Article I. Name

The name of this organization shall be the University of Northern Iowa Panhellenic Council.

Article II. Object

The object of the Panhellenic Council shall be to develop and maintain women’s fraternity life and interfraternity 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 and basic intellectual development.
3. Cooperate with member women’s fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.

Article III. Membership

Section 1. Membership Classes
There shall be three classes of membership: Regular, Provisional and Associate.

Regular membership. The regular membership of the University of Northern Iowa Panhellenic Council shall be composed of all chapters of NPC fraternities at the University of Northern Iowa. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

Provisional membership. The provisional membership of University of Northern Iowa Panhellenic Council shall be composed of all colonies of NPC fraternities at University of Northern Iowa. Provisional members shall pay no dues and shall have a voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the University of Northern Iowa Panhellenic Council. The Panhellenic Council shall determine the membership eligibility requirements and the process for submitting an application and approval of the application. Associate
members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

**Section 2. Privileges and Responsibilities of Membership**

**Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Northern Iowa Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with NPC Unanimous Agreements shall be void.

**Article IV. Executive Officers and Duties**

**Section 1. The Executive Board**

The Executive Board shall:

a. Be comprised of President, Vice President of Risk Management, Vice President of Administration, Vice President of Recruitment, Vice President of Public Relations, and Vice President of Community Enrichment.
b. Administer routine business between meetings of the University of Northern Iowa Panhellenic Council when advisable and such other business as has been approved by the University of Northern Iowa Panhellenic Council member fraternity vote.
c. Report all actions at the regular meetings of the University of Northern Iowa Panhellenic Council.
d. Attend all regular meetings of the University of Northern Iowa Panhellenic Council Executive Board, unless 24-hour notice is given to the President. Special circumstances will be handled on a case-by-case basis.
e. All officers must successfully transition the incoming officer.
f. All officers must attend the officer’s retreat.
g. All officers are required to attend all University of Northern Iowa Panhellenic Council sponsored events.
h. Be held responsible for fulfilling and complying with all officer requirements and stipulations as listed in Article IV, Section 2.4.

**Section 2. Selection of Officers**

1. **Eligibility for Office:**
   a. **Eligibility:**
      i. Each member of Panhellenic with a 2.80 cumulative grade point average is eligible to run for a Panhellenic Executive Office.
ii. She must be an initiated member and in active status of a Panhellenic chapter at the University of Northern Iowa. No one on alumna status for her chapter may hold a Panhellenic Executive Office.
   1. She must have been a member of a chapter for at least two full consecutive semesters at the time of taking office.
   2. The President and Vice President of Recruitment must have spent at least two full semesters in their respective chapters at the University of Northern Iowa.

iii. She must be enrolled as a full-time student at the University of Northern Iowa during the entire period of service as a Panhellenic Council Officer.

iv. Members from women’s fraternities holding regular membership in the University of Northern Iowa Panhellenic Council shall be eligible to serve as any officer.

v. Members from women’s fraternities holding provisional membership in the University of Northern Iowa Panhellenic Council shall not be eligible to serve as an officer.

vi. Members from women’s fraternities holding associate membership in the University of Northern Iowa Panhellenic Council shall not be eligible to serve as an officer.

b. Additional Eligibility Requirements
   i. A chapter cannot have more than two members serve on the Panhellenic Executive Council.
      1. Each chapter must be equally represented on the Panhellenic Executive Council.
      2. Unless at least one person from each sorority applies and is deemed qualified by the slating committee.

   ii. President-- The president plays a crucial role in assisting the Vice President of Recruitment; therefore, she will serve on the Recruitment Team and will disassociate for the Fall Formal Sorority Recruitment period, and must live in the Cedar Falls area over the summer of her term.

   iii. Vice President of Recruitment--To be eligible to run for the office of Vice President of Recruitment, the member must have participated in at least one formal recruitment period as an active member. In order to plan and execute a successful recruitment, the Vice President of Recruitment must be able to travel to the Cedar Falls area when necessary or needed over the summer.

   iv. Vice President of Public Relations-- PR plays a crucial role in assisting the Vice President of Recruitment; therefore, she must live in the Cedar Falls area over the summer of her term.

   v. All Panhellenic Executive Council members must disassociate during the entire Formal Recruitment process. Only the positions listed above will be required to live in the Cedar Falls area during the summer of her term.

2. Selection Process
a. **Application Process:** Each member of Panhellenic who is running for an office must complete an application. This application will be compiled by the current Panhellenic President and approved by the Greek Advisor. The application must be completed by the due date set by the Panhellenic President. Late applications **will not** be accepted. If the slate is not filled or passed applications will be reopened at the discretion of the Panhellenic Executive Board.

b. **Interview Procedures:** The nominating committee will interview each applicant prior to elections. The interview process will consist of a 10-15 minute formal interview.

c. **The Role of the Nominating Committee**
   i. **Selection:** The nominating committee will consist of six individuals. Each chapter will be required to select one individual who will serve on the nomination committee. The current Panhellenic President will serve as the fifth member of the nominating committee and the Greek Advisor will be the sixth. It is recommended that the chapters choose an individual with knowledge of the Panhellenic Executive Council. This person shall be serving as the voice of their chapter, but also be required to make decisions, which will create the best Panhellenic Executive Council for the Fraternity and Sorority Life Community.
   
   ii. **Restrictions:** The chapter may only choose those members who have been active for two semesters to serve on the nominating committee and who are not running for Panhellenic offices to serve on the nominating committee. It is recommended that the first members asked to fulfill this duty be the current Panhellenic Executive member, Panhellenic Head Delegate, and then the President as they should be knowledgeable of the Panhellenic community.
   
   iii. **Duties:** It is the nominating committee’s responsibility to review the applications, interview the candidates, and create a slate. Each chapter representative will have one vote. The Panhellenic President and the Greek Advisor will have voice but no vote. In the event of a tie, the nominating committee will re-vote until a slate is passed. If no decision can be reached, the nominating committee will present a new slate. The Panhellenic President will also be present for the presentation of the slate in order to answer any questions concerning their slating decisions.

3. **Elections**
   a. **Presentation of the Slate:** The President will present the slate to the Panhellenic Council member fraternities. There will be no more than two members from each chapter slated for the Panhellenic Executive Board, with the exceptions noted in Article IV, Section 2, 1, b, i.
   
   b. **Voting on Slate:** The Panhellenic President will open the floor for questions and debate on the slate. Following question period, discussion will occur. Then Panhellenic delegates will move the slate to a vote. Each Panhellenic Council member fraternity must vote to pass the slate as a whole, not on individual officers. For the slate to pass there needs to be a 3/4 vote.
   
   c. **Restrictions in Voting:** In the case that a chapter’s Panhellenic Head Delegate is running for an office, then she shall not be allowed to vote. Instead the chapter’s
Alternate Panhellenic Delegate will cast the vote. In case the Alternate Panhellenic Delegate is also running for an office then she shall not be allowed to vote. Instead the chapter’s President will cast the vote. No one who is running for an office will be eligible to cast a vote.

4. **Officer Requirements and Stipulations**
   a. **Grade Requirements:** Panhellenic Executive Council officers must, have at the time of application and maintain throughout the term of office, at least a 2.80 GPA (cumulative).
   b. **Officer Removal:** If the officer is not fulfilling her duties or if her actions are questioned, then a request to an executive officer to call a vote to remove the officer from her office can occur. The officer will be removed by a three-fourths vote of the chapters.
   c. **Office Term:** The term for each Panhellenic Executive Council offices shall run from spring semester through the fall semester.
   d. **Time Requirements:** Panhellenic Executive Council officers must attend all regular and special meetings of the UNI Panhellenic Council and PHC meetings every Monday of the academic school year. Also the Panhellenic Council will meet for an hour as a council every week. In addition to their individual executive officer duties, Panhellenic Executive Council officers will also be required to attend Panhellenic Executive Council and Interfraternity Executive Council meetings when determined by the President of both councils during the academic school year. Panhellenic Executive Council officers will also be required to hold two weekly office hours between 8:00am and 5:00pm Monday through Friday. Any scheduling conflicts should be addressed with the Panhellenic President. Panhellenic Executive Officers are required to host Roundtables and meet with the Greek Advisor for a one-on-one meeting.
   e. **Grade Deficiency:** An officer will automatically be removed from office for a grade deficiency.
   f. **Vacancies:** Vacancies shall be filled in the same manner of selection as provided in Article IV, Section 2.2.

**Section 3. Executive Council Officer Duties**

1. **President shall:**
   a. Have overall responsibility for the operation of the University of Northern Iowa Panhellenic Council.
   b. Call and preside over all regular and special meetings of the University of Northern Iowa Panhellenic Council and the Panhellenic Executive Council.
   c. Sign all contracts involving the University of Northern Iowa Panhellenic Council.
   d. Serve as an ex-officio member of all Panhellenic Council Committees with voice, but no vote.
   e. Maintain a complete and current President’s file which will include a copy of the current University of Northern Iowa Panhellenic Council Constitution, Bylaws and Standing Rules, the current Panhellenic Council budget, the current NPC Manual of Information and Related Materials, current correspondence and materials received from her NPC Area Advisor, her
copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.

f. Preside over the officer’s retreat, (to be scheduled after the installation of the new officers) and ensure that during the officer’s retreat, each Panhellenic Executive Council Officer signs a contract to support the council’s mission and goals during their term.

g. Serve on the nominating committee with voice but no vote, unless in the case of a tie, in which she will cast the tie breaking vote.

h. Make executive decisions on whether to complete Association of Fraternal Leadership & Values (AFLV) awards and appoint committee to coordinate awards if necessary.

i. Schedule weekly executive meetings for executive officers and biweekly all-council meetings for executive officers and directors.

j. Assist any executive council member if the need arises.

k. Serves as point of contact for chapter delegates, while holding meetings as needed.

l. Select the Outstanding Panhellenic Woman award weekly to promote Panhellenic values and give recognition to outstanding members of our community. Work with the Director of Social Media to post the winner each week.

m. As necessary assist the Greek Advisor and the Interfraternity Council President in scheduling and presiding over an all-Executive Retreat (including chapter executive boards, as well as Interfraternity and Panhellenic Executive Councils) to discuss goals and expectations or issues that might need to be addressed.

n. Dissociate for Formal Fall Sorority Recruitment to assist the Vice President of Recruitment, as a member of the Recruitment Team.

o. Live in the Cedar Falls area during the summer term of her office position.

p. Be familiar with the NPC Manual of Information and all governing documents of this Panhellenic Council.

q. Host Presidential Roundtables.

r. Ensure that the NPC annual report is complete and communicate regularly with the NPC area advisor.

s. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings, executive meetings, and public Panhellenic Council meetings.

t. Shall fill out the minutes document by 4pm on the day of University of Northern Iowa Panhellenic meetings, with any new business or announcements being discussed.

u. Perform all other duties as assigned.

2. **Vice President of Administration shall:**

   a. Be responsible for the general supervision of the finances of the University of Northern Iowa Panhellenic Council, including preparing and revising a budget to be voted on by the Panhellenic Council each semester.

   b. Revise any documents she deems necessary (Bylaws, etc.) each year.
c. Shall assist, if requested, the Panhellenic and Interfraternity Council Presidents in planning an all-Executive retreat (for chapter executive boards as well as Interfraternity and Panhellenic Executive Councils).
d. Maintain up-to-date financial record & give a monthly financial report (concerning checking and saving account balances) at the first regular meeting of the University of Northern Iowa Panhellenic Council and an annual report at the close of her term.
e. Pay annual NPC dues and all bills of the UNI Panhellenic Council.
f. Collect dues and fines from Panhellenic delegates.
g. Keep full minutes of the University of Northern Iowa Panhellenic Council and Panhellenic Executive Council meetings and distribute minutes to members of the Panhellenic Council.
h. Maintain a complete up-to-date file, which includes the minutes of the University of Northern Iowa Panhellenic Council and its Executive Board from the date of its organization and monetary transactions.
i. Maintain attendance records and order of events documentation for all-sorority and all-Fraternity and Sorority Life events for Fraternity and Sorority Life Awards as well as AFLV Awards.
j. Prepare and submit an annual NISG budget request, if deemed necessary by the Executive Board.
k. Disassociate for recruitment and manage the recruitment budget. Order catering for recruitment events and assist the recruitment team during the time of disassociation.
l. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings, executive meetings, and public Panhellenic Council meetings.
m. Shall fill out the minutes document by 4pm on day of the University of Northern Iowa Panhellenic meetings, with any new business or announcements being discussed.
n. Oversee the Director of Scholarship and host meetings regularly.
o. Perform all other duties as assigned.

3. **Vice Presidents of Recruitment shall:**
   a. Two Vice Presidents of Recruitment will be elected to serve on Panhellenic Executive Council.
b. Review and propose revisions (as needed) to recruitment rules yearly.
c. Set up and oversee interviews for the selection of Recruitment Guides.
d. Preside over the Recruitment Team which consists of all Panhellenic Executive members and the Rho Gammas.
e. Meet with chapter Recruitment Representatives, at a minimum of monthly during the school year and at minimum once over the summer. More meetings are recommended at the discretion of the Recruitment Team.
f. Arrange for members of the recruitment team or recruitment guides to be present at all summer orientation sessions or other recruitment activities.
g. Update interest form as needed and send recruitment information to anyone inquiring about Sorority Recruitment with assistance from the Panhellenic President.

h. Hold information sessions on recruitment, at least once in the fall preceding recruitment for potential members.

i. Keep chapters informed in any change concerning Recruitment and/or events that pertain to them.

j. Be a resource and answer any questions from the Recruitment Guides, recruitment chairs or recruitment guests to the best of your knowledge.

k. Make certain all recruitment rules are being conducted correctly and ethically.

l. Compile recruitment statistics for Panhellenic records.

m. Reserve all rooms and facilities needed for recruitment (rooms, equipment, and supplies).

n. Provide evaluation to each chapter recruitment teams and executives to provide feedback regarding recruitment and compile the results to promote constant improvement of recruitment.

o. Aid any University of Northern Iowa Panhellenic Council member fraternity or active chapter members not fully understanding the procedures, rules, or processes of recruitment.

p. Make unbiased decisions concerning recruitment and recruitment procedures.

q. After Formal Recruitment, aid chapters with “Continuous Open Bidding” by providing a list of informal names to chapters who have not met chapter total, be informed of chapter totals, and be aware of chapters holding informal recruitment events.

r. Present a projected budget at a UNI Panhellenic Council meeting prior to Fall Formal Sorority Recruitment.

s. Host Recruitment Team meetings during the semester.

t. Oversee the Director of Recruitment Guides and host meetings regularly.

u. Pay all recruitment expenses in a timely manner prior to the deadline.

v. Responsible for creating and maintaining a “Wrap Up” for following officers.

w. Shall fill out the minutes document by 4pm on the day of the University of Northern Iowa Panhellenic meetings, with any new business or announcements being discussed.

x. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings, executive meetings, and public Panhellenic Council meetings.

y. Perform all other duties as assigned.

4. **Vice President of Public Relations shall:**
   a. Aid the Greek Advisor in ensuring that all documents are available off of the Fraternity and Sorority Life website (including Mission Statement, By-Laws, Code of Ethics and Judicial Policies).
   b. Act as the Public Relations correspondent. In charge of responding to any and all Public Relations situations that may arise with the assistance of the
Panhellenic President and Greek Advisor. At her discretion, she may organize a Public Relations committee.

c. Disassociate during the recruitment and be a part of the Recruitment Team. Develop and assist in making a marketing plan with the Vice President of Recruitment that promotes Formal Sorority Life Recruitment.

d. Create and distribute PR materials for all speakers and special events.

e. Create a quarterly newsletter for Sorority Life. Can work in conjunction with IFC and create an FSL newsletter.

f. Hold Public Relations Roundtables to talk about public relations ideas, issues, and to provide chapters with more public relations resources when necessary.

g. Monitor any use of the Fraternity and Sorority Life logo by the individual chapters. Communicate with University Relations on all PR regarding the UNI logo and UNIFSL logo or any PR regarding sorority life.

h. Post on social media regarding all of sorority life and oversee what is being posted on and tagged within the UNI FSL community.

i. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings, executive meetings, and public Panhellenic Council meetings.

j. Shall fill out the minutes document by 4pm the day of University of Northern Iowa Panhellenic meetings, with any new business or announcements being discussed.

k. Oversee the Director of Social Media and host meetings regularly.

l. Perform all other duties as assigned.

5. **Vice President of Community Enrichment shall:**

   a. Plan New Member Orientation each semester with the assistance of the Interfraternity Council counterpart.

   b. Plan all-Sorority or all-Greek events. These could include alumni, social, or services events.

   c. Serve as a resource to chapters that are looking for sisterhood/mixer ideas.

   d. Seek out co-sponsorship opportunities with other student organizations.

   e. Host roundtables with the following chapter executives during the semester, if deemed necessary: New Member Education and Programming.

   f. Work with delegates and New member education chairs to teach new members about Panhellenic and NPC.

   g. Serve as a Panhellenic liaison for the Greek Week Committee by attending meetings. If another Panhellenic Executive is already on the Greek week executive committee, then this task will fall to her.

   h. Work with chapters to support alumni relations and event coordination.
i. Inform all sororities of campus events.

j. Disassociate during the recruitment period and aid recruitment team in planning the Ice Cream Social, planning Potential New Member Orientation, and planning off-event activities.

k. Oversee the Director of Alumnae Relations and the Director of Diversity and Inclusion, and host meetings regularly.

l. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings, executive meetings, and public Panhellenic Council meetings.

m. Shall fill out the minutes document by 4pm the day of the University of Northern Iowa Panhellenic meetings, with any new business or announcements being discussed.

n. Perform all other duties as assigned.

6. **Vice President of Risk Management shall:**

   a. Serve as chairperson of the Panhellenic Judicial Board and hold judicial board meetings each semester.

   b. Perform duties in the absence of the President.

   c. Preside over the Social Roundtables in collaboration with the IFC Counterpart, each semester, which shall consist of the Social chairs of each Panhellenic Council Member fraternity.

   d. Create and update FSL Social Calendar with the IFC counterpart

   e. Update and make available to Social Policy to all Panhellenic Council member fraternities.

   f. Educate social chairs from each chapter on correct social paperwork procedures.

   g. Approve and update social report and notification forms. Keep social paperwork on file for 2 consecutive semesters following the event and readily available to provide copies to attending sororities, chapter advisors, and Inter/National Headquarters if need be.

   h. Work with Vice President of Community Enrichment to develop and present a Risk Management Event each year.

   i. Assist Vice President of Community Enrichment with New Member Orientation as needed.

k. Disassociate during the recruitment period and help the recruitment team manage recruitment infractions and the judiciary process.

l. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings, executive meetings, and public Panhellenic Council meetings.

m. Shall fill out the minutes document by 4pm the day of the University of Northern Iowa Panhellenic meetings, with any new business or announcements being discussed.

n. Perform all other duties as assigned.

**Article V. Directors**

Panhellenic Directors shall submit applications and be appointed by the Panhellenic Executive Council. Their term is two semesters, from spring to fall. Directors will not give reports at public Panhellenic Council meetings unless requested or asked.

To be eligible for a Panhellenic Director position, she must be an initiated member of a chapter at the University of Northern Iowa.

Directors will be able to give voice on topics but will have no vote during all-council meetings.

1. **Director of Social Media shall:**
   a. Report to the Vice President of Public Relations.
   b. Responsible for posting/sharing on the FSL and Sorority Life social media accounts weekly. Must post the Outstanding Panhellenic Woman award each Monday.
   c. Aid Vice President of Public Relations with the development of marketing materials.
   d. Aid in updated the website, including the parents tab and access to the newsletters.
   e. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings and public Panhellenic Council meetings.

2. **Director of Scholarship shall:**
   a. Report to the Vice President of Administration.
   b. Oversee coordination of a scholarship program.
   c. Oversee Scholarship roundtables twice a semester.
   d. Oversee the Dean’s list raffle each semester and any scholarships given.
e. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings and public Panhellenic Council meetings.

3. Director of Recruitment Guides shall:
   a. Report to the Vice Presidents of Recruitment.
   b. Disassociate during the recruitment period and travel to the Cedar Falls area when necessary or needed over the summer.
   c. Be active and in attendance for all Recruitment Guide interviews.
   d. Create and edit Recruitment Guide applications if necessary.
   e. Plan a Recruitment Guide training week. Conduct the training that is necessary for the recruitment guides to become a well-informed resource for the potential members.
   f. Be responsive to any recruitment guest’s needs and try to accommodate their needs.
   g. Create and edit all Recruitment Guide on-call and tabling schedules.
   h. Provide evaluations to each recruitment guide to provide feedback regarding training and recruitment.
   i. Assist the VP of Recruitments with “Fall Recruitment Wrap Up” materials.
   j. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings and public Panhellenic Council meetings.

4. The Director of Alumnae Relations shall:
   a. Report to the VP of Community Enrichment.
   b. Keep a record of up-to-date contact information of Sorority Life alumnae.
   c. Assist VP of Public Relations with quarterly newsletter and disseminate to alumnae network.
   d. Send a monthly email to alumnae to inform them of community activities.
   e. Plan alumnae events. This could include a Homecoming breakfast, a Greek Open House for former members to see their chapter home, a networking event, or a speaking engagement put on by an alumnae member.
   f. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings and public Panhellenic Council meetings.

5. The Director of Diversity and Inclusion shall:
   a. Report to the Vice President of Community Enrichment.
   b. Work with the CME (Center for Multicultural Education) to establish a relationship and promote CME events.
   c. Develop programming to educate sorority women on issues regarding diversity and inclusion.
   d. All other duties as assigned or seen fit.
   e. Attend all regularly scheduled Panhellenic Meetings, including but not limited to all-council meetings and public Panhellenic Council meetings.
Article VI. The Panhellenic Council

Section 1. Authority

The governing body of the University of Northern Iowa Panhellenic Council shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Northern Iowa Panhellenic Council including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights and privileges of member women’s fraternities.

Section 2. Composition and Privileges

The University of Northern Iowa Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at University of Northern Iowa as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a member of the fraternity may cast the vote, providing her credentials have been presented to the Panhellenic Council President.

Section 3. Selection of Delegates and Alternates

Delegate and alternates to the Panhellenic Council shall be selected by their respective woman’s fraternity chapters to serve for a term of one year commencing at the start of the spring semester.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Council Vice President of Administration of her name, email address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 6. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no less than one-fourth of the member women’s fraternities of the University of Northern Iowa.
Panhellenic Council. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Vote Requirements

Proposed motions on issues that impacts a chapter, as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The University of Northern Iowa shall appoint the Panhellenic advisor of the University of Northern Iowa.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Northern Iowa Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board. The Panhellenic Advisor shall also advise the Recruitment Team.

Article VIII. Committees

1. The committees of the University of Northern Iowa Panhellenic Council shall be: Judiciary and Recruitment. These roundtables are to be used at the University of Northern Iowa Panhellenic Executive Council’s discretion.

2. Committee Requirements and Stipulations:
   a. Committee members shall have at the time of election and maintain throughout the term of office at least a 2.50 GPA (cumulative or high school).
   b. Committee Member Removal: If the committee member is not fulfilling her duties or if her actions are questioned, then a request to an executive officer to call a vote to remove the officer from her office can occur. The committee member shall be removed by a three-fourths vote of the chapters.
   c. The term for each committee member shall be from spring semester through the fall semester unless otherwise specified.
   d. Committee members shall attend all committee meetings.

Article IX: Committee Member Duties

3. Judicial Board Committee

4. Membership: The Judicial Board Committee will consist of the Panhellenic Vice President of Risk Management, appointed Judicial Heads of each chapter, and the Greek Advisor (ex-officio).
5. It shall be the Judicial Board Committee's duty to deal with violations of the Constitution, By-Laws, Standing Rules, NPC Unanimous Agreements and Membership Recruitment regulations of the University of Northern Iowa's Panhellenic Association as brought to them after the attempt of mediation has been made.

6. Recruitment Committee

7. Membership: The Recruitment Committee will consist of the Panhellenic Vice President of Recruitment, the Panhellenic President, and Recruitment Chairs appointed by each chapter.

8. It shall be the duty of this committee to review and revise recruitment rules and help improve all aspects of Formal Recruitment and Continuous Open Bidding.

Article X. Finances

- **Fiscal Year**: The fiscal year of the University of Northern Iowa Panhellenic Council shall be from July 1 through June 30.
- **Contracts**: The signature of the Advisor and Panhellenic President shall be required to bind the University of Northern Iowa Panhellenic Council.
- **Checks**: All checks issued on behalf of the University of Northern Iowa Panhellenic Council shall be signed by either the Vice President of Administration and Panhellenic President.
- **Payments**: All payments due to the University of Northern Iowa Panhellenic Council shall be given to the Vice President of Administration who shall record them. Checks for payments shall be made payable to the University of Northern Iowa Panhellenic Council. Any chapter that has outstanding bills will be considered to not be in good standing with the University of Northern Panhellenic Council. Any chapter that is not in good standing at the time of a vote will not be allowed to participate in the vote. Any chapter not in good standing will also not be allowed to participate in any activities until the day after the payments are made. The Chapter will also be fined, see Article IX, Subsection 6, Category C.
- **Required Events**: When the Panhellenic Council deems an event All-Fraternity and Sorority Life or All Sorority event and a chapter does not participate, the chapter will be fined as follows:
  - i. For events where all members of a chapter are required to attend, chapters will be charged $10 per member that does not participate. Examples include anything that Panhellenic deems and All-Sorority or All-Fraternity and Sorority Life, unless otherwise specified. Excuses may be submitted for approval by the date set by the Executive Board.
  - ii. For events where the chapter is represented by only a portion of its members the chapter will be charged $10 per member that is absent. Examples include but are not limited to: Delegate meetings and all Panhellenic meetings.
  - iii. All-Sorority Event Fines will be donated to a philanthropic group chosen by the Executive Board.
f. **Membership Dues:**
   i. **Amount:** The dues of each University of Northern Iowa Panhellenic Council member fraternity shall be an assessment of $20.00 per member (active and new member) that are on campus for each semester.
   ii. **Time of Payment -** Each University of Northern Iowa Panhellenic Council member fraternity shall receive the bill each semester as follows:
      1. **Fall Semester:** The bill will be sent out by the second Monday of the semester, and will be due two weeks later. New member dues will be sent out six weeks after formal recruitment concludes and will be due two weeks later.
      2. **Spring Semester:** Rosters will be due by the second Monday of the semester. The bill will be sent out the third Monday of the semester, and will be due two weeks later. New member dues will be sent out six weeks into the semester and will be due two weeks later.
   iii. A $50 fine will be assessed for late payments unless a payment schedule is fixed with the Vice President of Administration.
   iv. **Increases -** Dues will be capped at $20.00 starting in the Fall of 2012, and will be increased by $.50 at the start of each fiscal year only if Panhellenic Council determines it a requirement to fulfill Fraternity and Sorority Life related activities during the year.

g. **Funds Request**
   i. Any chapter requesting funds from the Panhellenic Association Council must adhere to:
      1. Present an itemized proposed budget to the Executive Panhellenic Council at the first Executive Panhellenic Council meeting of the semester.
      2. Present the itemized proposed budget at the next Panhellenic Council meeting.
      3. The chapters will then vote at the following Panhellenic Council meeting.

**Article XI: Administration of Recruitment**

1. A formal fall recruitment shall be held.
2. The National Panhellenic Conference Release Figure Method system shall be followed.
3. Total will be automatically adjusted to ACS (average chapter size) at the completion of formal recruitment. This will be affirmed at the Panhellenic Meeting directly following the end of formal recruitment.
4. Except during the formal recruitment period, continuous open bidding shall be in effect during the college year (fall through spring) for all eligible women students in accordance with current University of Northern Iowa Panhellenic Recruitment Rules.
5. The preferential bidding system shall be used.
6. Every regularly enrolled women pledged, initiated, or affiliated by a chapter shall be counted in the chapter total.
a. A list of members shall be on file with the Student Involvement Center. Any change of membership needs to be reported within 24 hours of the change.
b. Women studying abroad, or participating in any student exchange program through the University of Northern Iowa for one semester will not be counted in the active roster but will be counted in the chapter total. Any other exceptions will be discussed with the Greek Advisor and the Panhellenic President. It is the chapter’s responsibility to notify the Student Involvement Center of these students.
c. Women studying abroad, or participating in any student exchange program through the University of Northern Iowa for one year will not be counted in the active roster and will not be counted in the chapter total. Any other exceptions will be discussed with the Greek Advisor and the Panhellenic President. It is the chapter’s responsibility to notify the Greek Advisor of these students.

7. No sorority woman may participate in or be present at a fraternity recruitment event.
8. Chapters must follow the recruitment rules voted on and passed by the University of Northern Iowa Panhellenic Council member fraternities. University of Northern Iowa recruitment rules will be reviewed and revised every year at a minimum.

**Article XII: Requirements for Pledging and Initiation**

1. A University of Northern Iowa Panhellenic Council member fraternity may not issue an invitation or formally pledge a woman during any school recess.
2. A student must be a regularly matriculated, full-time student at the University of Northern Iowa, or in a subsidiary program (carrying at least 12 hours) to be eligible for recruitment and pledging.
3. A potential member may be initiated whenever she has met the requirements of the fraternity to which she is pledged and has met the above stated requirements for membership in the University of Northern Iowa Panhellenic Community.
4. For a potential new member to be eligible to sign a membership card with the Student Involvement Center during Informal Recruitment, a chapter must follow the procedures listed in the Informal Recruitment Grade Check Process, which can be found in the Student Involvement Center and the Fraternity and Sorority life website.

**Article XIII: Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing (as defined by Policies and Regulation of the University of Northern Iowa ARTICLE 1, SECTION a: Number 11) shall be banned.

**Article XIV: Extension**

1. Extension is the process of adding an NPC women’s fraternity. The University of Northern Iowa Panhellenic Council shall follow all NPC Unanimous Agreements and
NPC extension guidelines found on the NPC website and in the Manual of Information.

2. A National Panhellenic Conference member fraternity shall organize such a chapter through colonization.

3. Where a National Panhellenic Conference fraternity has had a chapter at the University of Northern Iowa or have filed letters for consideration to the university, reactivation of that chapter shall be given consideration.

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

Article XV: Social Event Requirements

Chapters will abide by the guidelines stated in the Social Policy for Social Event requirements. Social Policy can be found on the Fraternity and Sorority Life website or contact the Vice President of Risk Management.

Article XVI: Internet Policy

Chapters will abide by the guidelines stated in the Panhellenic Council Internet Policy for Internet Policy requirements. Internet Policy can be found on the Fraternity and Sorority Life website or contact the Vice President of Public Relations.

Article XVII: Violations

a. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, and the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Northern Iowa Panhellenic Council shall be considered a violation.

b. Any member finding a dispute arising out of the violation of the University of Northern Iowa Panhellenic Council rules and regulations shall file a violation by filling out a College Panhellenic Violation Form and turning it into the University of Northern Iowa Panhellenic President.

c. The College Panhellenic Violation Form must be filed within thirty (30) University scheduled class days of the infraction(s) and if it was thirty days or more before the school year started, it must be filed on the first day of classes.

d. The University of Northern Iowa Panhellenic Vice President of Risk Management will contact involved parties with the charges being brought and set up a time for all involved parties to meet for mediation (unless the charge is being brought up against her chapter, then the University of Northern Iowa Vice President will set up mediation). This mediation must be scheduled within 10 days of the time the violation is filed.

e. Mediation procedures will be followed as iterated in the Manual of Information starting on page 3 of Judicial Procedures for all non-membership recruitment violations. For membership recruitment violations refer to the College Panhellenic Council Procedure for Membership Recruitment Violations.
f. If mediation fails, the Panhellenic President will give the College Panhellenic Violation Form to the Chairwoman of the Panhellenic Judicial Board (Vice President of Judicial), unless the violation is against the Chairwoman's chapter, in which case the President will take over her duties.
g. Refer to the Manual of Information for all further actions.

Article XVIII: Rules of Order

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the University of Northern Iowa Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Northern Iowa Panhellenic Council may adopt.

Article XIX: Amendments

These By-Laws may be amended by a three-quarters vote of the delegates (voting members of the Panhellenic Council) provided that the proposed amendment has been given in writing and readings prior to the vote.

Article XIXI. Dissolution

This Association shall be dissolved when only one regular member exists at University of Northern Iowa. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.