Bylaws of the Duke University Panhellenic Association

Article I. Name

The name of this organization shall be the Duke University Panhellenic Association.

Article II. Purpose

The purpose of the Panhellenic Association shall be to develop and maintain women’s fraternity life and inter-fraternity relations within our university at a high level of accomplishment and in so doing to:

1. Foster unity within and between member groups.
2. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
3. Promote superior scholarship and basic intellectual development.
4. Cooperate with member women’s fraternities and the university administration in concern for and maintenance of high social and moral standards.
5. Be a form for the exploration of questions of interest to the college and women’s fraternity world.
6. Compile and enforce rules governing recruitment, new member periods, and initiation on this campus.
7. Understand and act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
8. 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.

A. **Regular Membership.** The regular membership of the Duke University Panhellenic Association shall be composed of all chapters of NPC fraternities at Duke University. Regular members of the Panhellenic Association shall pay dues as determined by the Panhellenic Association. Each regular member shall have voice and one vote on all matters.

B. **Provisional Membership.** The provisional membership of the Duke University Panhellenic Association shall be composed of all colonies of NPC fraternities at Duke University. Provisional members shall pay no dues and shall have 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.

C. **Associate Membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Duke University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Association. Associate members shall pay dues as determined by the Panhellenic Association. 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 Association. An associate member shall not be entitled to vote on the question of its expulsion.
Section 2. Privileges and Responsibilities of Membership

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

B. **Discrimination Policy.** The Duke University Panhellenic Association does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, ancestry, religion, age, physical disability, medical condition, sexual orientation, martial status, or citizenship.

C. **Privileges and Responsibilities.** All member fraternities of the Duke University Panhellenic Association shall uphold its responsibilities.

a. Any member fraternity, without regard to membership class, that does not uphold these obligations shall be considered in poor standing and suspended, therefore losing all privileges associated with membership.

i. This may occur as a result of failure to fulfill chapter responsibilities to the Duke University Panhellenic Association or to Duke University, as outlined in these bylaws (i.e. failure to pay membership dues and/or fines, failure to meet recognition requirements of the Division of Student Affairs, inadequate attendance at mandatory events, inadequate cooperation with their inter/national organizations) or on the recommendation of the Panhellenic Standards Board.
ii. Suspended members may:
   1. Appeal their status to the Panhellenic Association no more than twice per year (see Appeal for Membership Status Change: Suspended to Regular or Associate, Appendix D of Bylaws).
   2. Attend Panhellenic Association meetings without voice or vote.
   3. Appeal to keep chapter members on the Panhellenic executive board, should they already hold positions.

iii. Suspended members may not:
   1. Participate in Formal Recruitment or Panhellenic sponsored COB events.
   2. Attend Panhellenic or Greek-wide sponsored events without permission from the Panhellenic Association.
   3. Apply for Panhellenic executive board positions without permission from the Panhellenic Association.

Section 3. Administration of Membership Selection

A. Chapter Total Size. Every regularly enrolled new and/or initiated member of a chapter shall be counted in the chapter’s total size. This shall include all sisters at Duke University and abroad for one semester. Membership does not include sisters abroad for more than one semester. Transfer members may be affiliated, even if by doing so it may put the chapter over total.

B. Chapter Total Review. The maximum size of a women’s fraternity shall be determined by the total system set forth by the National Panhellenic Conference. Chapter total shall be determined following the Formal Recruitment process when chapters are at their largest. Due to the deferred Recruitment system at Duke University, chapter total will be reviewed and voted upon by the Panhellenic Council each semester.
   a. Spring Chapter Total Review. As recommended by NPC, the Panhellenic Council will automatically adjust Total to average chapter size within a week of the completion of Formal Recruitment each Spring semester.
   b. Fall Chapter Total Review. At the first Panhellenic Council meeting of each Fall semester, the information for the total review (statistics for all Panhellenic chapters and Duke University) will be provided to the chapters. The Panhellenic Association executive board will make an informed recommendation to raise, lower, or maintain total to a specific number based on average or median chapter size. Delegates should then take the next week to discuss the total review with their chapter members, advisors, and NPC delegates and be prepared to vote at the next meeting. In order to complete this process, chapter rosters will be due to the Panhellenic Advisor no later than the first Monday of the first week of semester.

Article IV. Officers and Duties

Section 1. Officers
The officers of the Duke University Panhellenic Association executive board shall be President, Executive Vice President, Vice President of Recruitment & Membership, Assistant Vice President of Recruitment & Membership, Director Administration & Order, Director of Finance, Director of Philanthropy & Outreach, Director of Programming & New Member Education, Director of Public Relations, and Director of Risk Management & Housing.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership, but to be eligible for an executive board position, a sorority woman must have been initiated for at least one semester, be in good standing with
her sorority, and may not serve on the executive board of her sorority. She must also maintain a cumulative 2.7 GPA.

A. **Regular Membership:** Members from women’s fraternities holding regular membership in the Duke University Panhellenic Association shall be eligible to serve as any officer.

B. **Provisional Membership.** Members from women’s fraternities holding provisional membership in the Duke University Panhellenic Association shall not be eligible to serve as an officer.

C. **Associate Membership.** Members from women’s fraternities holding associate membership in the Duke University Panhellenic Association shall be eligible to serve as an officer except for President, Vice President of Recruitment & Membership, or Assistant Vice President of Recruitment & Membership.

Section 3. Selection of Officers
The officers of President, Executive Vice President, and Vice President of Recruitment & Membership shall be elected by ballot by every chapter member that is in good standing in the Panhellenic community. Once elected, these three incoming officers and the Panhellenic Advisor will serve on the nominating committee to interview and appoint the other officers, including Assistant Vice President of Recruitment & Membership, Director of Administration & Order, Director of Finance, Director of Philanthropy & Outreach, Director of Programming & New Member Education, Director of Public Relations, and Director of Risk Management & Housing.

Section 4. Office-Holding Limitations
No more than two (2) members from the same women’s fraternity shall hold office during the same term. No one individual shall hold the same office for more than two (2) years.

Section 5. Application Process
A. **Application Submissions.** Applications shall be available during the fall semester through the Office of Fraternity and Sorority Life. Each candidate is encouraged to meet with the outgoing officer of the position(s) for which she applies to discuss the role, responsibilities, and commitments.
   a. Applications for elected positions will be due and reviewed prior to the end of the fall semester.
   b. Applications for appointed positions will be due and reviewed immediately following Recruitment.

B. **Selection.**
   a. President, Executive Vice President, and Vice President of Recruitment & Membership will be elected by the Panhellenic Association.
   b. The remaining Executive Board members shall be nominated and slated through an application and interview process with the three elected positions and the Panhellenic Advisor.

Section 6. Nomination Procedure
The nominating committee will include both the incoming President, Executive Vice President, and Vice President of Recruitment & Membership. These individuals will consider the qualifications of all candidates for elected officers and then vote to appoint the other officers. The Panhellenic Advisor shall also serve as a nonvoting ex-officio member. A majority vote shall select.

Section 7. Term
The officers shall serve for a term of one year beginning and ending in January of the next year, two weeks after the completion of the formal recruitment process in the spring semester.

Section 8. Removal
Any members of the Duke University Panhellenic Association Executive Board may be removed from office for failure to uphold the duties and expectations set forth by these bylaws, or otherwise appointed to her by the
Executive Board. The Executive Board may also request the resignation of any member of the Executive Board for failure to uphold duties and expectations set forth in these bylaws, or otherwise appointed to her.

A. Any member of the Executive Board may be removed from office for repeated absences for any reason; for failure to uphold the duties and expectations set forth in the bylaws, or any other Duke University Panhellenic Association policy, including the maintenance of a 2.7 GPA, or if the officer is not in good standing with her Panhellenic chapter.

B. The member who has repeated offenses will receive a letter outlining their violations to their duties, which are explicit in the bylaws. They will receive a two-week grace period to change their conduct, resulting in a vote by the rest of the Executive Board. The Executive Board will need a two-thirds vote to remove the officer.

C. Any officer may be removed for cause by a vote of two-thirds of the members of the Duke University Panhellenic Council.

Section 9. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 10. Duties of Officers
A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Panhellenic Association’s Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees.
- Communicate regularly with the Panhellenic Advisor.
- Schedule weekly Executive Board and Council meetings.
- Organize at least a monthly meeting with the chapter presidents.
  
  i. The purpose of these meetings is to discuss relevant Panhellenic concerns such as housing, university policies, philanthropic events, recruitment, council and chapter relations, women’s issues, or any other issues pertinent to Panhellenic women.
- Interview and appoint the Assistant Vice President of Recruitment and Membership as well as all Director positions in collaboration with the Executive Vice President and the Vice President of Recruitment & Membership.
- Ensure that the NPC annual report is completed.
- Be familiar with the NPC Manual of Information and all governing documents of the Panhellenic Association.
- Serve as the liaison between the Duke University Panhellenic Association and the Office of Fraternity and Sorority Life, Division of Student Affairs, and all other university constituents including, but not limited to other student organizations, administrators, faculty, staff, and trustees.
- Establish and maintain working relationships with fraternity and sorority leaders and other Duke University student and administrative leaders.
  
  i. Serve as a liaison between the Duke University Panhellenic Association and the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Multicultural Greek Council (MGC). Time devoted to this endeavor should not be underestimated.
- Serve as the primary spokesperson and representative for the entire membership of the Duke University Panhellenic Association at all University and public events that require a Panhellenic presence.
  
  i. These include, but are not limited to student leadership functions and administration receptions.
ii. In the event that the President cannot attend a function, any of the other Panhellenic Executive Board members, as chosen by the President, will serve as the Panhellenic voice.

- Help to maintain and uphold the focus and values of the Duke University Panhellenic Association in accordance with the Panhellenic purpose, goals, and objectives.
- Determine the future direction of the Duke University Panhellenic Association.
- Oversee the Formal Recruitment Process as a member of the Recruitment Team.
- Plan and conduct an installation ceremony for the new Panhellenic Executive Board members.
- Maintain a complete and up-to-date President’s file which includes current copies of the following: Duke University Panhellenic Association Bylaws and Standing Rules; Duke University Panhellenic Association budget; NPC Manual of Information and related materials; contracts executed on behalf of the Duke University Panhellenic Association; correspondence and materials received from the NPC Area Advisor; all Duke University Panhellenic Association reports to NPC; and other pertinent materials.
- Assume the responsibilities of any officer that is unable to carry out their duties.
- Perform all other duties as assigned.

B. The Executive Vice President shall:

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Train and advise the Junior Panhellenic Council (JPC).
  - This includes, but is not limited to: helping chapters choose JPC representatives; establishing a schedule of meetings (times, dates, and locations) for JPC; attending every JPC meeting during the first semester and one meeting a month during the second semester; and advising JPC of their programming and progress.
- Develop and maintain a Panhellenic-wide calendar that includes Panhellenic and individual chapters’ events
- Conduct an officer training day and transition period for the new Panhellenic Executive Board members after elections.
- Serves as the Co-Chair for the Panhellenic Standards Board (PSB) along with the Director of Risk Management & Housing.
  - Recruit and train the members of the Panhellenic Standards Board.
  - Revise the Standards Board Bylaws and Forms as necessary.
- Interview and appoint the Assistant Vice President of Recruitment & Membership as well as all Director positions in collaboration with the President and the Vice President of Recruitment & Membership.
- Oversee the formation of the Exploration Extension and Extension committees (when applicable).
- Attend all Panhellenic Council and Executive Board meetings.
- Maintain an accurate, up-to-date, working notebook for the office of Executive Vice President and make sure all other officer notebooks are current before transitioning the new Panhellenic Executive Board officers.
- Perform all other duties as assigned.
C. The Vice President of Recruitment & Membership shall:

- Organize and direct the Fully Structured Recruitment process for all regular members of the Duke University Panhellenic Association in collaboration with the Panhellenic Advisor, AVP of Recruitment & Membership, and all chapter recruitment chairs.
  - Plan all logistics, including timeline and schedule.
  - Revise the Panhellenic Membership Recruitment Rules (Appendix A of these Bylaws) and Fines List on an annual basis.
  - Review and evaluate the Panhellenic Recruitment process and make appropriate adjustments.
  - Organize, schedule, and run all recruitment chair meetings.
  - Serve as a primary contact for all Recruitment related questions.
  - Serve as an additional contact for all potential new members through the registration and recruitment process.
  - Serve on the Panhellenic Standards Board for all Recruitment related infractions.

- Oversee and facilitate the process of Continuous Open Bidding (COB).
- Promote positive image of Panhellenic recruitment on campus and within the Panhellenic community.
- Assist the Assistant Vice President of Recruitment & Membership in the application process, selection, training, and management of Gamma Chis (Recruitment Counselors).
- Interview and appoint the Assistant Vice President of Recruitment & Membership as well as all Director positions in collaboration with the President and the Executive Vice President.
- Maintain regular contact with the Panhellenic Advisor regarding all recruitment logistics.
- Maintain regular contact with the NPC Area Advisor, ICS representative, and RFM Specialist.
- Maintain an accurate, up-to-date, working notebook for the office of Vice President of Recruitment & Membership.
- Attend all Panhellenic Council and Executive Board meetings.
- Perform all other duties as assigned.

D. The Assistant Vice President of Recruitment & Membership shall:

- Organize and direct the Fully Structured Recruitment process for all regular members of the Duke University Panhellenic Association in collaboration with the Panhellenic Advisor, AVP of Recruitment & Membership, and all chapter recruitment chairs.
  - Plan all logistics, including timeline and schedule.
  - Revise the Panhellenic Membership Recruitment Rules (Appendix A of these Bylaws) and Fines List on an annual basis.
  - Review and evaluate the Panhellenic Recruitment process and make appropriate adjustments.
  - Organize, schedule, and run all recruitment chair meetings.
  - Serve as a primary contact for all Recruitment related questions.
  - Serve as an additional contact for all potential new members through the registration and recruitment process.
  - Serve on the Panhellenic Standards Board for all Recruitment related infractions.

- Oversee and facilitate the process of Continuous Open Bidding (COB).
- Promote positive image of Panhellenic recruitment on campus and within the Panhellenic community.
- Fulfill the duties of the Vice President of Recruitment & Membership in her absence.
- Oversee the application process, selection, training, and management of Gamma Chis (Recruitment Counselors), including the Director of Gamma Chis.
Ensures that the Gamma Chis are available and prepared to guide the PNMs through the recruitment process.

- Maintain regular contact with the Panhellenic Advisor regarding all recruitment logistics.
- Maintain regular contact with the NPC Area Advisor, ICS representative, and RFM Specialist.
- Maintain an accurate, up-to-date, working notebook for the office of Assistant Vice President of Recruitment & Membership.
- Attend all Panhellenic Council and Executive Board meetings.
- Perform all other duties as assigned.

E. The Director of Administration & Order shall:

- Be in charge of all administrative responsibilities pertaining to the Panhellenic Association, as well as all Constitutional issues and concerns.
- Review and maintain all Duke University Panhellenic Association policies and documents specified (i.e. Bylaws, Membership Recruitment Rules, etc.).
  - Orchestrate any changes to the Bylaws.
  - Have a comprehensive knowledge of the Bylaws as she is the ultimate reference on questions that have Constitutional bearing.
- Oversee the voting process at Panhellenic Council meetings.
- Organize the elections process following the completion of Formal Recruitment.
- Keep minutes of the Panhellenic Association Executive Board and Council meetings.
  - Finalize these minutes by the Friday following the Council meeting on Wednesday.
  - These notes are the most detailed history of the Panhellenic interest and actions every year.
- Maintain up-to-date membership records, chapter leadership records, and Panhellenic numbers.
- Create and update Panhellenic email/Google accounts (Panhellenic Association Executive Board, Council, Presidents, and Delegates).
- Maintain an accurate, up-to-date, working notebook for the office of Director of Administration & Order.
- Attend all Panhellenic Council and Executive Board meetings.
- Perform all other duties as assigned.

F. The Director of Finance shall:

- Supervise all funds of the Panhellenic Association.
- Prepare and develop the semester and annual budget, and after its approval by the Panhellenic Council, provide a copy to each Panhellenic delegate, Executive Board officer, and Panhellenic Advisor.
- Receive, record, and manage all payments due to the Panhellenic Association, oversee the dues process including collections, reminders, late notices, and receipt distributions.
- Issue monthly financial reports to the Panhellenic Association Executive Board and the Panhellenic Delegates.
- Develop and administer any and all fines.
- Promptly pay the annual NPC dues and all bills of the Panhellenic Association.
- Coordinate reimbursement process as needed.
- Submit and maintain up-to-date financial records and paperwork present a financial report monthly as needed at the council meetings and an annual report at the close of term of office.
- Oversee the Panhellenic Scholarship process.
- Maintain an accurate, up-to-date, working notebook for the office of Director of Finance.
• Attend all Panhellenic Council and Executive Board meetings.
• Perform all other duties as assigned.

G. The Director of Philanthropy & Outreach shall:
• Coordinate all Panhellenic programming that relates to philanthropy and community service.
• Distribute knowledge of Greek-wide philanthropy events to the Panhellenic Association Executive Board and Council.
• Plan and execute (at minimum) one Panhellenic community service/philanthropy event per semester.
• Work closely with the Director of Public Relations and the Director of Programming & New Member Education to publicize events.
• Work with the philanthropy chair of each chapter in order to coordinate and enhance their events.
• Maintain an accurate, up-to-date, working notebook for the office of Director of Philanthropy & Community Service.
• Attend all Panhellenic Council and Executive Board meetings.
• Perform all other duties as assigned.

H. The Director of Programming & New Member Education shall:
• Organize and implement (at minimum) one Panhellenic programming event per semester.
• Serve as the Panhellenic liaison for the planning of all-Greek events.
• Maintain close contact with Duke Catering, Duke Room Reservations, and Panhellenic delegates.
• Work directly with the officers related to Programming as well as New Member & Member Education and serves as a resourceful support system for these areas.
• Ensure that each chapter’s membership education practices meet Panhellenic standards and are being used effectively.
• Plans and executes Bid Day of the Panhellenic Formal Recruitment process every spring semester.
• Maintain an accurate, up-to-date, working notebook for the office of Director of Programming & New Member Education.
• Attend all Panhellenic Council and Executive Board meetings.
• Perform all other duties as assigned.

I. The Director of Public Relations shall:
• Represent the Panhellenic Association in an accurate, respectable, and official manner in all PR efforts and work hard to make Panhellenic’s important presence known on campus.
• Coordinate all publicity related to official Panhellenic events, including Recruitment, and ensure its accuracy.
• Manage all social media networking sites for the Panhellenic Association.
• Work closely with Duke Innovative Design Agency (DIDA) and other campus advertisement organizations on publicity campaigns for the Panhellenic Association.
• Creatively utilize emerging technology to promote Panhellenic in addition to using traditional resources (i.e. The Chronicle newspaper).
• Work with the President and Panhellenic Advisor to draft an official and public Panhellenic report in response to any incident requiring a Panhellenic response.
• Maintain an accurate, up-to-date, working notebook for the office of Director of Public Relations.
• Attend all Panhellenic Council and Executive Board meetings.
• Perform all other duties as assigned.

J. The Director of Risk Management & Housing shall:
• Work directly with the officers related to Risk Management & Housing of each chapter.
• Ensure each chapter’s risk management and housing practices meet Panhellenic standards and are being used effectively.
• Serves as a resourceful support system to provide help in the areas of Risk Management & Housing.
• Collects the housing policies of each chapter every August and ensures that they are held accountable for them.
• Plans and executes the Panhellenic Housing and Other Risk Education events.
• Serves as the Co-Chair for the Panhellenic Standards Board (PSB) along with the Executive Vice President.
• Maintain an accurate, up-to-date, working notebook for the office of Director of Risk Management & Housing.
• Attend all Panhellenic Council and Executive Board meetings.
• Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the Duke University Panhellenic Association 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 Duke University Panhellenic Association including, but not limited to: biannually review and adjust total; 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 Association that do not violate the sovereignty, rights, and privileges of member women’s fraternities.

Section 2. Composition & Privileges
The Duke University Panhellenic Council shall be composed of the ten standing Panhellenic Association Executive Board officers and one delegate, one alternate delegate, and one President from each regular, provisional, and associate member group at Duke University 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 and Presidents 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 the delegate and the alternate delegate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the Panhellenic Association President in advance.

Section 3. Selection of Delegates and Alternate Delegates
Delegates and alternate delegates to the Panhellenic Council shall be selected by their respective women’s fraternity chapters to serve for a term of one year commencing in January of each year following the chapter’s selection of their officers.
Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two (2) weeks and to notify the Panhellenic Association President and Panhellenic Advisor of her name, email address, and phone number.

Section 5. Regular Meetings
Regular meetings of the Panhellenic Council shall be held on a weekly basis at 7:30pm on Thursdays. The location will be established prior to the beginning of the semester.

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 fewer than one-fourth of the member women’s fraternities of the Duke University Panhellenic Association. 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. Quorum
Two-thirds of the delegates from the member fraternities of the Duke University Panhellenic Association shall constitute a quorum for the transaction of business for the Panhellenic Council.

Section 8. Vote Requirements
A. Proposed motions on issues that impact 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.
B. A two-thirds 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 VI. The Executive Board

Section 1. Composition
The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Recruitment & Membership, Assistant Vice President of Recruitment & Membership, Director of Administration & Order, Director of Finance, Director of Philanthropy & Outreach, Director of Programming & New Member Education, Director Public Relations, and Director of Risk Management & Housing.

Section 2. Duties
The Executive Board shall coordinate all Duke University Panhellenic Association activities as well as administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council, through the Director of Administration & Order, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. The members of the Executive Board are expected to act as the leadership team for the Duke University Panhellenic Association. This includes, but is not limited to:

1. Maintain a working knowledge for all Duke and Fraternity and Sorority Life policies and procedures that might affect members of the women’s fraternity community.
2. Maintain full working knowledge of all fraternity and sorority community-wide events and activities.
3. Attend and actively participate in all meetings and events scheduled through the Duke Panhellenic Association.
4. Maintain regular contact with the Office of Fraternity and Sorority Life as well as Duke’s NPC Area Advisor.

Section 3. Regular Meetings
Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings
Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum
A majority of Executive Board members shall constitute a quorum for the transaction of business.

Section 6. Transition of Executive Board
Each Executive Board member should maintain transition (hard and/or electronic) documents including, but not limited to: helpful information for the position, timelines, guidelines, best practices, etc. At the end of their term, the outgoing Executive Board will be required to facilitate the transition of the Executive Board officers. They must coordinate and facilitate a larger group transitional meeting between the outgoing and incoming officers. Additionally, each outgoing officer is required to schedule at least one transition meeting with her respective incoming officer.

Article VII. Panhellenic Advisor

Section 1. Appointment
The Panhellenic Advisor of the Duke University Panhellenic Association shall be appointed by the Duke University Office of Fraternity and Sorority Life.

Section 2. Authority
The Panhellenic Advisor shall serve in an advisory capacity to the Duke University Panhellenic Association. The Panhellenic Advisor shall have voice, but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees
A. The standing committees of the Duke University Panhellenic Association shall be the Standards Board and the Membership Recruitment Committee.
B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the Executive Board officers.

Section 2. Appointment of Committee Membership
The Executive Board of the Panhellenic Association shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments,
recognize fair representation from all member women fraternities as much as possible. The President shall be an ex-officio member of all committees except the Standards Board.

Section 3. Standards Board
The Standards Board shall consist of the Executive Vice President as chairman and 20 members (Two members per chapter: one primary and one secondary delegate). The Panhellenic Advisor shall serve as a nonvoting ex-officio member. The Standards Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Standards Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Standards Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Standards Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules, and membership recruitment regulations of the Duke University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Standards Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Standards Board. The members of the Standards Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of the Vice President of Recruitment & Membership and the Assistant Vice President of Recruitment & Membership as the co-chairs and one representative from each regular, provisional, and associate member (the Recruitment Chairs). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice, but no vote. The committee shall review and develop the Membership Recruitment Rules (Appendix A of the Panhellenic Association Bylaws) and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and the recruitment evaluations from each member group, chapter advisor, new members, and potential new members who withdrew.

Section 5. Other Committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year
The fiscal year of the Duke University Panhellenic Association shall be from February 1 day to January 31 inclusive.

Section 2. Contracts
Only UCAE members are permitted to sign contracts for student organizations. If the Panhellenic Association wishes to sign a contract, they must work with the Panhellenic advisor and UCAE to complete any negotiations necessary and finalize the contract process.

Section 3. Checks
All checks issued on behalf of the Duke University Panhellenic Association shall bear at least one appropriate signature. As per the university policy, the only individuals who can access the Panhellenic Association’s UCAE
account are the President and Director of Finance, unless previously communicated by one of those individuals to the UCAE Business & Finance Office.

Section 4. Payments
All payments due to the Duke University Panhellenic Association shall be received by the Director of Finance, who shall record them. Checks for payment shall be made payable to the Duke University Panhellenic Association.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. Panhellenic Association membership dues shall be an assessment per member and new member.
   • The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
   • The dues of each Panhellenic Association member fraternity shall be paid on a date that is set each academic semester. If a member fraternity fails to pay membership dues by the deadline, a one-dollar per day fine shall be added to the total amount.
C. When a women’s member fraternity fails to pay dues, they are in poor standing with the Panhellenic Association. Therefore, they shall have no voice or voting rights at meetings until such dues are paid.

Section 6. Fees and Assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article X. Extension

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

Section 2. Voting Rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate members. Conduct contrary to the NPC Unanimous Agreements, these Bylaws, the Panhellenic Code of Ethics, Standing Rules and or Membership Recruitment Rules of the Duke University Panhellenic Association shall be considered a violation.

Section 2. Informal Resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial Process
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Duke University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.
A. **Mediation.** Mediation is the first step of the judicial process. The Duke University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

B. **Standards Board Hearing.** When a violation is not settled informally or through mediation, the Standards Board shall resolve the issue in a Standards Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

C. **Appeal of Standards Board Hearing.** A decision of the Standards Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The Duke University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

**Article XII. Philanthropy**

Section 1. Official Philanthropy
The official philanthropic cause of the Duke Panhellenic Association shall be the Circle of Sisterhood. Each member fraternity is expected to have at least 15% attendance at one Panhellenic philanthropic event every semester.

Section 2. Philanthropy Attendance Policy
The Panhellenic Association has enacted a Philanthropy Initiative where chapters are grouped together (groups of 3 or 4) in order to show support towards other chapters and their philanthropies. The 2014 Groups are: 1) Alpha Delta Pi, Chi Omega, and Kappa Kappa Gamma; 2) Alpha Phi, Delta Gamma, Gamma Phi Beta and Pi Beta Phi; 3) Delta Delta Delta, Kappa Alpha Theta, Zeta Tau Alpha. Philanthropic groups will be required to meet at the beginning of each semester to discuss each individual chapter’s preferences for which events are the best to attend and support one another. They will also need to discuss and set expectations what the attendance at each philanthropic event will be.

**Article XIII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing or activities that are defined as hazing shall be banned. Hazing is defined as any action taken or situation created, whether on or off university premises, that is harmful or potentially harmful to an individual’s physical, emotional, mental, or psychological well-being, regardless of an individual’s willingness to participate or its bearing on her membership status. Such activities and situations include, but are not limited to: causing mental or physical discomfort; embarrassing, harassing, or ridiculing individuals; causing excessive fatigue; administering physical or psychological shocks; wearing apparel publicly that is conspicuous and not normally in good taste; engaging in public students and jokes; morally degrading or humiliating games and activities; late-night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulation and policies of the Duke Panhellenic Association, Office of Fraternity and Sorority Life, or Duke University.
Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Duke University Panhellenic Association 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 Duke University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These Bylaws may be amended at any regular or special meeting of the Duke University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XV. Dissolution

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

The Duke University Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as separate documents from the bylaws, but should be attached to and distributed with the bylaws as appendices.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Membership Recruitment Rules
- Judicial Procedures
- Social Events
- Traditions (i.e. Homecoming, Advisors, Installation, Service Projects, etc.)
- Office Procedures
- Recruitment Counselor Selection/Requirements/Expectations