from each chapter shall have voice and vote during the business portion of Panhellenic Council meetings. All association members and alternate delegates shall have voice, but no vote during the new business portions of Panhellenic Council meetings. Announcements may be made by anyone in attendance.
10. Each Panhellenic Delegate shall:
- A. Represent her individual chapter at all Panhellenic Council meetings. The delegate shall be empowered to vote for her respective chapter in all Panhellenic matters.
  - B. Inform her chapter and officers of all information discussed at Panhellenic Council meetings.
  - C. Notify their chapters of all regular and special meetings of the Panhellenic Association.
  - D. Check her chapter's mailbox in the Panhellenic office weekly.
  - E. Be reported to the President of her chapter by the Vice President upon failure to fulfill the responsibilities of a Panhellenic Delegate.

## **Article XI                      Greek Advisors**

Section 1. The Assistant Director of Student Life for Student Activities and the Graduate Assistant for Greek Life serve in an advisory capacity to the NSU Panhellenic Association and its Council.



## **The Bylaws of the Panhellenic Association**

### **Article XII. Standing Committees**

#### Section 1. Selection and Eligibility

- A. Standing committees and Special Officers necessary to carry out the work of the NSU Panhellenic Council shall be appointed by the Executive Officers with the approval of the Panhellenic Executive Board to serve during the term of office of the Board which appoints them, with the exception of the Judicial Board, Inter-Sorority Affairs Committee members which are selected by their own individual chapter.
- B. The standing committees of the NSU Panhellenic Councils shall be: Judicial Board, Finance Board, Inter-Sorority Affairs Committee, Public Relations Committee, and President's Council.
- C. The members of the Standing Committees may serve for a maximum of two years. Applications will be distributed as vacant seats arise in order to maintain the desired number of committee members.
- D. Individuals may only serve on one Standing Committee per year.
- E. In order to be eligible to serve as a member of a Standing Committee, an individual must have a 2.5 cumulative GPA.

#### 2. Duties

- A. The Judicial Board shall
  1. Operate under the authority delegated by the Office of Student Life. All procedures.
  2. The Vice President will serve as chairman, except in the event her sorority is charged. In her absence, the President shall become chair. The chairman shall coordinate and preside over all Judicial Board hearings.
  3. Consist of two representatives from each chapter in good standing with the Panhellenic Association.
  4. Be appointed by the second regular meeting of the Spring Semester.
  5. Each chapter representatives shall be trained in accordance with the Panhellenic Vice President and the Office of Student Life.
- B. The Finance Board shall be selected according to the procedures outlined by the Finance Code as shall operate in accordance with the duties and purposes listed in that code.
- C. The Inter-Sorority Affairs Committee shall:
  1. Consist of a representative from each chapter in good standing with the Panhellenic Association. Their chapter shall select the member.
  2. Report to the Vice-President, who shall serve in an advisory capacity to the committee.

3. Plan and coordinate events to promote unity and good relations between the Panhellenic Association and chapters in good standing.
  4. Promote positive relationship and unity among the new member classes.
  5. Plan and coordinate events to promote unity and good relations among chapters.
- D. The Public Relations Committee shall:
1. Consist of three members chosen by the committee chairman, who shall be the programming director.
  2. Promote the positive image of the Panhellenic Association.
  3. Maintain contact with the university relations department and the local media.
- E. The President's Council shall:
1. Consist of the President of each chapter in good standing with the Panhellenic Association, who shall meet no less than monthly to promote good relations among their chapter.
  2. Discuss relevant issues and exchange ideas.
  3. Sponsor resolutions or pertinent issues and exchange ideas.
  4. Have the Panhellenic President serve as the liaison between this committee and the Panhellenic Council.
  5. Serve as an ex-officio committee, not as voting delegation, all official decisions are made in the Panhellenic Council meetings.
- F. The recruitment Staff shall be composed of the following Positions:
1. The Membership Director.
  2. The Recruitment Publications Editor shall:
    - A. Be supervised by a membership Director.
    - B. Attend monthly recruitment staff meetings.
    - C. Design the recruitment book to promote the Panhellenic system as a whole, equally represent each sorority, and accurately and thoroughly describe the recruitment process to each new member potential.
    - D. Meet all deadlines set by the Membership Director.
    - E. Meet regularly with the Membership Director to discuss progress.
    - F. Meet regularly with the publisher of the Recruitment book to review the progress and ensure timely payments are made.
  3. The Head Recruitment Counselor shall:
    - A. Attend monthly Recruitment Staff Meetings.
    - B. Organize the selection of Recruitment Counselor.
    - C. Hold regular training sessions and a Recruitment Counselor retreat during the spring semester to educate the Recruitment Counselors on Recruitment procedures and Recruitment Counselor duties.

- D. Compile a Recruitment Counselor training manual.
  - E. Assist the Membership Director with any club showcases that might occur.
  - F. Organize any recruitment week accommodations that might be necessary.
  - G. Maintain accurate and organized records.
  - H. Assist in training the next Head Recruitment Counselor and evaluate procedures that improve the Recruitment Counselor program for the following year.
  - I. Be a registered full time student at Nova Southeastern University.
  - J. Perform all other duties as required by this office.
4. The Panhellenic Secretary shall:
- A. Attend monthly recruitment meetings.
  - B. Record minutes of all Recruitment Staff and Membership Directors meetings.
  - C. Reside in South Florida during the summer term of her office.
  - D. Be responsible for recording registration of prospective new members.
  - E. Be responsible for the distribution of potential new member registration forms to each sorority.
  - F. Be on Recruitment Counselor status.
  - G. Perform all other duties required.

### **Article XIII. Removal of Officers**

- Section 1. Any member of the Panhellenic Council shall be able to initiate removal of an officer of the Panhellenic Council on the grounds of either one of the following.
- A. Dereliction of Duties.
  - B. Mismanagement of funds.
2. The removal of an officer shall proceed as follows:
- A. Said Panhellenic Council member shall contact the Panhellenic Council President, or in the case of the President being removed, shall contact the Panhellenic Council Vice President and shall submit a statement including intent to substantiated grounds for the removal of the officer in question.
  - B. The notified officer shall contact the officer in question and inform her that the removal proceedings are pending.
  - C. At the following Panhellenic Council meeting, any member of the Executive Board shall read the statements and the officer in question may answer questions. A vote on removals will occur at the next scheduled meeting.
  - D. If a 2/3 majority vote is reached, the officer shall be considered removed and shall be, replaced according to the procedure for filling a vacancy.

**Article XIV. Requirements for Pledging and Initiation**

- Section 1. NPC chapters in good standing with Panhellenic Association may not issue an invitation to membership, or formally pledge during the summer vacation period.
2. A new member prospect must be regularly matriculating, full-time student at Nova Southeastern University to be eligible for recruitment.
  3. A new member may be initiated whenever she has met the requirements set by the chapter to which she has pledged.
  4. A bid is binding for the chapter when the Panhellenic Association or the chapter, whichever comes first, has formally pledged a woman.
  5. A bid is binding for a new member prospect upon signing her preference.

**Article XV. Alcohol Policy**

All chapters in good standing with the Panhellenic Association will abide by the NSU Alcohol Policy, the alcohol Policy for Greek Organizations, all applicable state laws, and their own Risk Management policies.

Section 1. Registration of Events

- A. All chapter social events where alcohol is present, either on or off campus, must be registered with the Office of Student Life.
  - B. Social Event Registration Forms must be turned in to the Student Life by with a guest list at least 48 hours prior to the event.
  - C. The guest list form must be turned into the Office of Student Life by 5:00 p.m. for weekday events. The actual attendance list must be turned into the office on the first school day after the event.
2. Events where alcohol is present must conform to one of the following guidelines of Subsection A of Subsection B.
- A. BYOB Guidelines
    1. Each person is responsible for bringing his/her own personal consumption beverages. No more than one 12 pack of twelve-ounce beers. One 8 pack of twelve-ounce wine coolers, one 4 pack of eight-ounce wine, or eight ounces of pre-measured hard alcohol (less than 100 proof).
    2. All products allowed to enter the function must be poured into a plastic cup before distribution.
    3. The chapter collects and controls the dispersion of each individual's alcohol through a check in/ticket system.
    4. The host organizations(s) is responsible for identifying those participants that are of legal drinking age (banding, stamping, etc.).
  - B. Third Party Vendor Guidelines

1. A licensed insured company caters and serves the function and the company must be licensed and insured as required by the state and local ordinances.
  2. Chapters are prohibited from entering into arrangements with the catering company to provide them a set amount of alcohol. This is the same as purchasing alcohol with chapter's funds. The catering company must be paid for service only, not the purchase of alcohol in any manner.
- C. Use/Purchase of Alcohol
1. No organization shall furnish or cause to be furnished any alcoholic beverages to any person.
  2. Common sources of alcohol such as kegs, alcoholic punch, unmonitored bulk quantities of alcohol are prohibited.
  3. Alcohol may not directly or indirectly be purchased with chapter funds.
  4. "Passing the hat" between chapter members is prohibited.
  5. No individuals under the legal drinking age will be promoted to bring alcohol to a function, consume alcohol at a function, or be allowed to remain at a function if found in possession of alcohol.
  6. Social events, which encourage drinking, drinking games, drinking contest, and/ or drunkenness, are prohibited.
  7. If a person chooses to leave the function and wishes to claim their remaining alcohol, they may do so only upon exiting the premises and turning in all their remaining tickets.
- D. Alcohol is prohibited at the following events
1. Any new member event.
  2. Any Recruitment event.
  3. Any Philanthropic event.
- E. Pre-Parties and Post-Parties for events are strictly prohibited
1. An event that occurs directly before of after a function.
  2. A substantial amount of a chapter membership is in attendance.
  3. Chapter funds or passing of the hat have been used to prepare this function.
  4. A chapter event where alcohol is present that has not been registered with the Panhellenic Association.
- F. Monitoring a Function
- There shall be a minimum of one security guard, at all functions, that is responsible for monitoring the function and checking identifications of all people who enter the function.
- G. All social events where alcohol is present must be a closed event
1. The total number of guests at a social event must not exceed three times the membership of the sponsoring organization. Alumni of the local chapter and parents of current chapter members must be signed in at the door and are excluded from the guest limit of three times the membership.

2. Unrestricted invitational advertisement of social events where alcohol will be present is prohibited, unless held at a third party vendor. The presence or reference to alcohol in any advertisement of functions is also prohibited.
  3. Host organizations are responsible for all guests at the function.
- H. All functions must end by 2:00 a.m.
- I. Alternative consumables
1. Non-Alcoholic beverages must be available for the duration of the BYOB function.
  2. Non-Salty foods must be available for the duration of the BYOB function.
- J. Education
1. At the beginning of each semester chapters are prohibited from having a social function until their president, social chairman, and risk-management chairman have attended the Risk Management seminar provided by the Student Activities Office.

**Article XVI. Hazing**

Section 1. All chapters shall follow the Nova Southeastern University Policy on hazing, as outlined in the Greek handbook.

**Article XVII. Philanthropic Events**

Section 1. Participation in philanthropic events by the Panhellenic chapter at Nova Southeastern University shall be limited to the following criteria:

- A. The host of the event shall not be intoxicated before or during the event.
    1. Hosts include: Emcees, stagehands, event coordinators, judges, and other members directly involved with the presentation of the event.
  - B. A budget with a breakdown that includes all overhead and other costs of the event and projected revenues should be submitted to the Panhellenic.
  - C. Written documentation from the benefactor(s) of the event stating the amount donated must be turned into Panhellenic no later than six weeks following the event.
2. Guidelines
- A. No Panhellenic chapter will participate in the event the following year if rules regarding alcohol are not followed.
  - B. No Panhellenic chapter will participate in an event the following year if benefactor does not provide documentation of the contribution.
  - C. No Panhellenic chapter will pay any entry fee until a budget is turned into Panhellenic.
  - D. The Vice-President is responsible for monitoring and enforcing said rules when an event takes place.

**Article XVIII. Extensions**

- Section 1. A chapter shall be organized through colonization by a NPC fraternity or Sorority, or through organization of a local sorority, which may petition an NPC sorority for a chapter.
2. Consideration shall always be given to organizations that express written intent to start a chapter at NSU.

**Article XIX. Ethical Conduct**

- Section 1. In the case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and prevent publicity both in the university and the community.
2. Any member fraternity or sorority whom a local group is petitioning shall insist that such a group conform to Panhellenic Association conditions as established by this Constitution and Bylaws.
  3. NPC member chapters will unite in assisting local group in college and universities to obtain national charter.
  4. Visiting officers of NPC member fraternities and sororities shall be expected not to interfere with regular work of the college, but on the contrary they shall encourage chapters to keep the college business day free from social engagements.
  5. Visiting officers of NPC member fraternities or sororities shall make every effort to meet with the Greek Advisor. An appointment should be made in advance by a member of the chapter.
  6. It is beneath the standard of fraternity and sorority women:
    - A. To speak disparagingly of any fraternity or sorority or any university student.
    - B. To create any ill feeling between fraternity and non fraternity women.
    - C. To seek unwarranted publicity.
  7. The Panhellenic Association shall not tolerate under any circumstances, verbal slander or any other form of infringement upon the rights and good name of any other fraternity or sorority. Violations to this shall be dealt with by the Panhellenic Association Judicial Board.

**Article XX. Judicial Procedures**

- Section 1. Violations should be handled in accordance with the following guidelines
- A. Filing Procedures
    1. Violation investigations may be initiated by the following persons.
      - a. Any individual organization or group of organizations.
      - b. Any appropriate University official.
      - c. Any aggrieved individual or group.
    2. All written reports of alleged violation must be delivered to the Greek Advisor. The Advisor and President shall consult with the Director of Student Life and determine if charges should be filed against the

chapter and/or the individual. Criteria used to determine organization responsibility versus individual responsibility shall included on or more of, but are not limited to the following:

- a. Participation in or knowledge of the incident by the chapter President or other officers.
  - b. Evidence that the incident was planned, conspired, or participated in by a significant number of chapter members.
  - c. Evidence that the chapter leadership condoned the inappropriate action of an individual.
  - d. Evidence that after the fact, the chapter and its leadership did not take appropriate action against an individual.
3. In the event that charges are filed against a chapter, the case shall be referred to the Judicial Board or another form of adjudication.
  4. In the event that charges are filed against an individual, the case shall be referred to the Office of Student Life.
  5. In some instances, cases may be referred directly to the Judicial Board by the Director of Student Life without consultation of any advisors or presidents.

#### B. Hearing Procedures

1. Written notice of the charges to be presented at hearing shall be hand-delivered to the President to the accused chapter by the Judicial Board Chairman at least seven days prior to the hearing.
2. The notice shall include:
  - a. Name of the complainant.
  - b. The date, place, and nature of incident.
  - c. The rule violated.
  - d. Procedures for hearing.
  - e. The date, time, and place of hearing.
  - f. Notice of Judicial Board members who will hear the case.
3. Any chapter accused of an offense shall have the right to:
  - a. Be informed in writing of the alleged offense.
  - b. Be informed in writing of the alleged charges.
  - c. Review and object to the Judicial Board membership prior to the hearing.
  - d. Review charges prior to hearing.
  - e. Be assisted by and advisor of the chapter's choice.
  - f. Be provided written copy of the hearing procedures.
  - g. Be provided a fair and impartial hearing.
  - h. Present Evidence.
  - i. Cross-Examine witnesses.
  - j. All Panhellenic judicial hearings will follow the policies and procedures as outlined in the Nova Southeastern University Student Code of Conduct.
  - k. A quorum of the Judicial Board Hearing shall consist of three person's present at the hearing.



4. The hearing shall proceed as follows:
    - a. Presentation of formal charges.
    - b. Opening statement by the party bearing the burden of proof (the judicial board) followed by the opening statement of the accused.
    - c. Presentation of evidence and witness by the accuser questions by the board and cross-examination of the witnesses by the accuser.
    - d. Presentation of evidence and witnesses by the accused questions by the board, and cross-examination of the witnesses by the accuser.
    - e. Closing statement by the accuser followed by the closing statement by the accused.
    - f. Hearing for Recruitment infractions shall occur within two weeks of formal recruitment or within 10 days of the mediation conference, whichever is longer.
- C. Deliberations
1. The Judicial Board shall hear and review all relevant facts of each case.
  2. At the conclusion of each hearing the Judicial Board shall deliberate in closed session to reach a decision
  3. Deliberation shall proceed as follows:
    - a. Review all facts.
    - b. Determination of whether the chapter's conduct constitutes of a violation of Panhellenic Association or University Rules and Regulations.
  4. All deliberations are kept strictly confidential.
  5. The letter which communicates the decision to the charged chapter should include a listing of facts supporting the decision.
- D. Sanctions
1. A majority vote is needed for finding of responsibility.
  2. The Judicial Board may take the following sanctions:
    - a. Reprimand: This action is a written or oral warning indication that a chapter's actions were inappropriate and that subsequent infractions will result in more serious penalties.
    - b. Fine: This action consists of levying a fee for value based on original cost, established by the Constitution and Bylaws, by the Judicial Board, or Recruitment Rules. Fines for infractions other than late lists and phone violations may not exceed \$200.00.
    - c. Restitution: This action consists of levying a fee for values based on original cost, replacement costs, or appraisal of any damage done by the responsible chapter.
    - d. Probation: A chapter can be placed on any of the following or any combination of the following:
      - (1) Conduct: This action consists in finding that the chapter's conduct is in violation of the Panhellenic Constitution, University Rules, or state law. During this probationary period this chapter's status is considered not in good standing with Panhellenic Association or the University. Continued

- participation in events is dependent on the chapter's satisfactory behavior during this period.
- (2) Disciplinary Probation: This action consists of finding that the chapter's conduct has been continually not within the standards condoned by the University, the Panhellenic Constitution, or Risk Management Policies. Any further violations could result in immediate suspension for the chapter.
  - (3) Social Probation: This is probation from any social functions, which shall include but not be limited to a function, party, and event in the name of the charged group.
- e. The Judicial Board may recommend disciplinary sanctions of a constructive nature, such as work projects and educational workshops which may be proper and suitable for the seriousness of the offense.
  - f. The Judicial Board may recommend the following actions to the Assistant Director of Student Life for Student Activities.
    - (1) Suspension: Shall consist of the suspension of the chapter from any and all functions of the Panhellenic Association and the University. This period is to be determined by the Judicial Board. Any chapter suspended shall not be granted the privilege of new member or social functions.
    - (2) Expulsion: Shall consist of a Judicial Board recommendation to the Assistant Director of Student Life for Student Activities to compel the chapter to suspend all activities and request that the chapter's charter be returned to their national office for a specified period of time. A unanimous vote is required for this decision.
- E. Appeals
1. A chapter may file for an appeal consideration for the following reasons:
    - a. Irregularities in due process that affected the outcome of the initial hearing.
    - b. Demonstrated prejudice against any party by the person presiding over the hearing. Such prejudices must be evidenced by a conflict of interest, bias, pressure, or influence that may preclude a fair and objective hearing.
    - c. Discovery of new and Significant evidence not available at the initial hearing.
    - d. A sanction that extraordinary disproportionate to the offense.

## Section 2. Recruitment Infractions

All recruitment infractions shall be handled according to NPC Unanimous Agreement, with the exception noted in this Constitution and Bylaws.

### A. Filing Procedures

1. A completed infraction report form must be filed with the President or her designee within 24 hours of knowing of the alleged infraction, but not more than 110 days after it occurred.
  2. Recruitment Counselors or any NPC chapter in good standing with the Panhellenic Association, have the right to file Recruitment infractions.
- B. Hearing Procedures
1. The accused chapter, the Greek Advisor, and the NPC Area Advisor must be notified within 48 hours of receiving an infraction report.
  2. A mediation conference will be held within 48 hours after the accused chapter has been notified of the violation.
  3. The Vice President shall conduct this mediation conference.
  4. If an amicable solution is not reached, the case will be referred to the Judicial Board within 24 hours and the NPC Delegates of the chapters involved will be notified.
  5. Follow Judicial Board procedures Section 1.

**Article XXI. Parliamentary Authority**

Robert's Rules of Order shall govern the Panhellenic Association and its council. Newly revised except in matters specially provided for in the Constitution and Bylaws.

**Article XXII. Amendments**

The Constitution and Bylaws may be amended by a 2/3 majority vote of each chapter in good standing with the Panhellenic Association provided notice of the proposed amendment had been given in writing at the preceding Panhellenic Council meeting. Each chapter shall count as one vote.

**Article XXIII. Quota**

The quota for active Panhellenic chapters is 50 sisters.