

WIDENER UNIVERSITY

COLLEGE PANHELLENIC COUNCIL | CONSTITUTION

ARTICLE I – ORGANIZATION NAME

The name of this organization shall be the College Panhellenic Council of Widener University, herein called Panhellenic or “CPC”.

ARTICLE II – ORGANIZATION PURPOSE AND MISSION

The College Panhellenic Council serves to govern, develop, and maintain our members and the community at large with a high level of accomplishment, and in doing so, strive to

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women’s sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

ARTICLE III – ORGANIZATION MEMBERSHIP

Membership in the College Panhellenic Council shall be designated in two classes: Regular and Associate.

SECTION 1: The REGULAR membership of the College Panhellenic Council shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Widener University.

SECTION 2: The ASSOCIATE membership of the College Panhellenic Council shall be composed of all colony members in good standing of the National Panhellenic Conference fraternities at Widener University.

SECTION 3: All ASSOCIATE members shall petition for membership to Panhellenic. This petition will be presented two weeks prior to the general meeting at which it will be voted on. Approval of Associate membership will be determined by a majority vote of the voting membership of Panhellenic. A group given the status of Associate membership shall have the same representation and voice of full members, but shall not be included in voting privileges or offices. They shall abide by the Constitution and Bylaws of the College Panhellenic Council of Widener University. Dues shall be levied and every member must be a full time student holding at least 12 credits.

SECTION 4: The administrative and governing body of the College Panhellenic Council of Widener University shall be the Executive Team of the College Panhellenic Council. It shall be the duty of the Executive Team to conduct all business related to the overall welfare of the community including, but not limited to: every regular academic term review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming, and establish recruitment rules and recruitment style. The Executive Team shall also have the authority to adopt rules governing the community that do not violate the sovereignty, rights, and privileges of its member women’s sororities.

SECTION 5: The general body of the College Panhellenic Council of Widener University shall be composed of one delegate and one alternate delegate from each regular and associate member organization at Widener University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III. 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.

- a. Delegates and alternates shall be selected by their respective chapters to serve for a term of one year commencing upon selection by the chapter. When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Vice President for Marketing and Communications of the change.

SECTION 4: The College Panhellenic Council of Widener University will not exclude any individual from participation in membership or programs based on race, religion, color, age, national origin or ancestry, marital status, parental status, sexual orientation, gender identity and expression, disability, or status as a veteran.

SECTION 5: All members of the College Panhellenic Council of Widener University shall comply with all National Panhellenic Conference (NPC) Unanimous Agreements and must abide by the rules, regulations, and policies adopted by the College Panhellenic and the Office of Student Life.

ARTICLE IV – EXECUTIVE TEAM OFFICERS

SECTION 1: The governing body of the College Panhellenic Council shall be the Executive Team. The purpose of the Executive Team shall be to establish and enforce the organization's constitution and bylaws, foster communication and interaction between the Executive Team Officers and the General Membership to promote knowledge and understanding of National Panhellenic Conference Unanimous Agreements, policies, and best practices, and to develop and sustain initiatives prompting the purpose and mission of the organization. Members of the College Panhellenic Council Executive Team shall be composed of the following offices:

- A. President
- B. Vice President for Standards and Operations
- C. Vice President for Membership Recruitment
- D. Vice President for Membership Development
- E. Vice President for Community Outreach
- F. Vice President for Marketing and Communications

SECTION 2: The officers shall be full-time undergraduate members from fraternities holding regular membership in College Panhellenic Council of Widener University. Members from fraternities holding associate membership shall not be eligible to hold office.

SECTION 3: The officers shall serve for a term of one academic year, the term of office to begin no later than three weeks before the end of the school year.

SECTION 4: Any officers failing to perform their duties or ineligible for office as outlined shall be removed after approval from the Director of Student Organizations by their discretion, a vote of two thirds of the College Panhellenic Council, or resign and a successor is to be designated as outlined in Article VI, Section 2.

ARTICLE V – EXECUTIVE TEAM DUTIES AND RESPONSIBILITIES

A. Duties and Responsibilities of the EXECUTIVE TEAM shall be as follows:

- a. Have knowledge of and uphold the Constitution, Bylaws, Rules, Regulations, and Unanimous Agreements set forth by the College Panhellenic Council, Widener University, and the National Panhellenic Conference
- b. Represent the goals of the College Panhellenic Council executive board at all times
- c. Must complete two weekly office hours in the Office of Student Life
- d. Attend all meetings and council functions, unless otherwise excused by the Advisor
- e. Have a working knowledge of Parliamentary Procedure and Robert's Rules of Order
- f. Temporarily disaffiliate at a set time prior to the beginning of the Spring semester until Bid Day reveal
- g. Assist in the application, election, and transition process of the succeeding executive team
- h. Complete additional duties as assigned by the Director of Student Organizations

B. Duties and Responsibilities of the PRESIDENT shall be as follows:

- a. Have overall responsibility for the operation of the College Panhellenic Council
- b. Call, preside, and create an agenda for all executive, general body, town hall, and special meetings
- c. Represent the College Panhellenic Council at all Panhellenic, Fraternity and Sorority Life, Office of Student Life, or University functions and serve as a committee member for such matters; when deemed necessary
- d. Attend all mandatory events on behalf of the College Panhellenic Council as required of recognized student organizations
- e. Develop, maintain, and keep record of the organization's annual budget spreadsheet and transactions, including the budget of each individual officer using Microsoft Excel
- f. Review, approve, and consult with the Director of Student Organizations on all check requests, reimbursements, purchasing card needs, and contracts involving the organization
- g. Keep and file all receipts and copies of all financial records and paperwork and collect and deposit all funds from dues, fundraising, and other income
- h. Plan and coordinate the Bi-Monthly Fraternity & Sorority Life Speaker Series in collaboration with Interfraternity Council and Intercultural Greek Council counterparts (as necessary)
- i. Plan and coordinate Panhellenic Pride Day in December and International Badge Day/Panhellenic Pride Week in March
- j. Monitor, assess, and confirm the completion of Executive Team officer duties; as well as plan and execute leadership development activities and retreats for the Executive Team (as needed)
- k. Report as required to the NPC Area Advisor
- l. Prepare the annual NPC report in collaboration with the Director of Student Organizations
- m. Serve as liaison to the Interfraternity Council and Intercultural Greek Council
- n. Maintain and update, in collaboration with the Vice President for Standards and Operations and Vice President for Marketing and Communications the College Panhellenic Council Constitution and Bylaws
- o. Prepare an annual programming and operational report prior to the end of the academic year for review by the Director of Student Organizations
- p. Plan and coordinate the new council officer transition ceremony in the Spring semester
- q. Serve as the chairperson of the College Panhellenic Council Extension Committee

C. Duties and Responsibilities of the VICE PRESIDENT FOR STANDARDS AND OPERATIONS shall be as follows:

- a. Assist the President and function in their absence in all matters pertaining to the organization
- b. Serve as the chairperson of the College Panhellenic Council Judicial Board and coordinate the College Panhellenic Council judicial board program to enforce policies and ensure the completion of sanctions
- c. Appoint judicial board members, and in making these appointments, recognize representation from all regular member fraternities
- d. Conduct judicial board training sessions at least once per semester
- e. Present at the College Panhellenic Council Town Hall on a National Panhellenic Conference policy, best practice, or Unanimous Agreement in collaboration with the President
- f. Plan and coordinate a risk management workshop that includes a case study at least once per semester
- g. Plan and coordinate Greek Week in the Spring in collaboration with the Interfraternity Council and Intercultural Greek Council counterparts and Greek Week committee
- h. Plan and coordinate Walk-A-Mile In Her Shoes in the Spring in collaboration with the Interfraternity Council and Intercultural Greek Council counterparts, the Office of Student Life administration, and the Pride Recreation Center staff
- i. Maintain and update, in collaboration with the President and Vice President for Marketing and Communications the College Panhellenic Council Constitution and Bylaws

D. Duties and Responsibilities of the VICE PRESIDENT FOR MEMBERSHIP RECRUITMENT shall be as follows:

- a. Serve as the chairperson of the College Panhellenic Council Recruitment Committee
- b. Appoint recruitment committee members, and in making these appointments, recognize representation from all regular member fraternities
- c. Present at the College Panhellenic Council Town Hall on National Panhellenic Conference recruitment policies and best practices
- d. Review and approve all Recruitment Plans for each Panhellenic chapter in advisement with the Director of Student Organizations
- e. Plan and coordinate an all chapter potential new member recruitment event within two weeks of each semester
- f. Plan and coordinate the logistics and management of primary formal recruitment in collaboration with the College Panhellenic Council Recruitment Committee
- g. Plan the selection of recruitment counselors and their training program in collaboration with the College Panhellenic Council Recruitment Committee
- h. Provide a detailed report of each Recruitment Committee meeting during Executive Team and General Meetings
- i. Maintain the logistics and policies of the open informal recruitment period for the Panhellenic community
- j. Plan and coordinate an all chapter best practices recruitment workshop within two weeks of each semester
- k. Conduct evaluations among potential members and newly affiliated students to improve the formal recruitment process
- l. Keep an up-to-date roster of all chapter members and totals in collaboration with the Vice President for Marketing and Communications
- m. Serve as the point of contact for all potential new members and chapters during all recruitment periods
- n. Maintain and update the College Panhellenic Council Recruitment Rules in collaboration with the President and Vice President for Standards and Operations

E. Duties and Responsibilities of the VICE PRESIDENT FOR MEMBERSHIP DEVELOPMENT shall be as follows:

- a. Serve as the chairperson of the Development Committee
- b. Appoint development committee members, and in making these appointments, recognize representation from all regular member fraternities
- c. Present at the College Panhellenic Council Town Hall on issues facing fraternity/sorority communities on a national level
- d. Plan and coordinate a leadership development program targeted specifically for new members in the Spring in collaboration with the Development Committee
- e. Plan and coordinate an academic workshop per semester for the Panhellenic in collaboration with the Interfraternity Council and Intercultural Greek Council counterpart
- f. Oversee the academics of all Panhellenic chapters and implement academic plans accordingly
- g. Participates in National Panhellenic Conference Academic Excellence programs
- h. Recognize outstanding academic accomplishments by individual members and chapters
- i. Plan and coordinate at least two events that unite the Panhellenic community per semester in collaboration with the Development Committee

F. Duties and Responsibilities of the VICE PRESIDENT FOR COMMUNITY OUTREACH shall be as follows:

- a. Serve as the chairperson of the Outreach Committee
- b. Appoint outreach committee members, and in making these appointments, recognize representation from all regular member fraternities
- c. Plan and coordinate at least one service event per semester and ensure that Panhellenic remains in compliance with the Student Government Association requirement for funding in collaboration with the Outreach Committee
- d. Plan and coordinate Circle of Sisterhood Week In the Fall in collaboration with the Outreach Committee
- e. Plan and coordinate the Post Homecoming and Post Saint Patrick's Day Sunhill Clean Up in collaboration with the Interfraternity Council and Intercultural Greek Council counterpart

- f. Plan and coordinate Greek Week Service Day in collaboration with the Interfraternity Council and Intercultural Greek Council counterpart
- g. Recognize the outstanding community service of chapters
- h. Plan and coordinate at least one fundraising initiative per semester in collaboration with the Outreach Committee
- i. Monitor and assess all organization fundraising efforts in conjunction with the President

G. Duties and Responsibilities of the VICE PRESIDENT FOR MARKETING AND COMMUNICATIONS shall be as follows:

- a. Record and keep full minutes of all meetings of the College Panhellenic Council
- b. Keep an up-to-date roster of all chapter members and totals in collaboration with the Vice President for Membership Recruitment and manage the Fraternity and Sorority Life Google Rosters
- c. Maintain all organization event attendance sheets and volunteer records; reporting all unexcused chapter absences and non-completion of requirements to the Director of Student Organizations via email
- d. Maintain minutes of general and Town Hall meetings on Campus Cruiser
- e. Send minutes of general and Town Hall meetings to the Director of Student Organizations, the Executive Team, chapter delegates, chapter presidents, and the NPC Area Advisor within 3 business days of a meeting
- f. Send minutes of the Executive Team meetings to the Director of Student Organizations and the Executive Team within 3 business days of a meeting
- g. Be responsible for the official correspondence of the executive board
- h. Submit articles and information to the Fraternity & Sorority Life Specialist in the Office of Student Life for the Fraternity & Sorority Life Monthly Newsletter
- i. Check and maintain the Fraternity and Sorority Life committee email account with the Interfraternity Council and Intercultural Greek Council counterpart
- j. Maintain the social media and marketing identity of the College Panhellenic Council
- k. Provide marketing and advertising for all events sponsored by the College Panhellenic Council and assist in the advertisement of chapter events
- l. Photograph College Panhellenic Council events and post them onto the Instagram account in a timely manner
- m. Create a social media presence by launching targeted public relations campaigns per semester
- n. Maintain the page layout and membership of the College Panhellenic Council's Campus Cruiser club page
- o. Manage all organization social media accounts including Instagram, Facebook, Twitter, and YouTube
- p. Collaborate with the Interfraternity Council and Intercultural Greek Council counterparts to promote all organization events or those events that are co-sponsored
- q. Have an expert knowledge of jotform and maintain the management of all forms under the College Panhellenic Council
- r. Ensure that all officers complete an events report form within 3 business days of a College Panhellenic Council event
- s. Maintain the Fraternity & Sorority Life community calendar of major and sponsored Panhellenic, Office of Student Life, and Fraternity & Sorority events a semester in advance including Points of Pride deadlines and major campus events, for use in the prevention of over-programming and programming conflicts in collaboration with the Interfraternity Council and Intercultural Greek Council counterpart
- t. Represent the College Panhellenic Council at Student Government Association general meetings and advocate for issues on behalf of the Panhellenic community
- u. Work collaboratively with the Interfraternity Council and Intercultural Greek Council counterparts to present upcoming Panhellenic and Fraternity and Sorority Life events and programs at the general body meetings of the Student Government Association
- v. Provide a detailed report of Student Government Association General Meetings during Executive Team and General Meetings
- w. Maintain and update, in collaboration with the President and Vice President for Standards and Operations the College Panhellenic Council Constitution and Bylaws

ARTICLE VI – EXECUTIVE TEAM QUALIFICATIONS AND SELECTION

SECTION 1: EXECUTIVE TEAM QUALIFICATIONS

- a) The President, Vice President for Membership Recruitment, and Vice President for Membership Development must maintain at least a 3.0 cumulative GPA; if an elected officer falls below the requirement, a grace period may be allotted with approval from the Assistant Dean for Student Life
- b) The Vice President for Standards and Operations, Vice President for Community Outreach, and Vice President for Marketing and Communications must maintain at least a 2.5 cumulative GPA; if an elected officer falls below the requirement, a grace period may be allotted with approval from the Assistant Dean for Student Life
- c) All Executive Team members must be in good academic and disciplinary standing with Widener University and their respective chapter
- d) All Executive Team members must be an initiated member of their chapter for at least an academic semester
- e) All Executive Team members must have active status within their chapter during the duration of their term; unless special circumstances are approved by the Assistant Dean for Student Life
- f) All Executive Team members may not serve as the President, Vice President, Risk Management Chair, Recruitment Chair, or delegate on their chapters' current executive board
- g) The President, Vice President for Standards and Operations, and Vice President for Membership Recruitment cannot serve on their chapter executive team
- h) The President shall have served on the Executive Team of the College Panhellenic Council or their chapter Executive Team as Chapter President for at least one academic semester
- i) The Vice President for Membership Recruitment shall have served on the Executive Team of the College Panhellenic Council or as a Recruitment Counselor, Council Recruitment Committee Member, or Chapter Recruitment Chair for at least one full academic semester prior
- j) All Executive Team members must be available during regular University operating hours
- k) All Executive Team members must be available for retreats scheduled during the summer and winter breaks
- l) All Executive Team members must be able to fulfill the responsibilities of the position for at least one (1) academic year and be able to complete tasks for the College Panhellenic Council over breaks
- m) In the event that there are no eligible candidates for office, exceptions to qualifications may be made by approval of the Assistant Dean for Student Life

SECTION 2: EXECUTIVE TEAM ELECTION PROCESS

- A. New Executive Team members will be selected in the Spring semester of each academic year through an application, interview, and election process. A formal candidate speech may be requested at a Town Hall or general delegate meeting by the voting body or executive board prior to voting. The Executive Team Election Committee consisting of the Director of Student Organizations, Student Life professional staff members, and current Executive Team members will evaluate all requirements. A summary of the evaluated requirements will be provided to each chapter delegate prior to voting.
- B. No more than three members from the same women's sorority shall hold office during the same term. There is no limit as to how many may run for offices, but once members of the same organization have filled three positions no more members of that organization can be eligible for the remaining offices. In the event that no one from any other organization is willing to run for a particular position, then it will be permitted to have more than three members of the same organization on the executive board as determined by the Director of Student Organizations.
- C. Position rankings and line of succession are as follows: President, Vice President for Standards and Operations, Vice President for Membership Recruitment, Vice President for Membership Development, Vice President for Community Outreach, and Vice President for Marketing and Communications.
- D. The Executive Team Selection Committee will verify eligibility, advertise positions at least one month prior to the application deadline, and establish a timeline to conduct interviews. Elections will occur by online ballot of each chapter delegate. A majority vote shall elect. In the case of a tie, the Council Executive Team and Director of Student Organizations will participate in discussion and vote until one of the tied candidates is selected. The

Director of Student Organizations will not submit a vote unless the Executive Board is unable to break the tie. The process must be concluded at least 3 weeks prior to the final Spring examination period.

- E. In the event of a vacancy or resignation in any Executive Team position, the Executive Team will appoint an interim replacement based on the line of succession until the position can be filled permanently with the assistance of the Advisor through appointment or election.

ARTICLE VII – ORGANIZATION ADVISOR

The current Director of Student Organizations in the Office of Student Life at Widener University shall serve as the Advisor to the College Panhellenic Council. The Organization Advisor is a non-voting member of the Executive Team with the exception of when the Advisor sits on the Executive Team Selection Committee or as otherwise stated. The Advisor shall have the following general duties and responsibilities:

- a) Serve as a mentor to the College Panhellenic Council by providing guidance and direction regarding the purpose and the goals of the organization during the academic year and throughout the summer months
- b) Support the participation and individual development of all members
- c) Ensure the organization operates within the policies, procedures, and best practices of the National Panhellenic Conference, the Office of Student Life, and Widener University
- d) Monitor the long-term planning and initiatives of the College Panhellenic Council and the Executive Team
- e) Supervise and manage the budget and all financial expenditures in collaboration with the Executive Team
- f) Monitor all programming and initiatives while empowering the Executive Team to take charge
- g) Serve as a tie-breaker in the event a decision cannot be made by the Executive Team
- h) Serve as the liaison between the College Panhellenic Council and the Administration of Widener University
- i) Be aware of and attend all organization meetings as needed
- j) Address and resolve all major issues and emergencies involving the College Panhellenic Council

ARTICLE VIII – ORGANIZATION COMMITTEES

SECTION 1: The standing committees of the College Panhellenic Council shall be the Judicial Board, Recruitment Committee, Development Committee, and the Outreach Committee.

SECTION 2: The standing committees shall serve for a term of one academic year, which shall coincide with the term of the Executive officers.

SECTION 3: The Executive Team shall appoint members of all standing and special committees, except as provided otherwise in the bylaws, and in making these appointments, recognize fair representation from all regular member organizations.

SECTION 4: The Judicial Board shall consist of the Vice President for Standards and Operations as chair and at least three members from the College Panhellenic Council regular member organizations. It is recommended that the members of the committee hold the risk management or conduct chair within their respective chapters. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose and function of the board and the rules and regulations that the Judicial Board must deliberation and sanctioning on. In accordance with National Panhellenic Conference Unanimous Agreements, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Widener University College Panhellenic Council that are not settled informally or through mediation. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

SECTION 5: The Recruitment Committee shall consist of the Vice President for Membership Recruitment as chair and at least three members from the College Panhellenic Council regular member organizations. It is recommended that the members of the committee hold the recruitment chair within their respective chapters. This committee shall review and develop a primary formal recruitment plan and timeline and per semester membership recruitment rules for approval to the

College Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each membership recruitment period, the chair of this committee shall present a full report, including recommendations, to the College Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, and each member organization.

SECTION 6: The Development Committee shall consist of the Vice President for Membership Development as chair and three members from the College Panhellenic Council regular member organizations. It is recommended that the members of the committee hold the academic chair within their respective chapters. This committee shall assist in the planning, setup, and implementation of all academic and sisterhood events.

SECTION 7: The Outreach Committee shall consist of the Vice President for Community Outreach as chair and at least three members from the College Panhellenic Council regular member organizations. It is recommended that the members of the committee hold the service chair within their respective chapters. This committee shall assist in the planning, setup, and implementation of all service and fundraising events.

SECTION 8: Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council Executive Team.

ARTICLE IX – FORMATION OF ORGANIZATION BYLAWS

The Executive Team of the College Panhellenic Council shall create a set of organization bylaws which will become a part of this Constitution upon the approval of the organization as demonstrated by a 2/3 majority vote. Please refer to Article X regarding amendments to the Constitution and Bylaws.

ARTICLE X – AMENDMENTS

Any member at any regular general meeting may propose amendments to the Constitution and Bylaws of the College Panhellenic Council in writing. A written proposal presented at the regular general meeting will be voted on no later than the next regular general meeting in which a quorum exists, and will become effective upon approval of a majority vote. A quorum is established with at least three fourths of the regular member organizations.

ARTICLE XI – RATIFICATION

The Constitution and Bylaws of the College Panhellenic Council will become effective by a 2/3 majority vote during a regular general meeting where a quorum exists. Ratification becomes complete upon approval of the Director of Student Organizations in the Office of Student Life, who serves as the Organization Advisor. Upon completion of the ratification process, the proposed and approved version of the Constitution and Bylaws will supersede any existing documents and will take effect exactly one week following the ratification unless otherwise specified.

WIDENER UNIVERSITY

COLLEGE PANHELLENIC COUNCIL | BYLAWS

ARTICLE I – ORGANIZATION MEETINGS

SECTION 1: MEETINGS OF THE EXECUTIVE BOARD

- A. Regular meetings of the Executive Team will occur on a weekly basis as determined at the end of the previous semester by the Executive Team and the Advisor. Date, time, and location will be consistent through the semester. The President, when necessary, may call a special meeting of the Executive Team.
- B. **Meeting Agenda.** Executive Team meetings will be presided over by the President, or in their absence, the Vice President for Standards and Operations and will follow an agenda that will establish speaking order with an adapted version of Robert's Rules of Order. Questions, ideas, and feedback should be directed to the person providing the report and will be addressed at the end of the report given. The President has the authority to moderate all discussions at their discretion.
- C. **Open Discussion.** There will be a period of open discussion, where any member may address any issues or provide any miscellaneous information not discussed during the meeting. If the discussion of a particular issue exceeds ten (10) minutes the board must decide to either (a) decide on a solution, (b) choose to continue the discussion because the group is on the verge of a solution, or (c) recess the discussion to a later date.
- D. **Meeting Attendance.** All members of the Executive Team will be expected to attend each regular meeting and remain for its entirety. For early dismissal and absence, the Executive Team member must notify the President and Advisor by noon on the day of the scheduled meeting. If the President is unavailable, the individual must notify the Vice President for Standards and Operations. After three (3) unexcused absences in a one (1) year term, the President or Vice President for Standards and Operations will bring a motion for impeachment against the member. The discretion of the President and Advisor will determine what constitutes an unexcused absence. The member will be notified within 48 hours whether the absence is counted as unexcused or not.
- E. **Meeting Guests.** Only invited guests may attend an Executive Team Meeting. If a guest or visitor wishes to address the Executive Team, then a written notification must be given to the President at least two weeks in advance in order to be placed on the agenda. The President and Director of Student Organizations will review exceptions.

SECTION 2: GENERAL DELEGATE MEETINGS

- A. Regular Delegate Meetings will occur on a bi-weekly basis as determined at the end of the previous semester by the Executive Team and the Advisor. Date, time, and location will be consistent through each semester. The President, when necessary, may call a special meeting of the Delegates.
- B. **Meeting Agenda.** General meetings will be presided over by the President, or in their absence, the Vice President for Standards and Operations, and will follow an agenda that will establish speaking order with an adapted version of Robert's Rules of Order. Questions, ideas, and feedback should be directed to the person providing the report and will be addressed at the end of the report given. The President has the authority to moderate all discussions at their discretion.
- C. **Open Discussion.** There will be a period of open discussion, where any member may address any issues or provide any miscellaneous information not discussed during the meeting. If the discussion of a particular issue exceeds ten (10) minutes the board must decide to either (a) decide on a solution, (b) choose to continue the discussion because the group is on the verge of a solution, or (c) recess the discussion to a later date.
- D. **Meeting Attendance.** All chapter delegates will be expected to attend each general meeting and remain for its entirety. Alternate delegates will be accepted in replacement of the primary delegate no more than three times. After three primary delegate absences each semester, the chapter will be asked to select a new delegate.

SECTION 3: TOWN HALL MEETINGS

- A. Town Hall Meetings will occur on a monthly basis as determined at the end of the previous semester by the Executive Team and the Advisor. Date, time, and location will be consistent through each semester. The President, when necessary, may call a special Town Hall meeting. The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings. Delegates and the Executive Team must dress in business professional attire.
- B. **Meeting Agenda.** Executive Team meetings will be presided over by the President, or in their absence, the Vice President for Standards and Operations and will follow an agenda that will establish speaking order with an adapted version of Robert's Rules of Order. Questions, ideas, and feedback should be directed to the person providing the report and will be addressed at the end of the report given. The President has the authority to moderate all discussions at their discretion.
- C. **Open Discussion.** There will be a period of open discussion, where any member may address any issues or provide any miscellaneous information not discussed during the meeting. If the discussion of a particular issue exceeds ten (10) minutes the board must decide to either (a) decide on a solution, (b) choose to continue the discussion because the group is on the verge of a solution, or (c) recess the discussion to a later date.
- D. **Meeting Attendance.** Chapter Delegates and forty percent of members of each chapter will be expected to attend Town Hall meetings and remain for its entirety. For early dismissal and absence, the chapter President must notify the Council President and Advisor by noon on the day of the scheduled meeting. If the President is unavailable, the individual must notify the Vice President for Marketing and Communications. After two unexcused absences in a one semester, a \$200 fine will be held against the chapter. The discretion of the President and Advisor will determine what constitutes an unexcused absence. The chapter will be notified within 48 hours whether the absence is counted as unexcused or not.
- E. **Meeting Guests.** Only invited guests may attend Town Hall Meeting. If a guest or visitor wishes to address the community, then a written notification must be given to the President at least two weeks in advance in order to be placed on the agenda. The President and Director of Student Organizations will review exceptions.

SECTION 3: VOTING AND QUORUM

- A. **Quorum.** Three fourths of the member fraternities shall constitute a quorum for the transaction of business.
- B. **Voting.** The voting members of Panhellenic Council shall be the delegates of each organization holding regular membership. If a delegate is absent, its alternate shall cast the vote of her fraternity. All delegates should follow their inter/national organization's policies in regards to voting on any major legislation changes and major recruitment policies that are not instituted by the University.
- C. **Executive Board Voting.** In the case of Executive Board decisions, a two-thirds majority of the Executive Team must be present to conduct official business. In an emergency where an official meeting is not feasible, the President may make a reasonable effort to contact all members of the Executive Team in order to ascertain a vote by telephone, email, or other means. In unusual circumstances where contacting members is impractical, an emergency decision may be made by the President in collaboration with the Advisor. The President must report to the Executive Team the circumstances and the results of any such occurrence at the next Executive Team meeting or via email if during the summer months.

ARTICLE II – POLICIES AND REGULATIONS

- A. All Members and Associate Members will adhere to the Anti-Hazing and Risk Management policies created by FIPG and policies created by the Panhellenic Council Executive Team, The Office of Student Life, and Widener

University. In addition, every member of the community shall follow all standing rules and addendums to this document.

- B. All members of the College Panhellenic Council of Widener University shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the Unanimous Agreements.
- C. All College Panhellenic Council rules and policies shall be in harmony with those currently established by the Office of Student Life, Widener University, and the National Panhellenic Conference.
- D. College Panhellenic Councils may wish to adopt additional rules that pertain to the administration of the community. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with all documents.
- E. Violations of any regulations and policies set forth in this Constitution, its related Bylaws, membership recruitment rules, standing rules, or the Office of Student Life policies, the University Code of Conduct, and the National Panhellenic Conference Unanimous Agreements shall be a call for a judicial board hearing and sanctioning as established by the College Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.

ARTICLE III – ORGANIZATION OPERATIONS

SECTION 1: FINANCES

The College Panhellenic budget will be approved by the general body, controlled by the College Panhellenic Council Executive Team, and monitored by the President in collaboration with the Advisor. The Executive Team will receive notification of the budget allocation from the Student Government Association prior to the fall semester of each academic year (if made available by then).

- A. **Fiscal Year.** The fiscal year of Panhellenic shall follow the term of the Executive Team Officers.
- B. **Dues.** The dues of each member organization shall be ten dollars (\$10.00) per active and new member charged each semester. They shall be due on or before the fifth (5) general meeting of the semester once an invoice is provided. Late dues will be subject to a \$50 fine per business day.
- C. **Payments.** All payments due to Panhellenic shall be turned in to the President who shall record and provide receipts for all transactions. All checks shall be made out to Widener University - College Panhellenic Council.
- D. **Fines.** The Panhellenic Executive Board will establish fines and penalties regarding violations of the Panhellenic constitution and bylaws, attendance requirements, documentation deadlines, and judicial outcomes. Fines will be assessed and agreed upon by the Panhellenic Executive Team with consultation from the Director of Student Organizations. Fines cannot accrue more than \$500. The President of the Panhellenic Council in collaboration with the Vice President for Standards and Operations will set suitable deadlines and payment options. Failure to pay fines will result in a written warning, then, chapter(s) will be sent to the Panhellenic Judicial Board.

SECTION 2: EXTENSION

- A. Extension is the process of adding a National Panhellenic Conference women's sorority.
- B. Only regular members of the Panhellenic Council shall vote on extension matters.
- C. The Widener University College Panhellenic Council shall follow all National Panhellenic Conference Unanimous Agreements and extension guidelines. In addition, the Fraternity and Sorority Life policy on fraternal expansion outlines the procedures and expectations set forth for all national or international general Greek-lettered fraternal groups interested in seeking recognition at Widener University under one of the recognized governing councils.

SECTION 3: VIOLATION RESOLUTION

- A. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the Office of Student Life policies, NPC Unanimous Agreements, the College Panhellenic Council constitution and bylaws, the Panhellenic code of ethics, and standing rules and/or membership recruitment regulations of the Widener University College Panhellenic Council shall be considered a violation.
- B. Failure to adequately carry out chapter responsibilities or disregard for the organization's constitution, bylaws, or other written University policies will constitute deficient performance in which a violation resolution may occur. The term "adequately" is defined as providing a consistent, effective, and beneficial effort to fulfill a specific task.
- C. Any member of the community in good standing may bring charges of negligence against a chapter. Charges may not be made anonymously and shall be submitted using the appropriate forms to the Vice President for Standards and Operations. Should charges be brought against the Executive Team, notification using the appropriate forms must be sent to the Director of Student Organizations.
- D. All violation resolutions will follow the judicial procedures outlined in the standing rules.

ARTICLE IV – MEMBERSHIP RECRUITMENT

SECTION 1: BASIC RECRUITMENT POLICIES

- A. Chapters must abide by all policies and deadlines outlined for College Panhellenic Council chapters within the council Guidelines for Membership Recruitment and New Member Education document.
- B. Chapters must abide by all policies and regulations outlined in the College Panhellenic Council Recruitment Standing Rules.

SECTION 2: INFORMAL RECRUITMENT

- A. Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year for chapters under total.
- B. Standing recruitment rules and policies shall remain in effect during all times including school breaks.
- C. Informal recruitment events may commence after the third week of Fall classes and forty-eight (48) hours after the formal membership recruitment period, unless otherwise communicated.
- D. Open bidding must cease two weeks before final examinations of each semester.
- E. A member organization cannot issue an invitation to membership during any school recess.

SECTION 3: FORMAL RECRUITMENT

- A. Formal membership recruitment shall be held in the Spring semester during the first weekend of February unless a change by administration is required.
- B. Formal recruitment specific rules and policies take effect on January 1 until the end of the formal recruitment period or otherwise stated. Formal recruitment specific rules and policies are in addition to those listed in the standing rules.
- C. The National Panhellenic Conference Quota system shall be followed.

- D. The National Panhellenic Conference preferential bidding system shall be used in conjunction with the Release Figure Methodology.
- E. All Formal Recruitment events will be held in campus facilities.
- F. Chapters, which do not fill basic Quota during formal membership recruitment, may continue to bid to Quota in Continuous Open Bidding even though reaching Quota puts them over total.
- G. The Formal Recruitment period ends once the Bid Day ceremony has concluded.

SECTION 4: TOTAL

- A. Total is the allowable chapter size as determined by the College Panhellenic. Total for Widener University Panhellenic organizations shall be ninety-five (95).
- B. Total will be determined by median chapter size.
- C. To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, the Widener University Panhellenic Council shall automatically reset total within 72 hours after the completion of the primary recruitment period.
- D. National Panhellenic Conference states that total must be reset every semester. Panhellenic total will be reset in the Fall semester after the first week of classes.
- E. Every regularly enrolled new member and initiate of a chapter shall be counted in Chapter Total. An updated roster of all members shall be filed with the Office of Student Life and the Council Panhellenic Council Executive Team each semester. Any expulsion, termination, or other change in membership shall be reported to the President of the College Panhellenic Council, the Vice President for Marketing and Communications of the College Panhellenic Council, and Director of Student Organizations no later than forty-eight (48) business hours after it has occurred.

SECTION 5: POTENTIAL NEW MEMBER ELIGIBILITY AND INITIATION

- A. A woman must be a full-time undergraduate day student with at least 12 credits.
- B. A woman must have at least a 2.5 cumulative GPA for the current semester of which she is requesting membership into a fraternal organization to participate in the membership recruitment and bidding process.
- C. A woman must complete the recruitment registration process and an Affiliation Education online video session during the semester in which she is interested in joining an organization. She must receive at least a 90% on the affiliation education online quiz after viewing the video. Registration and Affiliation Education for College Panhellenic Council recruitment closes by a specific deadline in the Spring for formal recruitment.
- D. A woman may not be on an active academic or judicial probation period. All academic or judicial probation periods must be concluded by the start of the semester in which she is interested in joining an organization.
- E. A woman may not have been initiated into another Inter/Nationally recognized general-fraternal organization on any campus.
- F. A woman must not have declined a bid during formal recruitment the semester prior, after signing the Membership Recruitment Acceptance Binding Agreement (MRABA).
- G. A woman must attend all required events as outlined by the Recruitment Team during the formal recruitment process including but not limited to PNM Orientation.

- H. A new member may be initiated whenever she has met the requirements of the national organization to which she has gone through the new member process.
- I. The New Member process shall consist of no more than eight weeks.

REVISION HISTORY

Revised: October 2009
Revised: March 15, 2010
Revised: November 7, 2014
Revised: November 14, 2016
Revised: May 23, 2017
Revised: November 6, 2017
Revised: January 28, 2018
Revised: March 9, 2018
Revised: July 26, 2018

STANDING RULES

College Panhellenic Council Recruitment Standing Rules
College Panhellenic Council Guidelines for Membership Recruitment and New Member Education
Violation Resolution Judicial Procedures
Widener University Expansion Policy
Widener University Chapter Anti-Hazing Statement & Contract
FIPG Risk Management Manual
FIPG Risk Management Policy
Points of Pride Standards and Accreditation Document