Constitution of the
Valparaiso University Panhellenic Council

Approved May 1998
Revised March 2013

Article I - Name

1. The name of this organization shall be the Valparaiso University Panhellenic Council.

Article II - Object

1. The object of the Valparaiso University Panhellenic Council shall be to develop and maintain fraternity/sorority life and interfraternal relations at a high level of accomplishment and in doing so to:
    a. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
    b. Promote superior scholarship as basic to intellectual achievement.
    c. Cooperate with member fraternities/sororities and the University administration in concern for maintenance of high social and moral standards.
    d. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
    e. Act in accordance with such rules established by the Valparaiso University Panhellenic Council as do not violate the sovereignty, rights, and privileges of member fraternities.

Article III - Membership

1. There shall be two classes of membership: Regular and Associate.
2. The Regular membership of the Valparaiso University Panhellenic Council shall be composed of all member organizations in good standing with the National Panhellenic Conference organization at Valparaiso University.
3. The Associate membership of the Valparaiso University Panhellenic Council shall be composed of all member organizations in good standing with the National Panhellenic Conference colonies or non-National Panhellenic Conference sorority chapters.
4. Both Regular and Associate members must maintain a semester GPA of 2.5 or greater; any chapter failing to attain this standard will be subject to review of the Fraternity and Sorority Judicial Board.

Article IV - Officers

1. The officers of the Valparaiso University Panhellenic Council shall be President, Vice President of Operations, Vice President of Recruitment, Vice President of Programming and Vice President of Public Relations.
    a. Ex-officio Officers of the Council include: Fraternity and Sorority Judicial Board Chief Justice, Fraternity and Sorority Risk Management Chair, and the Head Recruitment Counselor.
2. The officers shall be delegates from fraternities/sororities holding regular membership in the Valparaiso University Panhellenic Council. Delegates from fraternities/sororities holding associate membership shall not be eligible to hold elected or ex-officio offices.
3. All officers must be active members of a National Panhellenic Conference fraternity/sorority.

4. The officers shall serve for a term of one year, to being immediately following the formal recruitment period in January of each year.
5. Any officer failing to perform her duties as outlined, or is no longer academically eligible, shall be removed and a successor be designated by election.

Article V - Meetings

1. **Regular**. The Valparaiso University Panhellenic Council shall hold bi-monthly meetings, if applicable.
2. **Special**. A special meeting of the Valparaiso University Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity/sorority of the Valparaiso University Panhellenic Council.
3. The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter of all regular and special meetings of the Valparaiso University Panhellenic Council.

Article VI - The Panhellenic Council

1. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Valparaiso University Panhellenic Council and to compile rules governing the Panhellenic Council, including recruitment, which do not violate the sovereignty, rights, and privileges of member fraternities.
2. **Membership**. The Valparaiso University Panhellenic Council shall be composed of one delegate, and one alternate delegate from each regular member fraternity/sorority colonies, inter/national chapters, and only one delegate from each associate sorority chapter at Valparaiso University.
3. **Selection of Delegates**. Delegates in the Panhellenic Council shall be selected by their respective fraternity/sorority or local sorority chapter to serve for a term of one year. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.
4. **Delegate Vacancies**. When a delegate vacancy occurs, it shall be the responsibility of the fraternity/sorority concerned to select a replacement within two weeks and to notify the Panhellenic Council Vice President of Operations of her name, address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases, except that of President. The Vice-President shall fulfill the duties of President.
5. **Officers**. The officers of the Valparaiso University Panhellenic Council shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as prescribed in the Bylaws of the Valparaiso University Panhellenic Council.
6. **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.
7. **Quorum**. Two-thirds of the member fraternities/sororities shall constitute a quorum for the transaction of business of the Panhellenic Council.
8. **Voting.** The voting members of the Panhellenic Council shall be 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 a delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing she has been approved by the Council President prior to the meeting.
    a. Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules, to establish Total Chapter size and to add a chapter. A majority vote shall be required to carry all other questions.
    b. The Fraternity/Sorority Presidents and Panhellenic Advisor shall have voice but no vote.

Article VII - Panhellenic Advisor

1. The Panhellenic Advisor shall be appointed by the University administration.
2. The Panhellenic Advisor shall serve in an advisory capacity to the Valparaiso University Panhellenic Council.

Article VIII - Standing Committees

1. Such Standing Committees and special officers as may be necessary to carry out the work of the Valparaiso University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

Article IX - Unanimous Agreements and Policies

1. All members of the Valparaiso University Panhellenic Council shall act in accordance with the fundamental policies established by the National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council).
2. All Valparaiso University Panhellenic Council rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

Article XI - Violations

1. Violation of any regulations of this Constitution or its related Bylaws, of recruitment rules, of rules concerning matters other than recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS (the Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions and the Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the Valparaiso University Panhellenic Council in conformity with those recommended by the National Panhellenic Conference (see College Panhellenic Agreement).
2. Any dispute growing out of the violations of the Panhellenic Council rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

Article XII - Rules of Order

1. The Valparaiso University Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

Article IX - Amendments

1. This Constitution may be amended by a two-thirds vote of the voting members of the Valparaiso University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Bylaws of the Valparaiso University Panhellenic Council

Approved May 1998
Revised March 2013

Article I - The Executive Board

1. The Executive Board shall:
    a. Appoint all Standing and Special Committees and their Chairpersons and, in making these appointments, recognize representation from all member fraternities/sororities.
    b. Administer routine business between meetings of the Valparaiso University Panhellenic Council when advisable and other such business as has been approved for action by Valparaiso University Panhellenic Council vote.
    c. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice President of Operations and record the action in the minutes of that meeting.

Article II - Selection of Officers

1. The elected officers on the Valparaiso University Panhellenic Council must have and maintain a 2.75 cumulative grade point average as required by Valparaiso University. If at any point during her term of office an officer falls below a 2.75 cumulative GPA, the officer will be removed from her position and an election for a new officer will take place.
2. Two representatives of the same fraternity/sorority cannot hold Executive Board positions at the same time unless otherwise approved by the Valparaiso University Panhellenic Council.
3. All elected officers shall be chosen by a majority vote of the Valparaiso University Panhellenic Council at the end of the fall semester.
4. The order of elections shall run: President, Vice President of Operations, Vice President of Recruitment, Vice President of Programming and Vice President of Public Relations.
5. Panhellenic Executive Board members may not hold the following positions within their chapter: President, Vice President, Formal Recruitment Chair, Recruitment Chair, Panhellenic Delegate, or their equivalents, due to a conflict of interest.
6. Panhellenic Officers may be removed from their position for failure to fulfill position expectations by a 2/3 vote of the Executive Board.
7. If a vacancy occurs during the second semester of office, the Executive Board will appoint a replacement that is confirmed with a (2/3) majority vote at the following regular meeting.

Article III - Officer Duties

1. The President shall:
    a. Have overall responsibility for the operation of the Panhellenic Council.
    b. Call and preside at all regular and special meetings of the Valparaiso University Panhellenic Council.
    c. Preside at all regular and special meetings of the Panhellenic Council and call and preside at its special meetings.
    d. Call and preside at all meetings of the Panhellenic Executive Board.
    e. Review, approve and sign all Panhellenic checks and contracts involving the Valparaiso University Panhellenic Council.
    f. Serve as member ex-officio of all Panhellenic Council Committees with voice but no vote.

g. Report as required to the National Panhellenic Conference Area Advisor.
h. Maintain a complete and up-to-date President's file which will include a copy of the current Valparaiso University Panhellenic Council Constitution, Bylaws and Standing Rules, the current Panhellenic Council 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.
i. Perform all other duties usually pertaining to this office.

2. The Vice President of Operations shall:
    a. Keep an up-to-date roll of the members of the Panhellenic Council and call at every meeting.
    b. Keep current statistics concerning the number of initiated members and new members of each Valparaiso University Panhellenic Council member fraternity/sorority.
    c. Keep full minutes of all meetings of the Valparaiso University Panhellenic Council, the Panhellenic Council, and a record of all action taken by the Executive Board.
    d. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
    e. Maintain the calendar of Panhellenic Council and notify all Executive Board members of regular scheduled meetings or events.
    f. Chair the Academic and Scholarship Chair Roundtable.
    g. Provide annual programming in the area of academic achievement to officers and members.
    h. Inform members of the Panhellenic Council of scholarship opportunity and other academic information.
    i. Be responsible for the general supervision of the finances of the Valparaiso University Panhellenic Council.
    j. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, providing a copy to each Valparaiso University Panhellenic Council member fraternity/sorority.
    k. Receive payments due to the Panhellenic Council, collect all dues, and give receipts.
    l. Be responsible for the prompt payment of all bills of the Valparaiso University Panhellenic Council.
    m. Co-sign Panhellenic Council contracts when authorized to do so.
    n. Maintain a complete and up-to-date file which will include the minutes of the meetings of the Valparaiso University Panhellenic Council and its Panhellenic Council from date of its organization, copies of all contracts made by the Panhellenic Council, and current correspondence. 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.
    o. Perform all other duties usually pertaining to this office.

3. The Vice President of Recruitment shall:
    a. Perform the duties of the President in her absence, inability to serve, or at her call.
    b. Prepare and distribute copies of the most current recruitment rules and proposals as approved by the Valparaiso University Panhellenic Council to each fraternity/sorority Recruitment Chairperson prior to formal recruitment.
    c. Hold fraternity/sorority Recruitment Chairperson meetings as deemed necessary by the Executive Board.

d. Communicate with each Recruitment Chairperson, especially during formal recruitment, and relay any sentiments or problems to the Executive Board.
e. Distribute any fraternity/sorority financial sheets approved by the Executive Board during formal recruitment.
f. Compile the pamphlets used during formal recruitment.
g. Distribute any special information announcements to fraternity/sorority Recruitment Chairpersons as deemed necessary by Executive Board.
h. Organize and coordinate a formal recruitment evaluation workshop and/or survey upon the conclusion of formal recruitment.
i. Chair the Membership Selection (Recruitment) Committee.
j. Supervise the Head Recruitment Counselor to be appointed by the Executive Board.
k. Maintain a complete and up-to-date file that shall include a copy of all recruitment rules, chapter member numbers, fraternity/sorority financial obligations, and any other material pertaining to recruitment and her office.
l. Perform all other duties pertaining to this office.

4. The Vice President of Programming shall:
    a. Coordinate all educational programs sponsored by the Panhellenic Council
    b. Coordinate and distribute materials helpful in the preparation of good membership development programs for member organizations.
    c. Advise and work with the Interfraternity Council in the leadership and development of educational programs that will tailor to new member classes.
    d. Meet with the chapter membership development and new member educators as needed.
    e. Work with the individual chapters and community service chairs to develop a strong philanthropy and community service program.
    f. Aid in the recognition process for outstanding philanthropic and community service activities.
    g. Advise and work with the Interfraternity Council in the leadership and development of service projects that will benefit the Valparaiso community.
    h. Maintain a complete and up-to-date officer file which will include a copy of the current Valparaiso University Panhellenic Council Constitution, Bylaws and Standing Rules, the current Panhellenic Council budget, the current NPC Manual of Information and related materials, and other pertinent materials.
    i. Perform all other duties pertaining to this office.

5. The Vice President of Public Relations shall:
    a. Coordinate all advertising and public information for the Panhellenic Council.
    b. Manage the Panhellenic Council website and all other social media outlets used by the Council.
    c. Meet with the chapter public relations and communication chairs as needed.
    d. Work with the individual chapter public relations and communications chairs to ensure a positive public image of sorority membership and sorority life.
    e. Monitor and provide specific feedback regarding individual chapter websites and other social media outlets connected to member organizations of the Panhellenic Council.Advise and work with the Interfraternity Council in the leadership and development of informational materials that promote membership, the value of membership, and other basic information regarding the Valparaiso University fraternity and sorority community.
    f. Maintain a complete and up-to-date officer file which will include a copy of the current Valparaiso University Panhellenic Council Constitution, Bylaws and Standing Rules, the

current Panhellenic Council budget, the current NPC **Manual of Information** and related materials, and other pertinent materials.

g. Perform all other duties pertaining to this office.

Article IV - Standing Committees

1. The Standing Committees of the Valparaiso University Panhellenic Council shall be: Membership Selection (Recruitment), Public Relations and Programming Committee.
    a. Committees to be considered depend upon size and needs of each Valparaiso University Panhellenic Council. The Standing Committees shall serve for a term of one year. Such term of office to begin no later than the first of February.
    b. A committee chairperson or member may be appointed to serve a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairpersons (if one is not already appointed) and members.

2. Membership Selection (Recruitment) Committee.
    a. The Membership Selection Committee shall consist of the Vice-President of Recruitment, who will serve as chairperson and the recruitment chairperson from each chapter.
    b. This committee shall be responsible for all Valparaiso University Panhellenic Council matters related to Membership Selection (recruitment). This committee shall be responsible for reviewing and developing Membership Selection (recruitment) rules, submitting them for discussion and approval to the Panhellenic Council before the end of the fall semester, and distributing copies of them when approved to the delegates of the member fraternities/sororities. Following each Membership Selection (recruitment) period, the chairperson of this committee shall present a full report, including recommendations, to the Valparaiso University Panhellenic Council.

3. Public Relations Committee.
    a. The Public Relations Committee shall consist of the Vice President of Public Relations who shall serve as chairperson and no less than six members.
    b. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Valparaiso University Panhellenic Council. This committee shall work closely with the Executive Board and all committees to make certain that the administration, faculty, and campus and news media is kept informed about the Valparaiso University Panhellenic Council.

4. Programming Committee
    a. The Programming Committee shall consist of the Vice President of Programming who will serve as chairperson and no less than four members.
    b. The Programming Committee shall be responsible for the selection of topics for the educational programs sponsored by the Valparaiso University Panhellenic Council. The Programming Committee shall be responsible for staying abreast of the educational requirements of each chapter as well as the Council's requirements from the National Panhellenic Conference.

Article V. Finance

1. **Fiscal Year.** The fiscal year of the Valparaiso University Panhellenic Council shall be from July 1 through June 30 inclusive.
2. **Budget:** The Director of Operations, in combination with the Panhellenic Advisor, shall formulate a budget for the upcoming fiscal year. This budget shall be subject to the approval of the general body of the Panhellenic Council, and a monthly report will be provided.
3. **Contracts.** The signatures of the President and Vice President of Operations shall be required to bind the Valparaiso University Panhellenic Council.
4. **Checks.** All checks issued on behalf of the Valparaiso University Panhellenic Council shall be signed by the President, Advisor and/or Vice President of Operations.
5. **Payments.** All payments due to the Valparaiso University Panhellenic Council shall be made to the Vice President of Operations, who shall record them. Checks for payments shall be made payable to the Valparaiso University Panhellenic Council.
6. **Membership Dues.**
    a. **Amount**. The dues of each Panhellenic Council member fraternity/sorority shall be an assessment per member and new member. The amount of such dues shall be determined annually by Valparaiso University Panhellenic Council, to be implemented in the fall and spring semesters. ($12.00 per member)
    b. **Time of Payment.** The dues of each Valparaiso University Panhellenic Council member fraternity shall be payable on or before the fourth meeting of the semester.
    c. **Payment Plans.** Should a member organization not be able to pay dues at the time outlined above, the chapter may work with the Vice President of Operations to establish a payment plan and sign a promissory note.
    d. Those fraternities/sororities who fail to pay their dues will be subject to the Fraternity and Sorority Judicial Board.
7. **Fines**. Any sorority delegate or President whom misses a Panhellenic meeting without prior notification to the Vice President of Operations and fails to send a replacement delegate will have their chapter fined $15.00 for each incident. (Emergencies are the exception) In the circumstance whereupon the meeting calls for a vote, the fine will be doubled to $30.00. Any chapter whose representative misses a committee meeting, including standing committees, will have their chapter fined $15.00. Any chapter that fails to meet a deadline of Panhellenic will be fined $15.00 everyday until the deadline has been met. Fines for recruitment are outlined in the Valparaiso University Panhellenic Recruitment Guidelines. Fines will be totaled by the Vice President of Operations and distributed at the end of each month. The payment will be due in full at a date to be announced by the Vice President of Operations.
8. **Alcohol**. No Panhellenic funds shall be used to purchase alcohol nor be used to provide for social events where alcohol is present.
9. **Reserves:** The Panhellenic Council will maintain a reserve account to equal 30% of the annual council budget. Spending below this amount will require a full vote by the membership of the Panhellenic Council.

Article VI - Administration of Membership Selection

1. As a requirement of Valparaiso University, a spring, deferred recruitment shall be held. First year students interested in formal membership recruitment must completed 12 credits at Valparaiso University or have transferred 12 credits into Valparaiso University.
2. As required by Valparaiso University, all women interested in participating in recruitment must have a 2.5 cumulative grade point average.

3. The National Panhellenic Conference Quota-Total system shall be followed.
4. The preferential bidding system shall be used.
5. Except during the formal recruitment period, continuous open bidding shall be in effect during the school year (fall through spring) for all eligible women.
6. Chapters which do not fill basic quota during formal recruitment may continue to bid and pledge to quota in continuous open bidding even though reaching quota puts them over Total.
7. All membership selection events shall be held in the chapter rooms, campus facilities, or Executive Board approved sites.
8. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total, set at 53. Chapter Total will automatically adjust to average chapter size following the spring formal recruitment period for the remainder of the spring semester.
    a. A list of new, initiated and affiliated members shall be filed with the President of the Panhellenic Council and the Panhellenic Advisor on the first day of classes in each semester.
    b. Any depledging, termination, or other change in members shall be reported to the President of the Panhellenic Council and the Panhellenic Advisor no later than twenty-four hours after it has occurred.
9. Summer Contacts. The Panhellenic Executive Board has the ability to make summer contact with incoming students in order to relay general information concerning the Valparaiso University Panhellenic Council.

Article VII - New Member Education and Initiation

1. A woman must be a regularly matriculated student to be eligible for recruitment and new member education and at least a second semester first year student, defined as having completed 12 credit hours.
2. A Panhellenic Council member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
3. A new member may be initiated whenever she has met the requirements of the fraternity/sorority to which she has joined.
4. Each sorority new member class must obtain a semester GPA of 2.5 or greater; any chapter failing to attain this standard will be subject to review of the Fraternity and Sorority Judicial Board.

Article VIII - Hazing

1. Hazing is defined as "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form, creation of excessive fatigue, physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."
2. All forms of hazing, bid day and/or pre-initiation activities which are defined as hazing shall be banned.

Article IX - Extension

1. When all NPC chapters at Valparaiso University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
2. Such a chapter shall be organized through the Valparaiso University colonization process by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.
3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those which have filed letters expressing an interest in the campus.

Article X. Amendment

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

Article XI - Addendums

1. Valparaiso University Standards and Expectations for Fraternities and Sororities
2. Valparaiso University Fraternity and Sorority Judicial Board Guidelines
3. Valparaiso University Fraternity and Sorority Risk Management Guidelines
4. Panhellenic Council Recruitment Regulations and Guidelines
5. Valparaiso University Fraternity and Sorority Expansion Guidelines