

THE BYLAWS OF THE PANHELLENIC ASSOCIATION  
at  
THE UNIVERSITY OF MICHIGAN  
(Spring 2008)

**ARTICLE I: FINANCE**

- A. The fiscal year of The University of Michigan Panhellenic Association shall be from July 1 to June 30 inclusive.
- B. Membership Dues
  - 1. The dues of each Panhellenic Association member sorority shall be an assessment per initiated member and new member. The amount shall be determined annually by the Panhellenic Council.
  - 2. The dues of each Panhellenic Association member sorority for its initiated members shall be made payable before November 15.
  - 3. The dues of each Panhellenic Association member sorority for its new members shall be made payable before April 1.

**ARTICLE II: THE EXECUTIVE BOARD**

The Executive Board of the Panhellenic Council shall be composed of those officers stated in Article IV.A. of the Constitution of the Panhellenic Association at the University of Michigan. The duties of the group are the following.

- A. The Executive Board will meet weekly prior to the Panhellenic Council meetings to set the meeting's agenda and discuss current business. Additionally, all officers will attend weekly meetings of the Panhellenic Council
- B. The Executive Board will administer the routine business between meetings of the Panhellenic Council.
- C. The Executive Board will decide upon any questions not answered by the Constitution or Bylaws of the Panhellenic Association at the University of Michigan.
- D. The Executive Board will administer Recruitment.
- E. All officers will disaffiliate from their sororities during Formal Fall Recruitment.
- F. All officers will maintain complete and current notebooks, as well as assume responsibility for transitioning new officers.
- G. All officers will promote a positive image of Panhellenic.

**ARTICLE III: OFFICER DUTIES**

- A. All Executive Board Officers shall:
  - 1. Maintain a 2.5 cumulative grade point average.
    - a. To be eligible to run for a council position and throughout the term of office, a student must have a minimum 2.25 previous term grade point average as well as a minimum 2.5 cumulative grade point average.
  - 2. Maintain good standing academically, financially, and any other stated category with its collegiate chapter and inter/national organization.
    - a. Should the inter/national requirements and council requirements for good standing differ, the highest standard shall apply.

3. It shall be the obligation of the collegiate chapter presidents to inform the Office of Greek Life staff if a council officer is not in good standing according to chapter and/or inter/national standards.
  4. Should academic/good standing requirements for a council not be met, said officer shall vacate the position. Replacement of said officer will take place according to council bylaws.
- B. The President shall:
1. Have the overall responsibility for the operation of the Panhellenic Council.
  2. Preside at regular meetings of the Panhellenic Council, all special meetings, Gavel Club, and all meetings of the Executive Board.
  3. The President shall report to the National Panhellenic Conference Area Advisor.
  5. Represent the Panhellenic Association in the Greek, University, Ann Arbor, and larger communities.
  6. Coordinate all Executive Board retreats and transitioning.
  7. Be accountable for extension
  8. The President shall perform all other duties pertaining to this office.
- C. The Executive Vice President (EVP) shall:
1. Perform the duties of President in her absence, in her inability to serve, at her request, or in the case that she is being considered for removal from office.
  2. Coordinate all activities involving membership education and development, including Junior Panhellenic and New Member Education..
  3. Coordinate the Batesole Senior Scholarship and the Junior Panhel Scholarships.
  4. Be the Panhellenic liaison to associate member groups.
  5. Be the liaison to the Hazing Task Force.
  6. The EVP shall perform all other duties pertaining to this office.
- D. The Judicial Vice President (JVP) shall:
1. Serve as one of the Chief Justices of the University of Michigan's Greek Activities Review Panel (GARP).
  2. Be responsible for the adjudication of all judicial issues and policy education.
  3. Review annually the Panhellenic Constitution and all other policies of the Panhellenic Association.
  4. Research the implementation and enforcement of potential policy for the Panhellenic Association and the Greek Community.
  5. The JVP shall perform all other duties pertaining to this office.
- E. The Vice President Recruitment - Internal (VPRI) Shall
1. Deal with the chapters through the Recruitment Chairs.
  2. Select, train and work with the Recruitment Committee
  3. Work closely with the Vice President Public Relations to create the summer mailing, the Recruitment booklet, and all others forms of publicity.
  4. Together with the VPRE, plan the Sorority Forum, Mass Meeting and training workshops.
  5. Become educated in the use of the Recruitment computer program – ICS.
  6. Be responsible for planning Winter Term Recruitment.
  7. Perform all other duties pertaining to this office.
- F. The Vice President Recruitment - External (VPRE) Shall:
1. Be responsible for the Recruitment Officers (Rho Omegas).

2. Work closely with the Vice President Public Relations to create the summer mailing, the Recruitment booklet, and all others forms of publicity.
  3. The VPRE, with the VPRI, shall be responsible for planning Winter Term Recruitment.
  4. Together with the VPRE, plan the Sorority Forum, Mass Meeting and training workshops.
  5. Perform all other duties pertaining to this office.
- G. The Vice President Internal Affairs (VPIA) Shall:
1. Preside over roll call at all Panhellenic Council meetings and keep current records of chapter attendance.
  2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member sorority, as well as their respective grade point averages and any other pertinent information.
  3. The VPIA shall compile weekly agendas and keep full minutes of all meetings of the Panhellenic Council and Executive Board meetings.
  4. Be responsible for all official correspondence of the Panhellenic Council.
  5. Coordinate the Panhellenic Representatives and provide them with all information pertaining to their responsibilities.
  6. Coordinate the Panhellenic Association Go-Greek Awards.
  7. Coordinate scholarship programs and assist chapters with maintaining high standards of academic achievement.
  8. Coordinate Panhellenic Executive Board elections.
  9. The VPIA shall perform all other duties relating to this office.
- H. The Vice President Finance (VPF) Shall:
1. Be responsible for the general supervision of the finances of the University of Michigan's Panhellenic Association.
  2. Be responsible for the preparation of the annual budget.
  3. Receive all payments due Panhellenic.
  4. Be responsible for the prompt payment of all bills of the Panhellenic Association.
  5. Maintain current financial records and give financial reports to the Panhellenic Council.
  6. The VPF shall file annually with the Internal Revenue Service (by November 15<sup>th</sup>).
  7. Compile relevant financial information from all chapters to be given to the Potential Members during Formal Fall Recruitment.
  8. Perform all other duties pertaining to this office.
- I. The Vice President Social Responsibility (VPSR) Shall
1. Serve as one of the Co-Chairs of The University of Michigan's Social Responsibility Committee and The Social Responsibility Committee Executive Board.
  2. Plan the annual Appreciation Tea and any other events deemed appropriate to her position.
  3. Together with the JVP educate on SEMP
  4. Work with the risk management chairs to support a safe social scene.
  5. Be responsible for the Panhellenic Greek ID program
  6. The VPSR shall perform all other duties pertaining to this office.

- J. The Vice President Programming (VPP) Shall
  - 1. Be responsible for the development and implementation of all programs related but not limited to philanthropy, education, personal growth, and leadership.
  - 2. Be the Panhellenic liason to Greek affiliated organizations that are educational or philanthropic in nature and not directly connected to a specific office.
  - 3. Coordinate individual officer meetings when the Executive Board deems it necessary.
  - 4. Perform all other duties pertaining to this office.
- K. The Vice President Public Relations (VPPR) Shall
  - 1. Be responsible for all publicity relating to the Panhellenic Association.
  - 2. Oversee the Forum editor.
  - 3. Be responsible for the public relations of the Panhellenic Association.
  - 4. Coordinate the National Panhellenic Conference Overall Excellence Awards, the Mid-American Greek Council Association Awards, and all other external awards.
  - 5. Perform all other duties pertaining to this office.

**ARTICLE IV: ELECTION OF OFFICERS**

- A. Requirements of Candidates
  - 1. Refer to Article III, Section A for details regarding academic and good standing requirements for Executive Officers.
  - 2. No candidate shall have an expected graduation date before the expiration of her term.
  - 3. All candidates shall be initiated members in good standing of full member chapters represented in the Panhellenic Association and have a minimum 2.5 cumulative grade point average. The Panhellenic Executive Board reserves the right to waive this requirement in light of chapter reorganizations.
  - 4. No officer shall hold a major office in her chapter during her term as a Panhellenic Officer. The Executive Board shall determine “major”
  - 5. The President shall not hold any other major campus office other than those she holds by virtue of the Panhellenic Presidency.
  - 6. All candidates must fill out and turn an application two weeks prior to the date of the elections.
  - 7. Every candidate must be interviewed by the Panhellenic interview team for each office she is willing to accept.
- B. Interviews
  - 1. Interview teams will be assigned for each position.
  - 2. Interview teams will be made up of Executive Board officers and representatives.
  - 3. Representatives who are candidates may not be assigned to interview teams.
  - 4. After interviews, all interview teams will rank all candidates applying for the position.
- C. Slating Considerations and Election Restrictions
  - 1. No sorority may hold more than three executive offices at one time.
  - 2. No sorority may hold the office of President for two consecutive years.
- D. Slating

1. Representatives who are candidates may not participate in the slating process. The representative must find a substitute and notify the Panhellenic Executive Board of the name of the substitute.
2. Interview presentations will be done by the interview teams prior to the Panhellenic Executive Board's formation of the final slate.
3. The slate will be made by the Panhellenic Executive Board and will serve as its endorsement of candidates.
4. An individual may be slated for more than one position. Her preference will be considered and made known at elections.
5. The Panhellenic Executive Board will slate no more than two candidates for each position with the opportunity to select alternates.
6. The slate will be made public in the Panhellenic office prior to elections.

E. Responsibilities of Panhellenic Representatives

1. If a Panhellenic representative cannot be present for the elections, or its entirety, she must submit the name of the substitute voting representative to the Panhellenic President.
2. If the Panhellenic representative is running for an office, she must have someone to vote for her during that respective election.
3. All substitute voting representatives must be initiated members of their respective chapters.

F. Elections

1. All officers shall be elected at a Panhellenic Council meeting at the end of Fall Term.
2. If a representative is a candidate she may not vote. Instead, the substitute who participated in slating shall vote.
3. A Candidate may be nominated from the floor as long as she has filled all the requirements listed above.
4. Candidates will be elected in the following order.
  - President
  - Executive Vice President
  - Judicial Vice President
  - Vice President Social Responsibility
  - Vice President Recruitment - Internal
  - Vice President Recruitment - External
  - Vice President Internal Affairs
  - Vice President Finance
  - Vice President Programming
  - Vice President Public Relations
5. Speeches
  - a. All candidates will speak in alphabetical order.

- b. The speeches for President shall not exceed five minutes.
- c. The speeches for all other offices will not exceed three minutes.
- d. During the election of each office, candidates running for said office will wait outside the room of elections, entering only to give their speeches.
- 6. Following each candidate's speech, a maximum of three statements,(two pro and one con) may be made about the candidate. These statements will not exceed one minute.
- 7. The Panhellenic Council will vote by secret, written ballot.
- 8. A majority vote is necessary to elect an officer.
- 9. The Advisor to the Panhellenic Association and the Panhellenic President, as long as the candidate is not from the President's chapter, shall count the votes. Another Panhellenic Officer will take the place of the President if necessary.
- 10. Ties will be broken by the Panhellenic President, or the officer standing in her place.
- 11. If a candidate is elected, and has been slated for another position, if applicable the first alternate will replace her in the slate for that office.

#### **ARTICLE V: COMMITTEES**

Committees of the University of Michigan's Panhellenic Association shall be created by the Panhellenic Executive Board as needed.

#### **ARTICLE VI: THE JUNIOR PANHELLENIC**

- A. The Junior Panhellenic shall consist of a minimum of one new member from each Panhellenic Association member sorority.
- B. Representatives of the Junior Panhellenic are shall attend all Panhellenic Council meetings and report relevant information to their respective new member classes.
- C. The Junior Panhellenic shall also work on various social or philanthropic projects.
- D. The officers of the Junior Panhellenic shall be determined by the EVP.

#### **ARTICLE VII: MEMBERSHIP RECRUITMENT**

- A. A Formal Recruitment shall be held early during the Fall Term.
- B. Formal Recruitment shall be defined as the period from the day registration opens until 8:00am the day after Bid Day.
- C. All Potential Members must be students at The University of Michigan's Ann Arbor Campus who are enrolled in at least ten credit hours and are not on academic probation.
- D. Potential Members may not be initiated members of another National Panhellenic Conference sorority.
- E. Panhellenic shall operate under a quota-total system which is explained in the Recruitment Rules and in accordance with the National Panhellenic Conference Unanimous Agreements.
- F. A system of preferential bidding shall be used.
- G. Except during Formal Fall Recruitment, Continuous Open Bidding (COB) shall be in effect during the college year for all eligible women students.

- H. Chapters that do not fill basic quota during Formal Fall Recruitment or chapters that are not at total may use COB until they either reach their quota and/or fill to chapter total.
- I. Chapter Total
  - 1. The figure for chapter total shall be determined by the Panhellenic Executive Board and then approved by the Panhellenic Council per Article V, G. 3. of the Constitution.
  - 2. Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the chapter total.
  - 3. Members studying abroad for one full school year will not be counted in chapter total.
- J. Responsibilities of Chapters in relation to Chapter Total
  - 1. A list of pledged, initiated, and affiliated members shall be filed with the Panhellenic Vice President Internal Affairs each semester by each chapter.
  - 2. Any de-pledging, termination, or other change in membership status of a chapter member shall be reported to the Panhellenic Vice President Internal Affairs no later than one week after its occurrence.
- K. It shall be the policy of the University of Michigan's Panhellenic Association that member sororities shall select members without regard to race, color, creed, religion, national origin, ancestry, sexual orientation, gender identity or expression, or ability status.

**ARTICLE VIII: HAZING**

- A. All member chapters, both full and associate, must follow the Greek Community Policy Regarding Hazing.
- B. The EVP will select 4 Panhellenic women to serve as its representative members of the Hazing Task Force. These representatives must be members in good standing of full member chapters.
- C. See Greek Community Policy Regarding Hazing for duties and accountability of task force members.
- D. The Panhellenic Association Executive Board shall annually determine hazing education requirements.

**ARTICLE IX: EVENTS**

- A. All member chapters, both full and associate, must follow the Greek Community Social Environment Management Policy.
- B. A sorority may not participate in or co-sponsor any activity, regardless of the presence of alcohol, with a fraternity or sorority that has been expelled from or temporarily suspended from the Interfraternity Council, Multicultural Greek Council or National Pan-Hellenic Council.
  - 1. A sorority may request a special exception to this rule. A letter to the Greek Activities Review Panel detailing the specifics of the event to take place must be submitted one-week prior to the activity. A decision will then be rendered by the Judicial Vice President to the sorority requesting special permission no later than 2 days prior to the event.

## **ARTICLE X: GREEK ACTIVITIES REVIEW PANEL**

- A. Definition – The Greek Activities Review Panel (GARP) is the judicial body of the Panhellenic Association and the Greek Community as a whole.
- B. Composition and Eligibility
  - 1. The Panhellenic membership of GARP shall consist of eight Justices and one Chief Justice (the JVP).
  - 2. An individual shall be eligible to serve as a Justice on GARP if she:
    - a. Is an initiated undergraduate member in good standing of a sorority which holds full membership in the Panhellenic Association
    - b. Has an expected graduation date falling on or after her term as a GARP Justice would expire
  - 3. An individual shall be ineligible to serve as a Justice if she is elected to the Panhellenic Executive Board or withdraws from all classes at any point during the semester.
- C. Term of Service
  - 1. Justices shall serve for a term which shall commence on the first day of classes of the winter semester and shall end on the last day of final exams of the fall semester.
  - 2. Justices shall be eligible to serve a maximum of two terms.
  - 3. In the event that a Justice does not complete her term, she shall not be eligible to apply to be a Justice in the future.
- D. Election
  - 1. Justices shall be elected at the Panhellenic meeting after the election of officers.
  - 2. The GARP election procedure will be the responsibility of the JVP.
  - 3. Applications for potential Justices shall be available throughout the fall semester in the Office of Greek Life and must be completed and submitted by the established deadline.
  - 4. Each sorority shall nominate one candidate for GARP.
  - 5. Each candidate will have the opportunity for a two-minute speech.
  - 6. The Panhellenic Representatives shall serve as the voting body and will vote for eight candidates by secret, written ballot.
  - 7. The JVP and Advisor to the Panhellenic Association will count the votes.
  - 8. The eight candidates receiving the most votes shall become Justices of GARP.
  - 9. In the case of a tie, there will be a run-off to break the tie.
  - 10. In the case where there are not eight candidates elected to GARP, the Panhellenic Executive Board shall fill the vacancies subject to the approval of the Panhellenic Council.
- E. Vacancies
  - 1. The Panhellenic Executive Board shall decide how to fill vacancies on GARP, subject to the approval of the Panhellenic Council.

## **ARTICLE XI: RESIGNATION OF EXECUTIVE OFFICERS**

- A. Resignation of the President
  - 1. The EVP shall act as President until a new President shall be elected.

2. The Panhellenic Executive Board shall recommend a candidate from the Executive Board.
3. At the following Panhellenic Council meeting, the representatives shall vote to approve the recommendation with a two-thirds majority vote taken by secret, written ballot.
4. If the recommendation is not approved, the Panhellenic Executive Board may suggest another candidate subject again to the approval of the Panhellenic Council.
5. The Executive Board shall decide how to replace the then vacated position.
- B. Resignation of All Other Executive Board Officers
  1. The Executive Board shall make a recommendation on how to fill the position.
  2. A two-thirds majority vote from the Panhellenic Council is required.

### ***ARTICLE XII: REMOVAL FROM OFFICE***

In the case of attempted removal of an Executive Officer the following procedure applies.

- A. The officer being removed from office should be informed in writing of the proceedings twenty-four hours in advance of the process.
- B. If a motion is made to remove the President from office, the EVP shall call the meeting and run the proceedings.
- C. A three-fourths majority vote shall be required for removal.
- D. If passed, the removal is effective immediately.

### ***ARTICLE XIII: VIOLATIONS***

- A. Alleged violations of these Bylaws shall be adjudicated by the Panhellenic members of the Greek Activities Review Panel.

### ***ARTICLE XIV: EXTENSION***

- A. When the Panhellenic Council determines that the timing is right to add a chapter, it may be done in one of the following ways:
  1. Through the colonization of a National Panhellenic Conference sorority which is automatically granted full membership.
  2. Through the recognition of a local sorority which intends to seek affiliation with a National Panhellenic Conference sorority
  3. Through the recognition of a local sorority which intends to remain local and not affiliate with a National Panhellenic Conference sorority
  4. Through the recognition of a sorority affiliated with a national organization other than the National Panhellenic Conference
- B. If, after a three-fourths affirmative vote, the Panhellenic Council decides to invite a National Panhellenic Conference sorority to colonize or take over an existing full member chapter, the following will occur:
  1. Consideration will first be given to NPC chapters formerly on campus who wish to return. Generally, chapters who have been off campus for the longest time have the first option to be considered for return. However, housing, alumnae

- support, and willingness to take over an existing chapter (if applicable) will also factor into the decision as to the order of return.
2. Up to three National Panhellenic Conference sororities will be invited to make presentations to the Panhellenic Council and (if applicable) members of the chapter seeking affiliation, and a majority vote is necessary for acceptance. If necessary, a re-vote will be taken between the two sororities receiving the most votes in order to achieve a majority.
  3. A three-fourths vote of the Panhellenic Council can result in an invitation to colonize without a presentation.
  4. The Panhellenic Council also reserves the right to decide against all sororities making presentations if it feels that they would not be compatible with the University of Michigan campus and Greek Community.
- C. Associate Membership must precede “full” membership in cases A:2, 3 and 4
1. Requirements
    - a. A minimum of twenty-five members, which may be waived at the discretion of the Panhellenic Executive Board
    - b. Recognition through the Office of Student Activities and Leadership
    - c. No previous commitment to any National Panhellenic Conference sorority
    - d. A name which in no way insinuates a connection to any National Panhellenic conference sorority
    - e. Members who are not also members of another National Panhellenic Conference sorority or sorority that is a member of the University of Michigan Panhellenic Association
    - f. A three-fourths majority vote of the Panhellenic Council
  2. Expectations and privileges are as follows:
    - a. The chapter shall report to the Panhellenic Executive Vice President who will be permitted to attend the associate member meetings (except for ritual) when requested.
    - b. The chapter will be reviewed by the Panhellenic Executive Board twice per semester in the following areas:
      - i.. Goals
      - ii. Programming
      - iii. Scholarship
      - iv. Membership
      - v. Organizational Structure
      - vi. Panhellenic Participation
    - c. The chapter may not recruit new members or publicize for its recruitment during Panhellenic’s formal recruitment period, colonization of an NPC sorority, or Panhellenic organized winter recruitment period (not to exceed 2 weeks).
    - d. A chapter Panhellenic Representative will have voice but no vote.
    - e. Chapter members will pay dues to Panhellenic after a semester as an associate member chapter. The amount will be the same as “new member dues” for full member chapters and will be paid once in a given school year. No dues will be paid to the Alumnae Panhellenic Association.

- f. The chapter may not contact any National Panhellenic Conference sorority unless in conjunction with the Panhellenic Executive Board.
  - g. The chapter may not wear or display insignia, letters, or anything else that identifies a National Panhellenic Conference sorority.
  - h. The chapter may participate in Panhellenic philanthropic events, workshops, The Forum, Greek Week, committees, and other activities subject to a majority vote of the Panhellenic Council.
  - i. Membership in Order of Omega and Gamma Sigma Alpha is limited to full members.
  - j. Positions on the Panhellenic Executive Board, GARP, and SRC Executive Board are limited to full members. Other positions are subject to a majority vote of the Panhellenic Council.
  - k. The chapter will abide by the Constitution, Bylaws, and policies and will follow all procedures of the Panhellenic Association.
- D. Full Membership following Associate member status
- 1. Requirements
    - a. A minimum of one year as an associate member
    - b. The recommendation of the Panhellenic Executive Vice President
    - c. A minimum of fifty members (new and initiated) who will participate in the next Fall Formal Recruitment, which may be waived at the discretion of the Panhellenic Executive Board
    - d. A three-fourths majority vote of the Panhellenic Council
  - 2. Expectations and privileges are as follows:
    - a. The chapter shall have a representative present at all meetings of the Panhellenic Council who shall have a voice and a vote.
    - b. The chapter shall participate in all activities sponsored by Panhellenic except for Formal Recruitment, which is optional.
    - c. Chapter members will pay dues to the collegiate Panhellenic Association and the Alumnae Panhellenic Association. Chapters not participating in Formal Recruitment will pay 75% of both sets of dues.
    - d. The chapter will abide by the Constitution, Bylaws, and policies and will follow all procedures of the Panhellenic Association.

**ARTICLE XV: RULES OF ORDER**

The University of Michigan Panhellenic Council shall be governed by Robert's Rules of Order, newly revised edition, except in matters specifically provided for in the Constitution and Bylaws.

**ARTICLE XVI: AMENDMENTS**

These Bylaws may be amended by a three-fourths vote of the Panhellenic Council, to whom written notice of the proposed amendment must be given at the preceding regular meeting.