

ASHLAND UNIVERSITY
PANHELLENIC CONSTITUTION
ASSOCIATION



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Constitution of Ashland University Panhellenic Association

ARTICLE I- NAME

The name of this organization shall be the Ashland University Panhellenic Association. In Panhellenic usage “Association” is used to indicate all sorority women. The term “Council” is used to indicate the administrative body of the Association.

ARTICLE II- OBJECT

The object of the Panhellenic Association shall be to develop and maintain fraternity/sorority life and interfraternal 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 fraternities/sororities 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, resolutions, and policies.
5. Act in accordance with all rules established by Panhellenic Council as do not violate the sovereignty, rights, and privileges of member fraternities/sororities.

ARTICLE III- MEMBERSHIP

The regular membership of the Ashland University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities/sororities at Ashland University.

ARTICLE IV- THE PANHELLENIC COUNCIL

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

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

1. The Ashland University Panhellenic Council shall be composed of members from the National Panhellenic Conference fraternity/sorority chapters at Ashland University. The Panhellenic Executive Council positions will be open to any chapter member in good standing.
2. Each chapter will also provide a delegate to serve as a liaison between the Panhellenic Council and her respective chapter but she will not serve as a member of the Panhellenic Council.
 - a. The voting members of the Panhellenic Council shall be the chapter delegates of each fraternity/sorority on issues and concerns pertaining to the entire Panhellenic community.
 - b. If the designated delegate is not able to attend, an alternative delegate may serve in her place. This alternative delegate may not be currently serving on the current Panhellenic Council and cannot be the current respective chapter president.
3. A simple majority of the member fraternities/sororities shall constitute a quorum for the transaction of business.
4. Procedure for voting:
 - a. Matters regarding the Panhellenic community shall be determined through a chapter vote. The Panhellenic Council shall vote only on matters pertaining only to the Panhellenic Council, with the exception of the Panhellenic President.
 - b. A simple majority of the voting members of Panhellenic Council shall be required to establish recruitment rules.
5. All those in attendance have a voice, but only those with the power to vote, as stated above, may vote. Once the vote has been casted, there will be

no further debate.

ARTICLE V- PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by:
 - a. The administration -or-
 - b. The Panhellenic Council -or-
 - c. The Alumnae Advisory Council (if applicable)
2. S/he shall serve in an advisory capacity to the Ashland University Panhellenic Council. (It is recommended that s/he have experience as a Panhellenic Advisor or be a member of an NPC/NIC/NPHC/NMGC member organization).
3. If Panhellenic Council feels there is a need to have two Panhellenic Advisors, an additional advisor shall be appointed through the procedure listed above.

ARTICLE VI- MEETINGS

1. *GENERAL*- The Ashland University Panhellenic Council shall hold regular bi-monthly general meetings. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each semester. These meetings are open to the entire campus community.
2. *EXECUTIVE*- The Ashland University Panhellenic Executive Council shall hold regular meetings on a weekly basis.
3. *SPECIAL*- A special meeting of the Ashland University Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member fraternity/sorority at Ashland University. Twenty-four (24) hours' notice must be given to all parties involved and the meeting can only be held if the Panhellenic Association advisor is present.
4. The Panhellenic Vice President of Operations shall be responsible for notifying all Panhellenic delegates and alternative delegates of all meetings of the Ashland University Panhellenic Council.
5. The delegate from each fraternity/sorority shall be responsible for notifying her

chapter members of all meetings of the Ashland University Panhellenic Council.

6. Chapter delegates are required to attend all general meetings of the Panhellenic Council. Please review Article VI for procedure in the case of a delegate vacancy. If the designated delegate is not able to attend, an alternative delegate may serve in her place. This alternative delegate may not be currently serving on the current Panhellenic Council and cannot be the current respective chapter president.

ARTICLE VII- COMMITTEES

Such ad hoc committees and special chairpersons as may be necessary to carry out the work of the Ashland University Panhellenic Council shall be appointed by its executive board to serve during the tenure in office of the board which appoints them.

ARTICLE VIII- UNANIMOUS AGREEMENTS

1. All members of the Ashland University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by 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 Ashland University Panhellenic rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE IX- VIOLATIONS

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations should first be addressed through informal discussion between the conflicting parties; if this should fail to resolve the issue, it should then be adjusted through mediation.

2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE X - AMENDMENTS

This Constitution may be amended by a simple majority vote of the voting chapter

delegates to the Ashland University Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

BY-LAWS ARTICLE 1- FINANCE

1. *FISCAL YEAR*- The fiscal year of the Ashland University Panhellenic Council shall

be from January 1 to December 31 inclusive.

2. *CONTRACTS*- The signature of the Panhellenic (Council, President?) shall be required to bind the Ashland University Panhellenic Association.

3. *CHECKS*- All checks issued on behalf of the Ashland University Panhellenic Association shall be signed by the Panhellenic Advisor.

4. *PAYMENTS*- All payments due to the Ashland University Panhellenic Association shall be made to the Vice President of Operations who shall record them. Checks for payments shall be made payable to Ashland University.

MEMBERSHIP DUES

a. AMOUNT

i . The dues of each Panhellenic Association Member fraternity/sorority shall be an assessment per initiated active member and new member

ii. The determined amount of dues is \$10 per member, per semester

iii. Panhellenic Council will review the amount of dues bi-annually in odd years

Any change in the amount of such dues will be voted upon by the prospective chapters and shall not pass without a majority vote of these chapters.

b. TIME OF PAYMENT

i. The dues of each Panhellenic Association member fraternity/sorority shall be payable six (6) weeks following recruitment during the fall semester.

Spring semester dues shall be payable six (6) weeks following the start of the semester.

c. LATE FEES

- i. If the dues of any Panhellenic Association member fraternity/ sorority are not paid IN FULL by the 8th week (following recruitment during the fall semester and following the start of the semester during the spring semester), a fine of 10% of the total invoice will be implemented each week until paid.

ARTICLE II- THE PANHELLENIC COUNCIL

1. The officers of the Ashland University Panhellenic Association shall be:
President,

Vice President of Operations, Vice President of Membership, Vice President of Programming, Director of Recruitment Guides, Director of Standards, and Director of Marketing & Public Relations.

2. The officers shall be elected members from fraternities/sororities holding regular membership in the Ashland University Panhellenic Association.

3. All officers shall serve for a term of one year; the term of office is to begin immediately once the new Panhellenic Council is formed.

4. All officers of Panhellenic Council must maintain a minimum 2.5 cumulative GPA

or the required GPA by their respective sorority for officers, must be in good standing with their respective chapters, and must be in good standing with Ashland University with no level I student conduct violations.

5. In the event that two meetings are missed without prior approval from the President or the Panhellenic Advisor, the delegate will be required to resign and the position will be opened for a general election.

6. Any officer failing to perform her duties as outlined shall resign and a successor be designated as a replacement within two weeks by a regular election.

ARTICLE III- SELECTION OF OFFICERS

1. The executive board Panhellenic Council positions of Panhellenic President, Vice

President of Operations, Vice President of Membership, and Vice President of Programming shall be held by the National Panhellenic Conference

fraternity/sorority chapters at Ashland University. Said positions must have one year of experience serving on Panhellenic Council, as a Recruitment Guide, or on the executive board of their respective chapter. If no qualified candidates are available, consideration will be given to the candidate with the greatest amount of time served.

2. The director Panhellenic Council positions shall be opened to a general election to all member fraternities/sororities in good standing with their international organizations and Ashland University.

3. A slating committee composed of the Assistant Director of Student Life-Fraternity and Sorority Life, the current President of Panhellenic Council, and a nominated representative from each of the chapters on campus. The slating committee will be present for each interview for the candidates and create the slate upon which will be sent to the chapters, voted on, and requires a three fourths majority in order for the slate to pass.

4. All members of Panhellenic Council, both executive and director positions, will serve for a term of one year beginning at the start of each spring semester.

5. It is recommended that the candidates for President and Vice President of Membership have served for one year on their chapter's Executive Board or Panhellenic Council's.

6. It is recommended that the Director of Recruitment Guides have served as a member of Panhellenic Council or as a Recruitment Guide.

7. It is recommended that the Vice President of Membership have served as a Recruitment Guide or a Recruitment Chair or Vice President for her chapter.

ARTICLE IV- OFFICER DUTIES

1. The President shall:

a. Call and preside at all executive, general, and special meetings the Ashland

University Panhellenic Council.

b. Have the power to break a tie on the council and therefore must remain

neutral and bipartisan in all discussion relating to Panhellenic matters.

c. Have direct contact with the Assistant Director of Student Life-Fraternity and Sorority Life and the Interfraternity Council President.

d. Coordinate the Panhellenic Council Officer Installation.

e. Report as required to the National Panhellenic Conference Area Advisor.

f. Maintain a complete and up-to-date President's file which will include a copy of the current Ashland University Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.

g. Sign all approved Panhellenic Association contracts involving the Ashland

University Panhellenic Association.

h. Act as the liaison to the Ashland University community on behalf of the Panhellenic Community.

i. Maintain positive and consistent contact with the chapter presidents.

j. Organizes the elections process and slating committee. The President also serves on the election slating committee.

k. Perform all other duties pertaining to this office.

2. The Vice President of Operations shall:

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

b. Responsible for minutes of meeting, attendance records, and any official correspondence of the Panhellenic Council.

c. Post all Panhellenic Council minutes from meetings to Google Drive.

d. Maintain a complete and up-to-date file, which will include the minutes of meetings of the Ashland University Panhellenic Council executive and

general bodies from its date of organization; copies of all contracts made by the Panhellenic Council, and current correspondence.

- e. Coordinate the revisions/amendments of the Constitution.
- f. Responsible for collecting all membership dues, payments, late fees and give receipts as needed.
- g. Responsible for prompt payment of NPC dues.
- h. Prepare an annual budget and present her proposed budget and dues to the Panhellenic Council for a vote of approval.
- i. Oversee the integration and responsibilities of the Panhellenic Delegates
- j. Perform all other duties assigned by the Panhellenic President.

3. The Vice President of Membership shall:

- a. Prepare and distribute copies of the most current recruitment rules and proposals, as approved by Panhellenic Council, to each Panhellenic chapter prior to Formal Recruitment or at any time per the request of a Panhellenic Association member.
- b. Work with the Director of Marketing & Public Relations and the Panhellenic Advisor to coordinate, publish, and distribute the Panhellenic booklet for Formal Recruitment.
- c. Distribute any special information/announcements regarding new membership to appropriate fraternity/sorority recruitment chairs.
- d. Work with the Panhellenic Advisor to create and run recruitment Registration.
- e. Work in conjunction with the Recruitment chair of each sorority, and be in direct communication with the Interfraternity Council Recruitment Chair and Staff.
- f. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association Member Fraternity/Sorority.
- g. Conduct full evaluation of the Formal and Informal recruitment processes annually and present the Panhellenic Council with recommendations for

improvement.

h. Organize an effective Continuous Open Bidding Program.

i. Maintain Recruitment statistics to aid the Assistant Director of Student Life-

Fraternity and Sorority Life when submitting the NPC report.

j. Assist the Director of Recruitment Guides when needed to train and prepare

Recruitment Guides and Panhellenic Members.

k. Plan all pre-recruitment events including but not limited to suite tours, interest nights, PMN education nights, etc.

l. Collect budget sheets from each of the chapters to monitor spending for formal recruitment

m. Maintain the integrity of the recruitment process, communicate and teach the Panhellenic recruitment rules, and be aware of and aid any potential issues.

n. Host recruitment round tables to educate and gain feedback from advisors, recruitment chairs, and presidents.

o. Perform all other duties assigned by the Panhellenic President.

4. The Vice President of Programming shall:

a. Responsible for planning and implementation of Greek Weekend and Lip Sync in conjunction with IFC.

B. Perform all other duties assigned by the Panhellenic President.

5. The Director of Recruitment Guides shall:

a. Be accountable for Recruitment Guide training. Recruitment Guides will consist of the members of the Panhellenic Council. Additional Recruitment Guide's may be appointed if necessary

b. Assist the Vice President of Membership in all activities.

c. Assist in the coordination of fall events to market Formal Recruitment.

- d. Plan Recruitment Guide training program with assistance from the Vice President of Membership.
- e. Check all Recruitment Guides' Facebook profiles to ensure they align with the Formal Recruitment Rules
- f. Coordinate Recruitment Guide application and interview process when Necessary.
- g. Assist in the Formal Recruitment evaluation process.
- h. Perform other duties as assigned by the Panhellenic President or Vice President of Membership.

6. The Director of Public Relations & Marketing shall:

- a. Create and maintain the Panhellenic Council "brand," working within the limits of the specified style guide.
- b. Design and coordinate the production of Panhellenic Council marketing materials and promote the inter-fraternal community and events through electronic media and all other forms of PR.
- c. Collaborates with IFC Director of Public Relations and Marketing counterpart frequently, as well as collaboration with other members of Panhellenic Council, such as Vice President of Membership and Director of Recruitment Guides.
- d. Approves all fliers to be distributed on campus by chapters to make sure they are appropriate and in alignment with the FSL brand.
- e. Perform other duties as assigned.

7. The Director of Standards shall:

- a. Assists Student Life Office with the planning and execution of all FSL forums
- b. Chairs the Judicial body and educates the FSL community on judicial board procedures.

- c. Plans and implements at least one membership development event.
- d. Set academic goals with Panhellenic Council and encourage chapters to do the same.
- e. Have regular contact with the scholarship/academic chairs and risk management chairpersons in each chapter.
- f. Coordinate recognition efforts with scholarship chairs and risk management chairs.
- g. Coordinate on a monthly basis an academic excellence program of which delegates can pass on to her chapter.
- h. Present scholarship opportunities to Panhellenic delegates to be taken back to their Chapters.

ARTICLE V – STANDING COMMITTEES

1. Standing Committee of the Ashland University Panhellenic Council shall be the Judiciary Committee.

A. The Director of Standards shall be the Judicial Board Chairperson.

B. Membership includes one woman from each chapter serving for a one-year

Term.

C. Chapter presidents are not to be considered as members of the Judicial Board. 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, deliberations and sanctioning.

D. It shall be the Judiciary Committee's duty to deal with violations of the Constitution, Bylaws, Standing Rules and Membership Recruitment regulations of the Ashland University Panhellenic Association as well as organizational violations of the Ashland University Student Conduct policies.

2. Judicial Process Overview

Sororities are encouraged to resolve allegations as soon as possible through informal discussion with the involved parties before an infraction is filed.

A. Should the informal discussion be unsuccessful, the judicial process will be set in motion by the filling of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals. Violations must be reported in the following manner on the College Panhellenic Violation Report available on the Ashland website:

B. Timing

i. The College Panhellenic Violation Report shall be completed and presented to the president of the College Panhellenic Association in a timely manner, but no more than 30 calendar days from the date of the alleged infraction (including university breaks).

ii. If the College Panhellenic president is unavailable or the violation is against her sorority, the report shall be presented to the Fraternity and Sorority Life advisor.

iii. The College Panhellenic president and the Fraternity and Sorority Life advisor shall review the Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.

C. Proper Reporting Authority

i. Infractions, excluding recruitment infraction, may only be reported and signed by one of these people

1. Chapter president on behalf of her chapter
2. Chapter executive officer/board member on behalf of her chapter
3. College Panhellenic Officer
4. Fraternity/Sorority Life advisor

ii. Recruitment infractions may only be reported and signed by one

of these people

1. Chapter president on behalf of her chapter
2. College Panhellenic officer in charge of recruitment or of recruitment guides
3. Potential new member
4. Fraternity and Sorority Life advisor

D. Receipt of Infraction

- i. The following steps should be taken to make certain and infraction is properly received by the College Panhellenic:
 1. The Violation Report is retained by the College Panhellenic president or Greek Life advisor and is available upon request on by accused sorority.
 2. The College Panhellenic president or Greek Life advisor shall send a copy of the Violation Report to the NPC area advisor within seven days.

E. Notification of Chapter

- i. The College Panhellenic president shall notify the accused sorority in writing by delivering the Infraction Notice to that chapter president within seven days of receiving the Violation Report.
- ii. If the president of the accused sorority is unavailable, delivery may be made to another appropriate chapter sorority officer or advisor. The record of the delivery shall be given to the Greek Life advisor and sent to the NPC area advisor within the same time period.
- iii. Response to Receipt of Infraction
- iv. Upon receiving the Infraction Notice, the accused sorority shall contact the College Panhellenic president within seven days to schedule mediation.
- v. Mediation shall be held unless the accused sorority chooses to

proceeded directly to a judicial hearing. vi. If the Infraction Notice is delivered during a university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all the parties are available.

3. Mediation

- a. The purpose of mediation is to find a solution satisfactory to both parties, in accordance with the NPC Unanimous Agreements, Constitution, Bylaws, Standing Rules, and Membership Recruitment regulations of the Ashland University Panhellenic Association.
- b. The following elements of mediation shall be followed:
- c. Mediation shall be closed to the public.
- d. All participants in the mediation shall keep strict confidentiality.
- e. No more than three (3) participants, including a chapter advisor, shall represent either party/sorority involved at mediation.
- f. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend for only the purpose of presenting the information, after which he/she shall be excused from the mediation.
- g. The College Panhellenic president in agreement with the Greek Life advisor shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student.
- h. Though it is not preferable that the Greek Life advisor for Panhellenic not serve as the mediator, the advisor can serve if he/she did not file the infraction/has not been involved with the incident.
- i. All parties must sign a summary of the mediation proceedings on the Mediation Summary Report indicating the outcome of the mediation and the acceptance of the sanctions. A copy of the report shall be retained by the Greek Life advisor for a period of three (3) years.
- j. Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the Mediation Summary Report to

the parties designated on the form.

4. Judicial Board Hearing

a. If an agreement is not reaching during the mediation process, a judicial board hearing shall be held.

b. The accused party may choose to go directly to a judicial board hearing instead of mediation.

c. The College Panhellenic shall follow procedures or judicial board hearings as follows:

d. Hearings shall be closed to the public.

i. No more than three (3) participants, including a chapter advisor, shall represent either party/sorority involved at a hearing.

ii. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, the person shall attend only for the purpose of presenting the information, after which he/she shall be excused from the judicial hearing.

iii. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. A copy of the report should be retained by the Greek Life advisor for three (3) years.

iv. Within 24 hours of the completion of the judicial hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the Summary report to the parties designated on the form.

v. On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, the case may be referred directly to the NPC College Panhellenics Judicial Appeals Committee.

5. Sanctions

- a. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
- b. Monetary fines shall be acceptable only for a measurable offence of the Panhellenic's governing documents or stated membership recruitment rules.
 - i. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Constitution, Bylaws, Standing Rules and Membership Recruitment regulations prior to the beginning of recruitment.
- c. Examples of reasons for monetary fines may be limited to:
 - i. Late recruitment event invitation lists
 - ii. Recruitment events that exceed designated event times
 - iii. Prohibited postings on social media outlets
 - iv. Lack of required chapter attendance at Panhellenic sponsored events (i.e. forums).
- d. Sanctions shall not:
 - i. Forbid formal/informal recruitment activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony, or historical celebration.
 - ii. Affect a sorority chapter quota/total
 - iii. Affect the time of new member acceptance/initiation
 - iv. Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
 - v. Include the removal from the College Panhellenic.
 - a. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
 - b. Within 24 hours of the completion of mediation or judicial

board hearing, the College Panhellenic president or the College Panhellenic officer responsible for the judicial process shall send a copy of the Summary Report (not including the minutes) to the parties indicated on the report form.

6. Appeals

a. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee.

b. An appeal shall be filed with the College Panhellenic president, using the process references in the judicial resources section in the Manual of Information and on the appeal form, within seven days of the decision.

i. The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. They also may dismiss or modify sanctions as the committee deems appropriate.

ii. Any penalty shall begin only after all properly filed appeal decisions have been rendered. If a sanctioned sorority wants to fulfill all or part of the sanctions pending the outcome of a filed appeal, the sorority shall have that option.

iii. If the NPC College Panhellenics Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until a resolution can be determined:

1. Inter/national presidents of the sorority(s) involved
2. NPC Executive Committee
3. NPC Board of Directors; the decision of the board shall be final

7. Forum Attendance

a. The Committee will enforce the Panhellenic Council requirement that seventy-five percent (75%) of a chapter to be in attendance at scheduled

Greek Forums.

b. The Panhellenic Council requirement of seventy-five percent (75%) of a chapter to be in attendance at scheduled Fraternity and Sorority Life Forums does not include new members prior to Initiation; however, new members are strongly encouraged to attend.

A fine will be given if a chapter does not meet the requirement stated above. A \$25 fine will be given for every 5% a chapter falls under the 75% requirement as shown in the following table:

Percent Attendance: Amount Owed

70-74.9 \$ 25

65-69.9 \$ 50

60-64.9 \$ 75

55-59.9 \$ 100

50-54.9 \$ 125

45-49.9 \$ 150

40-44.9 \$ 175

35-39.9 \$ 200

30-34.9 \$ 225

25-29.9 \$ 250

20-24.9 \$ 275

15-19.9 \$ 300

10-14.9 \$ 325

5-9.9 \$ 350

0-4.9 § 375

1. A Standing Committee of the Ashland University Panhellenic Council shall be the Recruitment Guides.

- a. Each candidate shall interview with the Vice President of Membership and the Director of Recruitment Guides who will select members who meet the outlined requirements and is best fit to serve as a Recruitment Guide;
- b. Each Recruitment Guide shall attend Formal Recruitment training in the spring and all pre-recruitment and recruitment events in the fall;
- c. Recruitment Guides must disaffiliate during the set time period and follow all other Panhellenic Recruitment Rules;
- d. Recruitment Guides must be an initiated member to be eligible for this position.

ARTICLE VI – ADMINISTRATION OF MEMBERSHIP RECRUITMENT

1. A fall primary membership recruitment shall be held.
2. The National Panhellenic Conference Quota-Total system and the use of release figures will be followed.
3. As recommended by the National Panhellenic Conference, campus total will be automatically adjusted to average chapter size within 72 hours of the conclusion of Formal Recruitment and again within the first 7 days of the spring semester.
4. Continuous Open Bidding shall be in effect during the college year (fall through spring) for all eligible women students. See the Panhellenic Recruitment Rules for specifications.
5. The preferential bidding system shall be used.
6. Every regularly enrolled student, active or pledged, to a chapter shall be counted as a member of that Chapter Total.
7. A list of new members, initiated and affiliated members shall be filed with the President of Panhellenic Council and with the Panhellenic Advisor. All chapters must update the roster in the Fraternity and Sorority Life Office and with the Panhellenic Council by the second general Panhellenic Council meeting of the

semester.

8. Any deactivation, termination, or other change in membership shall be reported to

the President of the Panhellenic Council and the Panhellenic Advisor as soon as possible.

ARTICLE VII – REQUIREMENTS FOR EDUCATION AND INITIATION

1. An Ashland University Panhellenic Association member fraternity may not issue an invitation to membership during any vacation period.

2. A student must be a regularly enrolled, full time student to be eligible for recruitment.

3. A new member may be initiated whenever she has met the requirements for the fraternity/sorority to which she belongs.

ARTICLE VIII – HAZING

All forms of hazing, Bid Day and/or pre-initiation activities, which are defined as hazing shall be banned.

Hazing is a violation of University policy (Level I) and state law. It is therefore strictly prohibited on the campuses of Ashland University and off campus when involving University students. All alleged hazing incidents will be processed through the campus judicial system as well as reported to civil authorities.

The University reserves the right to process incidents that occur outside of University property and when classes are not in session. Hazing is determined by the University as doing, requiring, or encouraging any act or behavior regardless of the participant's willingness or reluctance that is associated with initiation into or continued affiliation with any student or other organization/group that causes or creates a substantial risk of physical or mental harm or humiliation to any person.

It is a violation of University policy (Level I) to have knowledge of a hazing incident and fail to report it. All alleged instances of hazing should be reported to the Ashland University Director of Student Conduct.

All member organizations must also uphold Ohio State hazing laws as set forth in

Section 2307.44 of the Ohio Revised Code.

ARTICLE IX – EXTENSION

When all NPC chapters at Ashland University are close to or over total, the Panhellenic Council shall consider extension. NPC guidelines regarding raising extension shall be followed.

ARTICLE X – VIOLATIONS

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be adjusted through mediation.
2. If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.
3. If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met. (See UNANIMOUS AGREEMENTS- the College Panhellenics Agreement.)
4. Greek Honors Award plaques are not to be taken from the chapter they were awarded to. If it can be proven that the plaque was stolen by another chapter/person they will be brought before the judicial board. If the plaques are lost, the cost of a new plaque will be the financial responsibility of the chapter it was awarded to.

ARTICLE XI – RULES OF ORDER

The Ashland University Panhellenic Association shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution and By-Laws.

ARTICLE XII – AMENDMENT

These By-Laws may be amended by a simple majority vote of the voting members of Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

ARTICLE XIII- RECRUITMENT RULES

1. Eligibility:

a. A Potential New Member (PNM) may be any full-time undergraduate Ashland University female student (not simultaneously enrolled in high school) not affiliated with a sorority.

2. Ethical Rules:

a. All NPC Unanimous Agreements will be followed by every chapter member, Recruitment Guide, and Panhellenic Officer; this document contains highlights of these NPC rules as well as standards from Ashland University Bylaws.

b. All chapters will adhere to Ashland University policy and conduct rules. If these standards are violated during the recruitment process, Panhellenic Council is expected to report such individuals to the University conduct office.

c. In accordance with Ashland University and NPC Policy, no sorority woman, active or alumnae, should ever purchase or provide a PNM with alcohol or any illegal substance at any time. Sorority women will not invite PNM's to any event where alcohol or illegal substances are present. Additionally, there should be no conversation with PNM's pertaining to formal recruitment at any event where alcohol/drugs are present; it is advised that sorority women not engage with PNM's at such events.

d. In accordance with NPC policy, no favors, gifts, or letters may be given to women by the chapter and/or individual members during formal or informal recruitment. Additionally, no sorority woman may bribe a PNM to join their respective chapter. This includes, but is not limited to: using alcohol, gifts, or drugs to coerce PNM's.

e. In accordance with NPC policy, no recruitment skits may be permitted during the duration of any parties. A skit is a theatrical show that includes a plot, characters, dialogue, and costumes. Members should not act out of character. Videos, chants, and songs will be permitted and should promote the positive aspects of sorority membership, along with display of the chapter's personality and enthusiasm.

- f. The “Pre-Recruitment Period” is defined as the time between the conclusion of the Spring semester prior to formal recruitment, up until night one of formal recruitment.
- g. During the Pre-Recruitment Period, chapters will not be permitted to host any events with male fraternities or other sororities.
- h. During the Pre-Recruitment Period, chapters are not permitted to host any recruitment or social events in which PNMs are present. The only permissible events are approved philanthropy or community service events that are hosted with the genuine intention of service - these events must be approved by the Greek Life Office two weeks prior to the event day, in accordance with office policy.
- i. In accordance with the NPC Unanimous Agreements, Panhellenic Council denounces the participation of sorority members in men’s fraternity events when or where the primary purpose is recruitment (e.g., wearing “I <3 fraternity name” apparel during recruitment season, providing names of men to fraternities, and attending fraternity recruitment events).
- j. In accordance with NPC Policy, chapters will not use men to recruit for their chapters at any time. This includes communicating any sort of connection with a fraternity to PNMs and using coercive language in order to promote one’s own chapter or degrade another.
- k. In accordance with NPC Unanimous Agreements, the participation of men is prohibited in membership recruitment and Bid Day activities.
- l. Conversations between sorority women and Potential New Members during the Pre-Recruitment period should stress the Greek System as a whole. Sorority women should not promote their own chapter until the first night of formal recruitment.
- m. Absolutely no slander will be permitted during Formal Recruitment or Informal Recruitment.
- n. Any written or verbal communication or interactions that promote individual sororities to Potential New Members prior to recruitment, including summer, are not permitted. This includes communication via

social media.

o. Potential New Members may not enter any sorority suite until the conclusion of Formal Recruitment. Sorority women may only enter other sorority suites at the invitation of members with the exception of Resident Assistants, Panhellenic Council members, Recruitment Guides, and the Greek Life Intern.

p. There will be a silence period from the end of each chapter's preference party to the end of bid distribution between Potential New Members and sorority members including the Recruitment Guides and Panhellenic Council (Recruitment Guides and Panhellenic Council will be permitted to talk to PNM's after preference only until she has signed her MRABA. All conversations between Recruitment Guides and Panhellenic Council after preference parties cannot be in private). Silence includes but is not limited to any face-to-face communication and/or electronic communication (cell phones), or social media. Chapter members are also unable to speak to Recruitment Guides or Panhellenic Council from any chapter at this time.

q. There should be no conversations with PNM's that promote one's own chapter outside of parties during the Formal Recruitment Period. This includes, but is not limited to, conversations pertaining to recruitment directly after a night of Formal Recruitment, discussions with PNM's about their selections or chapter selection process, and any conversation promoting one's own chapter outside of recruitment parties.

r. All discussion on PNM's should remain within private chapter meetings. (Note, it is against the NPC Unanimous Agreements to say disparaging remarks about any college woman.)

3. Marketing Rules

a. No chapter will paint rocks from the last day of classes until the last day of Formal Recruitment. The Recruitment Guides may paint rocks displaying pro-Greek messages.

b. During Formal Recruitment chapters will be allowed to hang, the Tuesday before Fall classes begin, one sign in the Student Center the size of

1/2 a twin sheet, approximately 33x48 inches, or smaller. Only Panhellenic Council may hang signs in Convo and elsewhere on campus. The sign may be used to promote their own chapter, but no destruction or vandalism of the University's property or another sorority's property will be tolerated.

c. There will be no writing on mirrors of any campus building.

d. Sororities are allowed to have signs if they have a planned philanthropy event during this time. These signs must not include anything pertaining to recruitment and must be approved by the Assistant Director of Student Life-Greek.

e. Chalking will be permitted, with strict guidelines provided by Panhellenic Council. If a chapter wishes to chalk, they should contact the Panhellenic V.P. of Membership as well as the Director of Marketing for approval.

f. Chapters are permitted to provide handouts to PNMs at pre-recruitment events, only with approval from Panhellenic Council. All handouts are to be approved at least a week in advance. All chapters must provide their accurate financial and academic requirements to the Panhellenic Vice President of Membership and the Assistant Director of Student Life-Greek.

g. All videos must be approved by Panhellenic by September 1st, but chapters may send videos for approval at any time before this date. No chapter will release their respective video to the public until it has been approved by Panhellenic V.P. of Membership and Director of Marketing.

4. Electronic Rules

a. Beginning the last day of classes in the previous spring semester, affiliated women are not permitted to add PNMs on any form of social media. This includes, but is not limited to: Snapchat, Instagram, Tumblr, Twitter, and Facebook.

b. Chapter members are required to make all forms of social media private one

week prior to the start of classes during fall semester, and effective until after all bids have been distributed at the end of Fall Recruitment.

c. All chapter social media and website formats must have Panhellenic Council and Recruitment Guides completely removed from or privatize their accounts one week after the spring semester ends.

d. It will be the chapter's responsibility to check all member social media formats, not the responsibility of Panhellenic Council or the Greek Life Office Staff. If these deadlines and policies are not adhered to, chapters will be given appropriate fines from Panhellenic Council.

5. Values-Based Recruitment Policies

a. All chapters will adhere to the values-based recruitment process; this encourages making selections for valuable reasons as the center of sorority recruitment, as opposed to recruiting women with decorations, outfits, or "perks".

b. A reasonable and agreed upon limitation should be placed on all chapter membership recruitment expenses. These budgets will be examined. The Recruitment maximum expense budget is \$550, including the cost of donated items and excluding apparel.

i. Chapters will submit an expenses report to the V.P. of Membership in order to verify this limit.

ii. Panhellenic Council reserves the right to check recruitment rooms in order to verify expense reports.

c. All recruitment events are required to be on campus. During formal recruitment, a location will be determined by the Greek Life Office for all parties. Chapter locations for recruitment will be decided upon by a random drawing.

6. Informal Recruitment Policies

a. Chapters who are below total may hold informal parties throughout the semester. Chapters who are at or above total are not permitted to informally recruit at all. Informal Recruitment must take place during the academic year; no Informal Recruitment may take place until after the conclusion of Formal Recruitment in the fall semester. All Informal Recruitment parties must be approved by the Panhellenic Council VP of Membership and

registered through the Greek Life Office.

b. The “Informal Recruitment Period” is defined as the period of time in which a chapter has bids to extend and is actively recruiting. If a chapter has met total and cannot extend bids, they are not within the Informal Recruitment Period, even if other chapters on campus are actively recruiting.

c. During the Informal Recruitment Period, all chapter-hosted events where PNMs may be present (including, but not limited to socials, philanthropy events, community service events, and recruitment events) must be approved by the V.P. of Membership and registered through the Greek Life Office.

d. During the Informal Recruitment Period, there will be no co-hosted events with other sororities or fraternities.

i. Co-hosted events will only be approved by IFC and Panhellenic Council if neither chapter is actively recruiting new members.

7. Other Policies:

a. RAs on duty in Clark Hall may not wear their letters while on duty during Formal Recruitment Week.

b. After bid cards are signed by a prospective member, the card needs to be returned to the Greek Life Office within 24 hours or as soon as the office opens if bids are given on a weekend (i.e., Monday at 8:00 am).

c. Only full-time undergraduate students, as defined by the Registrar, may engage in conversation with PNMs pertaining to sorority recruitment during recruitment parties. There is no exception made to this rule for alumnae or advisors. If a PNM asks an advisor or alumnae about any chapter, chapter member, or specific recruitment practices or parties they are to direct the PNM to an active full-time undergraduate chapter member. Exceptions may be made by Panhellenic Council when appropriate.

i. If a chapter fails to meet 75% of house, they may petition Panhellenic Council and the Greek Life Office for permission to use advisors, alumnae, or members of their national chapter from another campus in an active recruitment capacity.

8. Recruitment Guide Procedures:

- a. All Panhellenic Council members must abide by the policies set below for Recruitment Guides, including dissociation and attendance.
- b. A Recruitment Guide must be a neutral representative of Panhellenic Council who temporarily leaves her affiliation to guide and support Potential New Members through Formal Recruitment.
- c. Each Recruitment Guide will sign and obey the Panhellenic Council ethical code of conduct as well as the Recruitment Guide Contract.
- d. Each Recruitment Guide, beginning during the disassociation period, cannot be in the immediate area of more than 2 members of any chapter. Recruitment Guides do not count in this number.
- e. During Formal Recruitment, the Recruitment Guides are not permitted to vote with or for their chapter about any Potential New Members during Formal Recruitment.
- f. Any Recruitment Guide living in their respective sorority suite must not allow their room to be open during recruitment parties.
- g. Each Recruitment Guide is expected to attend any meetings or events that may come up with 48 hours advance notice (class and athletics are the only excused absences).

ARTICLE XIV- ALL SORORITY/ FRATERNITY PHILANTHROPY

1. St. Jude Children's Research Hospital will be considered the Ashland University All sorority/ fraternity philanthropy.
2. All St. Jude Children's Research Hospital events determined by the executive board will be support by the Ashland University Fraternity and Sorority Life Community as described.

PANHELLENIC DELEGATE

1. The delegate from each fraternity/sorority shall be responsible for notifying her chapter members of all meetings of the Ashland University Panhellenic Council.
2. Chapter delegates are required to attend all general meetings of the Panhellenic Council and abide by all Panhellenic Delegate Expectations (Please review Article

VI).

3. If the designated delegate is not able to attend, an alternative delegate may serve in her place. This alternative delegate may not be currently serving on the current Panhellenic Council and cannot be the current respective chapter president. Please review Article VI for delegate vacancy procedures.