

Constitution of the College Panhellenic Association of Wake Forest University

Preamble

The purpose of the College Panhellenic Association of Wake Forest shall be to foster inter-sorority relationships where common interests of women are promoted and differences are valued. Our aim is to maintain the highest scholastic, social, and moral standards of our members. The College Panhellenic Association shall oversee and regulate all activities and processes pertaining to its member organizations and shall support the mission and purpose of Wake Forest University. Throughout this document, the term “sorority” shall refer to all Greek Women’s Organizations.

Article 1. Name

The name of this organization shall be the College Panhellenic Association of Wake Forest University.

Article II. Objective

The object of the Panhellenic Association shall be to develop and maintain women’s Greek life and inter-sorority relationships at a high level of accomplishment, and in doing so:

- 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 organizations and the University administration in concern for and maintenance of high social and moral standards.
- 4.) Contribute to the Wake Forest University and Winston-Salem communities through service and charitable activities.
- 5.) Act in accordance with such rules established by the College Panhellenic Association as do not violate the sovereignty, rights and privileges of member organizations.
- 6.) Act in accordance with the National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.

Article III. Membership

There shall be two classes of membership: Regular and Associate.

- 1.) The **Regular** membership of the College Panhellenic Association of Wake Forest University shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities and sororities and National Panhellenic Council sororities at Wake Forest University.
 - a.) National Pan Hellenic (NPHC) sororities may choose to be Regular members in keeping with their own National Pan Hellenic rules and regulations.
- 2.) The **Associate** membership of the College Panhellenic Association of Wake Forest University shall be composed of all members in good standing of National Panhellenic Conference colonies and of all members of National Pan-Hellenic Council colonies or co-ed service chapters at Wake Forest University, including Alpha Phi Omega.

Article IV. Officers

- 1.) The executive officers of the College Panhellenic Association shall be President, Vice President of Recruitment, Assistant Vice President of Recruitment, Vice President of Judicial Affairs, Vice President of Programming, Recording Secretary, and Treasurer.
- 2.) The officers shall be delegates from sororities holding Regular membership in the College Panhellenic Association. Delegates from organizations holding Associate membership shall not be eligible to hold an office.
- 3.) Executive officers can not serve as student teachers or participate in an internship during their time in office.
- 4.) The officers shall serve a term of one year, the term of office to run from November – November, with a transition period in effect.
- 5.) Any officer failing to perform her duties as outlined shall resign or be requested to resign by a two-thirds majority vote of the College Panhellenic Association members.
- 6.) Selection of officers shall be in accordance with Article II of the bylaws.

Article V. Meetings

- 1.) **Regular.** The College Panhellenic Association shall hold at least one regular meeting annually.
 - a.) All members of the College Panhellenic Association of Wake Forest University will be invited to attend. The purpose of this regular meeting is to keep the Women's Greek community informed about the contributions of the Wake Forest Panhellenic Association and will consist of pertinent announcements.
- 2.) **Special.** A special meeting of the College Panhellenic Association may be called by the President when necessary and shall be called by her upon request of any Regular member organization.
- 3.) **Presidents.** The presidents of each member organization of the College Panhellenic Association shall meet periodically as necessary.
- 4.) **Delegates.** One delegate representative from each Regular and Associate member organization shall attend a weekly meeting at a time and place designated at the beginning of each semester.
- 5.) The voting delegate from each organization shall be responsible for notifying her chapter members of all regular and special meetings of the College Panhellenic Association.

Article VI. The College Panhellenic Council

The administrative body of the College Panhellenic Association of Wake Forest University shall be called the College Panhellenic Council.

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

- 1.) **Membership.** The Wake Forest University Panhellenic Council shall be composed of one delegate, one alternate delegate and one alumna advisor from each National Panhellenic Conference sorority chapter at Wake Forest University.
- 2.) **Selection of Delegates and Advisors.** Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective sorority chapters to serve for a term of one year commencing no later than six weeks before the end of the school year. Whenever possible, the alternate delegate of one year shall be the delegate from the succeeding year.
- 3.) **Delegate Vacancies.** When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement within two (2) weeks and to notify the Panhellenic Council Recording Secretary of her name, address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the

alternate delegate of the sorority concerned shall fulfill the duties of the delegate in all cases, except that of the President. The Vice-President of Recruitment shall fulfill the duties of the President.

- 4.) **Officers.** The officers of the Wake Forest University Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Wake Forest University Panhellenic Association.
- 5.) **Meetings.** Regular Meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term of semester.
Special Meetings. Special Meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.
Quorum. Two-thirds of the member sororities shall constitute a quorum for the transaction of business.
- 6.) **Voting.**
 - a.) The voting body of the Wake Forest University Panhellenic Association shall be its Panhellenic Council.
 - b.) The voting members of the Panhellenic Council shall be the delegates of each sorority holding regular membership. If a delegate is absent, the vote of her sorority shall be cast by its alternate. If both delegate and alternate delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented in writing to the Council President prior to the meeting.
 - c.) Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules, to establish Total Chapter size, to set the dates for recruitment and to add a chapter. A majority vote shall be required to carry all other questions.
- 7.) The alternate delegates and alumnae advisors to Panhellenic Council shall have voice but no vote.

Article VII. College Panhellenic Association Advisor

- 1.) The College Panhellenic Association Advisor shall be appointed by the Administration of Wake Forest University.
- 2.) The Advisor shall serve in advisory capacity to the Wake Forest University Panhellenic Association and its Council.

Article VIII. Standing Committees

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

Article IX. Unanimous Agreements and Policies

- 1.) All members of the College Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the Unanimous Agreements (sometimes amended, always kept updated).
- 2.) All College Panhellenic Association rules and policies shall be aligned with those currently established by the National Panhellenic Conference.

Article X. Violations

- 1.) Violation of any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, of the National Panhellenic Conference Unanimous Agreements shall be the occasion for penalties established by the College Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.
- 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 XI. Finance

Organizational funds will be handled in a responsible manner.

Article XII. Ratification

The Constitution must have the approval of the Charter Committee of Student Government, Student Government Legislature, Student Life Committee, and the Faculty.

Article XIII. Amendments

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

Bylaws

Article I. Finance

- 1.) **Fiscal Year.** The fiscal year of the College Panhellenic Association of Wake Forest University shall correspond with the academic calendar.
- 2.) **Contracts.** The signatures of the President and the Treasurer shall be required to bind the College Panhellenic Association of Wake Forest University.
- 3.) **Checks.** All checks issued on behalf of the College Panhellenic Association of Wake Forest University shall be signed by the Advisor, President, VP of Recruitment, or Treasurer, who shall record them. Check for payments shall be made payable to Wake Forest University Panhellenic Council.
- 4.) **Payments.** All payments due to the College Panhellenic Association of Wake Forest University shall be made to the Treasurer who shall record them. Checks for payments shall be made payable to the Wake Forest University Panhellenic Council.
- 5.) **Membership Dues**
 - a.) **Amount.** The dues of each College Panhellenic Association member sorority shall be an assessment per member and new member. The amount of such dues shall be determined annually by Wake Forest University Panhellenic Council.
 - b.) **Time of Payment.** The dues of each Panhellenic Association member fraternity shall be payable no later than one month following the announcement of dues.

Article II. Selection of Officers

- 1.) The office of President of the Wake Forest University Panhellenic Association shall be held in rotation by each National Panhellenic Conference sorority chapter in order of its installation at Wake Forest University. The President should have served on the Panhellenic Council for at least one year. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation. The sorority so passed may resume its place the following year and normal rotation shall be resumed.

- 2.) The offices of Vice-President of Recruitment, Assistant Vice President of Recruitment, Vice President of Judicial Affairs, Vice President of Programming, Recording Secretary and Treasurer also shall be held in rotation by each National Panhellenic Conference sorority chapter.

Article III. Officer Duties

The President shall:

- 1.) Have overall responsibility for the operation of the Panhellenic Council.
- 2.) Call and preside at all regular and special meetings of the Panhellenic Council.
- 3.) Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
- 4.) Call and preside at all College Panhellenic Council Executive Board meetings.
- 5.) Review, approve and sign all Panhellenic Association checks involving the College Panhellenic Association of Wake Forest University and all contracts, involving the College Panhellenic Association of Wake Forest University in consultation with the Panhellenic Advisor.
- 6.) Serve as member ex-officio of all Panhellenic Council Committees.
- 7.) Report as required to the NPC Area Advisor.
- 8.) Maintain a complete and up-to-date President's file which will include a copy of the current Wake Forest 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.
- 9.) Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

- 1.) Perform the duties of the President in her absence, inability to serve, or at her call.
- 2.) Serve as Chairperson of Recruitment; Have overall responsibility for the operation of the Recruitment Team.
- 3.) Recruit and select Recruitment Team members.
- 4.) Perform all other duties usually pertaining to this office.

The Assistant Vice President of Recruitment shall:

- 1.) Assist the Vice President of Recruitment with all duties concerning the planning and facilitation of Recruitment.
- 2.) Perform all other duties pertaining to this office.

The Vice President of Judicial Affairs shall:

- 1.) Maintain an up-to-date copy of the Constitution/Bylaws.
- 2.) Act as the parliamentarian for the Panhellenic Council, keeping the members informed of all parliamentary procedures and rules.
- 3.) Have overall responsibility for the operation of the Judiciary Committee.
- 4.) Perform all other duties pertaining to this office.

The Vice President of Programming shall:

- 1.) Have overall responsibility for the Standing Committees and their respective Chairpersons.
- 2.) Serve as the Panhellenic Representative on the Wake Forest University All Greek Council.
- 3.) Perform all other duties pertaining to this office.

The Recording Secretary shall:

- 1.) Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.
- 2.) Keep full minutes of all meetings of the College Panhellenic Council and a record of all action taken by the Executive Board.
- 3.) Maintain a complete and up-to-date file which will include the minutes of the meetings of the College Panhellenic Association of Wake Forest University and its Council from the date of its organization; copies of all contracts made by the College Panhellenic Council; current correspondence; any newspaper and magazine articles pertaining to the College Panhellenic Association or its member organizations.
- 4.) Be responsible for official correspondence of the College Panhellenic Council unless provided for otherwise.
- 5.) Perform all other duties pertaining to this office.

The Treasurer shall:

- 1.) Be responsible for the general supervision of the finances of the College Panhellenic Association of Wake Forest University.
- 2.) Be responsible for the preparation of the annual budget and, following its approval by the College Panhellenic Council, for providing a copy to each College Panhellenic Association member fraternity and sorority.
- 3.) Receive all payments due to the College Panhellenic Association, collect all dues, and give receipts.
- 4.) Be responsible for the prompt payment of all bills of the College Panhellenic Association of Wake Forest University.
- 5.) Maintain up-to-date financial records, give a financial report at each regular meeting of the College Panhellenic Council and an annual report at the close of her term of office.
- 6.) Sign College Panhellenic Association contracts when authorized to do so.
- 7.) Perform all other duties pertaining to this office.

Article IV. The Executive Board

The Executive Board shall be composed of the seven College Panhellenic Council officers. Other Chairpersons may be invited to selected meetings when necessary.

The Executive Board shall:

- 1.) Appoint Standing and Special Committees and their Chairpersons and, in making these appointments, recognize representation from all member sororities.
- 2.) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved by action by Panhellenic Council vote.
- 3.) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.

Article V. Standing Committees

The Standing Committees of the College Panhellenic Council of Wake Forest University shall be: Judiciary, Membership Recruitment, Public Relations, Scholarship, Service, Intergreek (Greek Week), Intergreek (Piccolo Committee), Publications, and Social.

Committees to be considered depend upon the size and the needs of each Panhellenic Council.

The Standing Committees shall serve for a term of one year. Except for Recruitment Committee, such term of office is to begin January and end in December. A committee chairperson may be appointed to serve for 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.

1.) Judiciary Committee

- a.) **Membership.** The Judiciary Committee shall consist of the Vice President of Judicial Affairs as chairperson, the President as an ex-officio member, and one appointed member of each Regular member organization of the College Panhellenic Association.
- b.) **Duties.** It shall be the Judiciary Committee's duty to deal with violations of the Constitution, Bylaws, Standing Rules and Membership Recruitment regulations of the College Panhellenic Association.

2.) Membership Recruitment Committee

- a.) **Membership.** The Membership Recruitment Committee shall consist of the Vice President of Recruitment as chairperson, the Assistant Vice President of Recruitment, the Vice President of Judicial Affairs, the elected Recruitment Committee members (PNM Coordinator, GRC Coordinator, Logistics Coordinator, and Marketing Coordinator), the President as an ex-officio member, the incoming VP of Recruitment, the incoming Assistant VP of Recruitment, the incoming VP of Judicial Affairs, the incoming President, and any other members appointed by the Executive Board.
- b.) **Duties.** This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distributing copies of them when approved to the delegates of the member sororities. Following each membership recruitment period, the Chairperson of this committee shall present a full report, including recommendations, to the Panhellenic Council.

3.) Public Relations Committee

- a.) **Membership.** The Public Relations Committee shall consist of the elected Public Relations Chairperson(s) and other members appointed by the Executive Board.
- b.) **Duties.** The Public Relations Committee shall be responsible for all forms of publicity dealing with the College Panhellenic Association of Wake Forest University. This committee shall work closely with the Executive Board and all committees to make certain that the news media is kept informed of favorable publicity about the College Panhellenic Association and its member sororities.

4.) Scholarship Committee

- a.) **Membership.** The Scholarship Committee shall consist of the elected Scholarship Chairperson(s) and other members appointed by the Executive Board.
- b.) **Duties.** The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual growth.

5.) Service Committee

- a.) **Membership.** The Service Committee shall consist of the elected Service Chairperson(s) and other members appointed by the Executive Board.
- b.) **Duties.** The Service Committee shall be responsible for advertising and directing service projects throughout the year.

6.) Intergreek Committee

- a.) **Membership.** The Intergreek Committee shall consist of the elected Intergreek Chairperson(s) and other members appointed by the Executive Board.
- b.) **Duties.** The Intergreek Committee shall be responsible for organizing and promoting Greek-wide events, including but not limited to Greek Week and the Brian Piccolo Cancer Fund Drive.

7.) Publications Committee

- a.) **Membership.** The Publications Committee shall consist of the elected Publications Chairperson(s) and other members appointed by the Executive Board.
- b.) **Duties.** The Publications Committee shall coordinate all sorority/fraternity activity in the Panhellenic/Greek newsletter. Panhellenic Publicity Chairperson(s) is to work closely with the Interfraternity Council Chairperson and the National Pan-Hellenic Council Chairperson.

8.) Social Committee

- a.) **Membership.** The Social Committee shall consist of the elected Social Chairperson(s) and other members appointed by the Executive Board.
- b.) **Duties.** The Social Committee shall be responsible for planning and supervising all social activities of the College Panhellenic Association. The Social Committee shall be responsible for providing the Recording Secretary with a current calendar of all social events of the Panhellenic Council member sororities and of major campus events.

Article VI. Administration of Membership Recruitment

- 1.) Recruitment will be held early in the Spring Semester.
- 2.) The National Panhellenic Conference Quota-Total system shall be followed.
- 3.) The preferential bidding system shall be used.
- 4.) Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women students (with the exclusion of first-year students in the fall).
- 5.) Chapters which do not fill basic Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even when reaching Quota puts them over Total.
- 6.) All membership events shall be held in the facilities agreed upon prior to the rush period.
- 7.) Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
 - a.) A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.
 - b.) Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four (24) hours after it has occurred.

Article VII. Pledging and Initiation

- 1.) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging. Wake Forest University requires that each woman must have a 2.25 cumulative grade point average and have completed at least one semester of college work to be eligible for recruitment and pledging.
- 2.) A College Panhellenic Association member sorority 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 that sorority to which she has pledged. All new members must be initiated within the time established by Wake Forest University.

Article VIII. Hazing

All forms of hazing, pledge day and/or pre-initiation activities are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of

injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.