ByLaws
ByLaws of Wittenberg University Panhellenic Association
Adopted October 4, 2012

Article II. NAME
The name of this organization shall be the Wittenberg University Panhellenic Association.

Article III. OBJECT
The object of the Panhellenic Association shall be to develop and maintain Women’s fraternity life and inter-fraternal relations at a high level of accomplishment and in so doing to:

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

2. Promote superior scholarship as basic to intellectual achievement.

3. Cooperate with member Women’s fraternities and the university administration in concern for and maintenance of high social and moral standards.

4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS, regulations and policies.

5. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member Women’s fraternities.

Article IV. Membership

Section 1. Membership Classes
There shall be three classes of membership: regular, provisional and associate.

Regular membership. The regular membership of the Wittenberg University Panhellenic Association shall be composed of all chapters of NPC fraternities at Wittenberg 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.

Provisional membership. The provisional membership of the Wittenberg University Panhellenic Association shall be composed of all colonies of NPC fraternities at Wittenberg 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.

Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Wittenberg 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
The Wittenberg University Panhellenic Council shall be composed of one delegate from each Regular and Provisional member group at Wittenberg University.

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Wittenberg 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.

The administrative body of the Wittenberg University Panhellenic Association shall be the Wittenberg University Panhellenic Council.

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

Current members of the Wittenberg University Panhellenic Association are:

- Alpha Delta Pi Chi Chapter 1913
- Kappa Delta Alpha Nu Chapter 1927
- Gamma Phi Beta Alpha Nu Chapter 1929
- Delta Gamma Gamma Rho Chapter 1956
- Sigma Kappa Gamma Omega Chapter 1961

Article V. OFFICERS and Duties

The Executive Board will consist of the President, Vice President Philanthropy, Chief Justice, Recruitment Chairman, Vice President Scholarship, Assistant Recruitment Chairman, Recording Secretary, Treasurer, Programming Chairman, Assistant Programming Chairman, Public Relations Chairman, and Assistant Public Relations Chairman. The Executive Board shall:

Administer routine business between meetings of the Panhellenic Association 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 of the Panhellenic Association through the Recording Secretary and record the action in the minutes of that meeting.
Act upon discrepancies in the stated policies

Section 1. Officers
The officers of the Wittenberg University Panhellenic Association shall be president, vice president - Philanthropy, Vice-President - Scholarship, Chief Justice, General Recruitment Chair, Recording Secretary, Treasurer, Public Relations Chair, Programming Chair, Assistant Recruitment Chair, Assistant Public Relations Chair, and Assistant Programming Chair.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:

Regular membership. Members from women’s fraternities holding regular membership in the Wittenberg University Panhellenic Association shall be eligible to serve as any officer.
Provisional membership. Members from women’s fraternities holding provisional membership in the Wittenberg University Panhellenic Association shall not be eligible to serve as an officer.

Associate membership. [Choose one of the following clauses]
MEMBERSHIP. There shall be two classes of membership: Regular and Provisional.

The REGULAR membership of the Wittenberg University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Wittenberg University.

The PROVISIONAL membership of the Wittenberg University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at Wittenberg University.

Section 3. Selection of Officers

President, Vice Presidents, Chief Justice, and Recruitment Chair of the Wittenberg University Panhellenic Association shall be held in rotation by each eligible women’s fraternity chapter in order of its installation at Wittenberg University. If a member from the women’s fraternity in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

Assistant Recruitment Chair, Treasurer, Secretary, Public Relations Chair and Assistant, Programming Chair and Assistant of the Wittenberg University Panhellenic Association shall be held in rotation by each eligible women’s fraternity chapter in order of its installation at Wittenberg University. If a member from the women’s fraternity in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled. The offices of Assistant Recruitment Chair, Treasurer, Secretary, Public Relations Chair and Assistant, Programming Chair and Assistant of the Wittenberg University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office, that nominee shall be declared elected.

Section 4. Office-Holding Limitations
No more than __3__ member(s) from the same women’s fraternity shall hold office during the same term.

Section 6. 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 the end of January.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Any officer failing to perform her duties as outlined shall resign and a successor will be designated by election or as provided in Article III, Section 3. Any officer may be removed from office for neglect of duties, as listed
in the constitution, for not meeting eligibility requirements, not maintaining the required GPA, and/or for conduct not benefitting an officer of the Panhellenic Association.

Any member may initiate removal procedures by written notice to the Advisor, President, or Chief Justice. At least one (1) week prior to the vote, the Panhellenic Judicial Council will notify the Council and officer in question.

A chapter vote by each sorority is required for the removal of the member, followed by an appeal to the Panhellenic Judicial Council by the member in question.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

If a vacancy occurs in an executive office position, it shall be filled by the appointment of the Executive Board.

If a vacancy occurs within a rotating executive officer position, it shall be the responsibility of the concerned sorority to select a replacement within two (2) weeks and to notify the Panhellenic Council Recording Secretary.

A. President

Minimum Qualifications: rising Junior and one year of Formal Recruitment

Duties:

She must have an overall responsibility for the operation of the Panhellenic Association.

Call and preside at all meetings of the Panhellenic Association and Council.

Call and preside at all meetings of the Executive Board.

Report as required to the National Panhellenic Conference (NPC) Area Advisor.

Maintain a complete and up-to-date President’s file which will include: a copy of the current Wittenberg Panhellenic Association Constitution and By-Laws; the current Panhellenic Association budget; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor; and other pertinent materials.

Act as a representative of the Panhellenic Association to the administration and faculty of Wittenberg University.

Supervise an Officers’ Training Program for all new officers.

Must disassociate from respective sorority through the entirety of formal recruitment.

Attend all Presidents’ Round Table meetings.

Perform all other duties as assigned and pertaining to the office.

B. Vice President of Philanthropy

Minimum Qualifications: rising Junior and one year of Formal Recruitment

Duties:

Perform the duties of the President in her absence, inability to serve, or at her call.

Assist President with the Officers’ Training Program.

Coordinate philanthropic efforts.

Record service hours and philanthropic donations for each sorority.

Compile a report and submit it to the Greek Advisor.

Create programs and philanthropic projects for all Greek organizations to participate, increasing enthusiasm and involvement in Greek Life on Wittenberg University campus.

Perform all other duties as assigned and pertaining to the office.

C. Vice President of Scholarship

Duties:
Coordinate scholarship efforts.
Hold at least one Scholarship Round Table each semester.
Coordinate Greek Awards banquet.
Perform all other duties as assigned and pertaining to the office.

D. Chief Justice
Minimum Qualifications: rising Junior and one year of Formal Recruitment
Duties:
Act as chairperson for Panhellenic Judicial Council hearings which deal with alleged recruitment infractions.
Notify sorority judicial representatives when there is a Panhellenic Judicial Council hearing.
Educate chapters on procedures and rules of the Wittenberg Panhellenic Association and Wittenberg Student Code of Conduct.
Conduct revisions of the Wittenberg Panhellenic Association Constitution and By-Laws every year.
Must disassociate from respective sorority through the entirety of formal recruitment.
Perform all other duties as assigned and pertaining to the office.

E. Recruitment Chairman
Minimum Qualifications: rising Junior and one year of Formal Recruitment
Duties:
Coordinate and oversee Panhellenic council-approved recruitment policies.
Conduct annual revisions of recruitment rules.
Assist Panhellenic Judicial Council with Recruitment policies.
Establish a recruitment calendar with the recruitment chairs and advisors of each chapter.
Prepare a recruitment Compact and presentation.
Work with the Assistant General Recruitment Chairman in the planning and implementation of the Rho Gamma program.
Must disassociate from respective sorority through the entirety of formal recruitment.
Perform all other duties as assigned and pertaining to the office.

F. Assistant Recruitment Chair
Minimum Qualifications: rising Junior and one year of Formal Recruitment
Duties:
Assist and support the Recruitment Chairman in all capacities stated above.
Plan and implement the Rho Gamma program.
Assist the General Recruitment Chairman and Public Relations Chairman with the publicity of promoting Panhellenic Recruitment.
Must disassociate from respective sorority through the entirety of formal recruitment.
Perform all other duties as assigned and pertaining to the office.

G. Recording Secretary
Minimum Qualifications: rising sophomore and one year of Formal Recruitment
Duties:
Keep an up-to-date roster of the members of Panhellenic Association and keep track of attendance in council meetings.
Keep current statistics and rosters concerning the number of initiated members and new members of each Panhellenic Association member sorority.
Keep full minutes of all meetings of the Wittenberg Panhellenic Association and the Panhellenic Council.
Send copies of these minutes to Panhellenic Association, alumnae advisors, Student Senate Greek Liaison, and specified faculty and administrative personnel. Keep a record of all action taken by the Executive Board.
Maintain a complete and up-to-date file which will include: the minutes of the meetings of the Wittenberg Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; all other current correspondence.
Be responsible for the official correspondence of the Panhellenic Association unless informed otherwise. Notify the Chief Justice of any attendance requirements not being followed. Perform all other duties as assigned and pertaining to the office.

H. Treasurer
Minimum Qualifications: rising sophomore and one year of Formal Recruitment
Duties:
Be responsible for the general supervision of the finances of the Wittenberg Panhellenic Association.
Be responsible for the preparation and implementation of an annual budget, and following its approval by the Panhellenic Council, for providing a copy to each Wittenberg Panhellenic Association member sorority.
Receive all payments due to the Panhellenic Association and collect all dues.
Be responsible for the prompt payment of all bills of the Wittenberg Panhellenic Association.
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 the term of office, and make timely deposits of received payments.
Prepare a budget for Student Senate funding. Make additional money requests from Senate or Tiger Fund as needed.
Attend budget hearing meetings through Wittenberg University, along with Treasurer Workshops.
Perform all other duties as assigned and pertaining to the office.

I. Public Relations Chairman
Minimum Qualifications: rising sophomore and one year of Formal Recruitment
Duties:
Publicize all Panhellenic events.
Send out letters of “congratulations”, “thank you’s, and any other formality to the Wittenberg community.
Maintain the Wittenberg Panhellenic website, Wiggio, and Facebook pages.
Work with the General Recruitment Chairman and the Assistant Recruitment Chairman on the developments of a comprehensive market plan for Recruitment.
Publicize all Recruitment events.
Maintain communication with the IFC Public Relations Chair and meet at least twice a semester.
Perform all other duties as assigned and pertaining to the office.

J. Programming Chairman
Minimum Qualifications: rising sophomore and one year of Formal Recruitment
Duties:
Plan and coordinate the Panhellenic programs for the entire year. Major emphasis is placed on supporting Panhellenic education programs, leadership development programs, and special projects.
Serve as the head of the Greek Week Committee with the Interfraternity Council Special Projects Chairman.
Assist with campus-wide activities that promote a positive image of Greek life and the support of non-Greek life as well.
Update and maintain the officer notebook and evaluate all programs and projects she supervises.
Perform all other duties as assigned and pertaining to the office.

K. Recruitment Supervisors/Rho Gammas
Minimum Qualifications: at least one year of Formal Recruitment and the ability to attend all Formal Recruitment functions, along with mandatory training sessions

Duties:
Promote a positive attitude toward the Greek Community and an understanding of the benefits of sorority affiliation, and emphasize the similarities in ideals and goals of all women’s fraternities.
Explain and help with the mechanics of Formal Recruitment.
Lead a selected group of students through the Recruitment process in its entirety.
Must disassociate from respective sorority through the entirety of Formal Recruitment.
Promote an understanding and explanation of the mutual selection process.
Designate times for counseling and helping potential Greek members.
Perform all other duties as assigned and pertaining to the position.

Article V. The Panhellenic Council
Section 1. Authority
The governing body of the Wittenberg 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 Wittenberg University Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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.
It shall be the duty of the Judicial Hearing Board to deal with violations of Formal Recruitment rules, the Constitution, and By-Laws of Wittenberg Panhellenic Association.

Section 2. Composition and Privileges
The Wittenberg University Panhellenic Council shall be composed of one delegate from each regular, provisional and associate member group at Wittenberg University as 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 alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.
Composition
The Panhellenic Judicial Council (PJC) shall be composed of one appointed woman per chapter, excluding those members representing the sorority/sororities involved in a particular case. The appointed woman must be a voting member in good standing for one (1) calendar year with a cumulative grade point average of 2.5.
The PJC shall be chaired by the Chief Justice. If the Chief Justice does not feel she can perform her duties without bias, or if the sorority with which the Chief Justice is affiliated is involved with the case at hand, the hearing will be chaired by the President.
The Greek Advisor to the Panhellenic Council shall function as a consultant to the PJC to ensure due process before and during the hearing.

Section 3. Selection of Delegates and Alternates
Delegates to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than the end of January.

Section 4. DELEGATE VACANCIES.
When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two (2) weeks and to notify the Panhellenic Council Recording Secretary of her name,
address and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the fraternity concerned shall send an alternate delegate to fulfill the duties of the delegate in all cases.

Section 5. Regular Meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester. Meetings will be held weekly on Thursday between 4pm-8pm.

Section 7. 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 the Wittenberg 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 waiver of said notice.

Section 8. Quorum
Two-thirds of the delegates from the member fraternities of the Wittenberg University Panhellenic Association shall constitute a quorum for the transaction of business.

The voting members of the Panhellenic Council shall be the delegates of each fraternity holding Regular membership. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting or a proxy vote provided to the Council President in advance and in writing.

Two-thirds of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to determine quota and to establish total chapter size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.

Section 9. Vote Requirements
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.

A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

VOTING. The voting body of the Wittenberg University Panhellenic Association shall be its Panhellenic Council. VOICE. The alternate delegates and alumnae members shall have voice but no vote.

Article VI. The executive board

Section 1. Composition
The composition of the Executive Board shall be of the President, Vice President Philanthropy, Chief Justice, Recruitment Chairman, Vice President Scholarship, Assistant Recruitment Chairman, Recording Secretary, Treasurer, Programming Chairman, Assistant Programming Chairman, Public Relations Chairman, and Assistant Public Relations Chairman. The Executive Board shall:

Administer routine business between meetings of the Panhellenic Association 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 of the Panhellenic Association through the Recording Secretary and record the action in the minutes of that meeting.
Act upon discrepancies in the stated policies.

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 secretary, 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 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 the Executive Board.

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 Wittenberg University Panhellenic Association shall be appointed by Wittenberg University Administration

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the Wittenberg 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
The standing committees of the Wittenberg University Panhellenic Association shall be the Judicial and Membership Recruitment Committees.

Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership
The [Executive Board In the absence of a separate executive board, the Panhellenic council appoints the members and chairmen of all committees. shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize
fair representation from all member women fraternities as much as possible. The president shall be ex officio a member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board
The judicial board shall consist of the Chief Justice as chairman and 1 member from each chapter. The Panhellenic advisor shall serve as a nonvoting 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. 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 [name of institution] Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless 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 a chairman and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. 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. Greek Week Committee
The Greek Week Committee shall consist of the Programming Chair in collaboration with her IFC counterpart and also other greek members. This committee will be responsible for recruiting, training and overseeing of the Greek week committee. The advisor may attend meetings and have a voice, but no vote.

Article IX. Finances
Section 1. Fiscal Year
The fiscal year of the Wittenberg Univeristy Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts
Dual signatures of the [name the offices, such as the president and the treasurer, or the treasurer and Panhellenic advisor, or some other protective arrangement] shall be required to bind the Wittenberg Univeristy Panhellenic Association on any contract.
http://www5.wittenberg.edu/administration/student_involvement/Student_Activities/stu_org_guidebook/section3.html

Section 3. Checks
All checks issued on behalf of the Wittenberg Univeristy Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures:
• Contracts
The signature of the Director of Student Activities shall be required to bind the Wittenberg Panhellenic Association. In absence of the Director of Student Activities, the Dean of Students or his/her designee will sign.

Payments
All payments due to the Wittenberg Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Wittenberg University.

Membership Dues
Amount. The dues of each Panhellenic Association member sorority shall be an assessment per member and new member. Membership dues will be voted upon by the Panhellenic Council. The current fees are $10.00 for all members per semester.
Time payment. Dues shall be paid following both informal and formal recruitment at a date designated by the Treasurer. This date will be within one month of the end of any scheduled recruitment.
Money for Greek Week will be collected during the semester which Greek Week occurs. The amount will be determined by the Panhellenic Council and Interfraternity Council Treasurers and assessed on a per member basis.
Penalty. A fine of $35.00 will be collected if the dues (Panhellenic or Greek Week) are not paid by the due date, unless a payment plan is approved by the Treasurer.

Section 4. Payments
All payments due to the Wittenberg University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Wittenberg University Panhellenic Association.

Section 5. Dues
NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

Panhellenic Association membership dues shall be an assessment per member and new member.
The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
The dues of each Panhellenic Association member fraternity shall be payable on or before 3 weeks from due date set by vice president of finance.

Section 6. Fees and Assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article X. Extension
Section 1. Extension is the process of adding an NPC women’s fraternity.
The Wittenberg 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. Resolutions
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 Wittenberg 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.

Section 3. Judicial process
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Wittenberg University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

Procedures for Filing Charges
• When a sorority believes an infraction may have occurred, a written report of the incident signed by the accusing party/parties must be submitted to the Chief Justice (accusing party’s name to be withheld from the accused) with two (2) copies to the accused sorority within twenty-four (24) hours after the alleged infraction is known, but no more than ten (10) days after it has occurred.
• The Chief Justice will notify all participants of the time, location, and the date of the hearing, and will collect evidence.

Mediation. Mediation is the first step of the judicial process. The Wittenberg University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

Judicial board hearing. 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.

The Chairman shall call the meeting to order.
• Introduce all participants.
• State: “Any member who feels undue bias, either from friendship or prior knowledge of the case, is asked to step down at this time.”
• The Chairman shall read the charges.
• Cite the appropriate rule.
• Ask the defendant(s) to enter plea(s) of guilty or not guilty.
• Specify the charges by giving all pertinent evidence and written statements.
• The defendant(s) shall present her version of the incident.
• PJC shall question the defendant(s).
• Defendant(s) shall give a closing statement.
• Council shall convene to reach a verdict. In the event of a guilty finding, a sanction will be reached. Suggested sanctions are as follows:
  • A warning, which is written notice to the chapter that they were found guilty of the allegation(s) and that any further violations by the sorority or sorority members may lead to more serious sanctions by the Panhellenic Judicial Council.
  • “Probation without restrictions” is defined as a specific period of time during which the chapter is expected to conform to all established policies.
and regulations of Panhellenic Council and of Wittenberg University, and participate fully in all Panhellenic meetings and Panhellenic-sponsored activities. If the chapter has a social or event, they will be up for observation by a member of Panhellenic Council. Any other further violations during this probationary period are grounds to lengthen the period of probation or to impose specific restrictions with probation.

- “Probation with restrictions” is defined as a specific period of time during which a sorority must conform to all established policies and regulations of Panhellenic Council and Wittenberg University, participate fully in all Panhellenic meetings and Panhellenic-sponsored activities, and comply with conditions specified by the Panhellenic Council. Such conditions may include, but are not limited to, suspension of right to participate in intramural sports, participate in Panhellenic-sponsored social events, and other conditions or restrictions deemed appropriate by the Panhellenic Judicial Council. There will also be a restriction of chapter sponsored socials and events during this probation.

- Failure to comply with a sanction will result in the matter being referred to the Panhellenic Judicial Authority for review and/or further action.

**Appeal of judicial board decision.** A decision of the judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The Wittenberg University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the *Manual of Information*.

**Appeals**

- Provisions for appeal are:
  - Violation of due process
  - New evidence
  - Unfair sanctions as determined by the Panhellenic Judicial Council
- Upon receipt of the decision of the PJC, the penalized individual(s) shall have forty-eight (48) hours to submit a request for an appeal based upon any of the provisions for appeal to the Panhellenic President and Panhellenic Advisor.
- An accepted appeal shall proceed to the Panhellenic Judicial Authority, and appellate court consisting of at least five (5) sorority presidents. The Chief Justice shall act as the chair of the hearing, unless she feels she cannot perform this duty without bias. The hearing shall proceed in the same manner as a Panhellenic Judicial hearing.

**Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

**Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the [name of institution] 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.
Standing Rules

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

http://www5.wittenberg.edu/administration/student_development/hazingpolicy.html
http://www.ohsaa.org/RTG/Resources/hazing/Law.htm

This constitution may be temporary suspended with a unanimous approval by the Wittenberg University member fraternities and cannot supersede the National Panhellenic Conference UNANIMOUS AGREEMENTS.

Article XII. Ratification

This by-laws shall go immediately into effect upon ratification by two-thirds (2/3) of the members of the Council.

Article XIII. Rules of Order