



Constitution of the Panhellenic Council at Florida Institute of Technology
Revised: October 20, 2016

Article I. Name

The name of this organization shall be the Panhellenic Council at Florida Institute of Technology.

Article II. Object

The object of the Panhellenic Council shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Foster the spirit of friendliness, cooperation, and goodwill among member groups of the Panhellenic Council along with non-sorority members.
2. Consider the goals and ideas of member organizations as applicable to campus and personal life.
3. Promote superior scholarship and intellectual development.
4. Cooperate with member fraternities and the University administration with concern for and maintenance of high social and moral standards.
5. Act in accordance with National Panhellenic Conference Unanimous Agreements and policies and best practices.
6. Act in accordance to not violate the sovereignty, rights, and privileges of member fraternities.
7. Compile rules governing all aspects of the Panhellenic Council.

Article III. Membership

There shall be two classes of membership in the Panhellenic Council: regular and associate.

1. Regular membership shall be composed of all chapters' members in good standing with the National Panhellenic Conference at Florida Institute of Technology. The regular fraternities of the Panhellenic Council are as follows: Alpha Phi, Gamma Phi Beta and Phi Sigma Sigma.
2. Associate membership shall be composed of all colony members in good standing with the National Panhellenic Conference and local sororities that have been approved by Panhellenic Council. Associate members shall pay no dues and shall have a voice by no vote on all matters. An associate member shall automatically become a regular member upon chartering.

Article IV. Officers

1. The officers of the Panhellenic Association shall be President, Executive Vice President, Vice President of Membership and Recruitment, Vice President of Programming, Vice President of Records, and Vice President of Scholarship.
2. The office positions of President, Executive Vice President, and Vice President of Membership shall be alternating delegates from sororities holding regular membership in the Florida Institute of Technology Panhellenic Council. They shall rotate in the order of Alpha Phi, Gamma Phi Beta, and Phi Sigma Sigma.
3. Delegates from sororities holding associate membership shall not be eligible to hold office.
4. The officers shall serve for a term of one year. The term of office is the beginning of the spring until the end of the fall semester

Article V. The Panhellenic Council

1. Duty: It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Panhellenic community (including recruitment) which do not violate the sovereignty, rights, and privileges of member fraternities.
2. Membership: The Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular and associate member sorority of the Panhellenic Council.
3. Selection of Delegates: Delegates to the Panhellenic Council shall be selected by their respective sorority chapters to serve for a term of one calendar year. The term of office is the beginning of the spring semester until the end of the fall semester.
4. Delegate Vacancies: When a delegate vacancy occurs, it shall be the responsibility of the sorority to select a replacement within one week and to notify the Panhellenic Council Executive Vice President and Vice President of Records of her name, email address, and telephone number. When a delegate vacancy exists, the alternate delegate of the sorority shall fulfill the duties of the delegate until replaced.
5. Delegate Duties: It is the duty of the delegate to inform her respective chapter of all information communicated within the Panhellenic Council by her next chapter meeting. The delegate shall also inform the Panhellenic Council of all chapters' activities including Continuous Open Recruitment and philanthropy events.
6. Officers: The officers of the Panhellenic Council shall serve as the Executive Board of all campus sororities and shall have such powers and duties as prescribed in the By-laws of the Florida Institute of Technology Panhellenic Council.
7. Elections:
 - a. Each nominee must have a 2.5 GPA or higher and maintain a 2.5 GPA during her term in office, if elected.
 - b. Nominees must be full-time matriculated students to run for any Panhellenic officer position.
 - c. Nominees must be in good standing with their respective chapters.
 - d. Chapter presidents may not run for any Panhellenic position.
 - e. Two nominees are required for each of the three alternating positions: President, Executive Vice President and Vice President of Membership and Recruitment.

- f. The election process will be as follows:
 - i. Nominations: Nominations for Panhellenic positions will be open for 1-2 weeks
 - ii. Interviews: Each nominee must have an interview with the current Panhellenic Council. Chapter delegates may attend interviews if interested. The interviews will follow nominations.
 - iii. Speeches: Each nominee will present a speech for the chapters at the Panhellenic meeting. The speeches will be the week following interviews.
 - iv. Voting: Voting will be conducted by secret ballot and will go in descending order with electing President first. Voting will be held the day of speeches.
 - g. Nominees must attain majority of the votes or more to be elected into the position.
 - h. The officers will officially assume their duties at the Panhellenic transition.
8. Meetings: The Panhellenic Council shall meet on a weekly basis at a time and place established at the beginning of each academic term. Meetings are defined as:
 - a. Meetings are defined as:
 - i. Regular Meetings: The Panhellenic Council shall hold at least one regular meeting weekly unless specific events conflict during that week.
 - ii. Executive Meetings: The Panhellenic Council shall hold at least one executive council meeting a week unless specific events conflict during that week.
 - iii. Special Meetings: The President, when necessary, may call a special meeting by written request of any regular or associate member sorority of the Panhellenic Council. The delegate from each sorority shall notify her individual chapter of all meetings within 24 hours.
 - b. Chapter delegates are required to attend all meetings. If the delegate is absent for two meetings in a semester without prior approval at least 24 hours before the meeting or fails to uphold her duties twice, her chapter must appoint another member to hold her position.
 - c. The Panhellenic Council requires all members of each sorority to attend at least one full general meeting each semester.
 - d. Two-thirds of the member sororities shall constitute a quorum for the voting procedures.
 - e. All meetings shall follow parliamentary procedures.
9. Voting:
 - a. The voting members of the Panhellenic Council shall be its Panhellenic Council. This includes delegates of each sorority holding regular membership and the Executive Board members of the Panhellenic Council with the exception of the Panhellenic President. If a delegate is absent, the vote of her sorority shall be cast by the alternate delegate from the chapter.
 - b. Associate member groups are not allowed to vote on Panhellenic Council decisions.
 - c. Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules and add a chapter. A majority vote shall be required to carry all other questions.
 - d. The Panhellenic President shall have voice but no vote except in a deadlock decision.
 - e. The Panhellenic President may call a vote through email and be completed within 24 hours. The voting will follow Robert's Rules of Orders and must achieve two-thirds to be approved. All parties should be included in the steps of the motion, excluding individual votes, which should go only to the Panhellenic President. The outcome of the motion including individual votes should be emailed back to each party immediately following the vote.
 - f. The alternate delegates shall have a voice but no vote if the regular delegate is present.
10. Total:

- a. Total will automatically change to the new Total as decided on by the NPC Area Advisor, RFM Specialist (when applicable), and Panhellenic Advisor within 24 hours after bid acceptance following and formal recruitment period.

By-laws of the Panhellenic Council at Florida Institute of Technology

Revised: September 30, 2015

Article I. Finance

1. Fiscal: The fiscal year of the Panhellenic Council shall be from April 31 to May 1 inclusive.
2. Contracts: The signature of the President and Advisor shall be required to bind the Panhellenic Council.
3. Checks: All checks issued on behalf of the Panhellenic Council shall be given to the Vice President of Records, who shall record them. Checks for payment shall be made payable to the Florida Institute of Technology with Panhellenic Council in the memo.
4. Membership Dues:
 - a. Amount: The dues of each Panhellenic Council member fraternity shall be an assessment per member and new member. The amount of such dues shall be \$16.00 for active members and \$11 for New Members.
 - b. Time and Payment: The dues of each Panhellenic Council member sorority shall be due two weeks after the invoice goes out.
 - c. Penalty for Late Payment: Any member sorority that has not paid dues by the date set by the Panhellenic Council will be fined an extra five dollars per day for every day late.

Article II. Selection of Officers

1. The office of the President, Executive Vice President and Vice President of Membership and Recruitment of the Panhellenic Council shall be an alternating position.
2. In order to hold the office of Vice President of Membership and Recruitment, the nominees for office must have gone through at least one formal recruitment on the chapter side. This can be overruled by two-thirds majority vote by the outgoing Executive Board.
3. The Recruitment Chair of any member chapter may not hold the positions of President or Vice President of Membership and Recruitment.
4. If for any reason the President relinquishes her office, a sister from her own chapter shall secede her. The chapter may decide to relinquish the position of President to a sister of another chapter if they feel it is best for the Panhellenic community. The new President shall continue in office through the remainder of the regular term of office.

Article III. Removal of Officers

1. Any member of the Panhellenic Council shall be able to initiate removal of an officer of the Panhellenic Council on the grounds of any of the following:

- a. Dereliction of duties
 - b. Mismanagement of funds
 - c. Failure to adhere to the ethical conduct By-laws.
2. The removal of an officer shall proceed as follows:
- a. A Panhellenic Executive Board member or delegate shall contact the President, or in the case of the President being removed, shall contact the Executive Vice President and shall submit a statement including grounds for the removal of the officer in question.
 - b. The notified officer shall contact the officer in question and inform her that the removal proceedings are pending.
 - c. At the following Panhellenic Council meeting, the highest member not in question of the Executive Board shall read the statement and the officer in question may respond. A vote on removal will occur at the next scheduled meeting.
 - d. If a two-thirds majority vote of the Panhellenic Council is reached, the officer shall be considered removed and shall be replaced according to the procedure for filling a vacancy.
3. If an officer resigns, the Panhellenic President will appoint another officer with Panhellenic Executive Board's input if needed.

Article IV. Officer Duties

1. The President shall:
 - a. Have overall responsibility for the operations of the Panhellenic Council.
 - b. Call and preside at all regular and special meetings of the Panhellenic Council and Executive Board.
 - c. Review and approve all contracts involving the Panhellenic Council.
 - d. Serve as member ex-officio of all Panhellenic Council committees with voice but no vote.
 - e. Report as required to the National Panhellenic Council Area Advisor.
 - f. Maintain a complete and up to date President's file which will include a copy of the current Panhellenic Council Constitution, By-laws, and Standing Rules; the current Panhellenic Council budget; the current National Panhellenic Conference Manual of Information and related materials; current correspondence and materials received from her National Panhellenic Conference Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
 - g. Discusses and selects a Student Government Representative. This representative is responsible for providing any information from SGA meetings to the Panhellenic Council.
 - h. Perform all other duties usually pertaining to this office.
2. The Executive Vice President shall:

- a. Perform all duties of the President in her absence, inability to serve or at her call.
 - b. Serve as chairman of the Judiciary Committee.
 - c. Update and evaluate the Panhellenic Council Constitution and By-laws annually in the fall semester.
 - d. Be responsible for all campus affairs as they relate to the Panhellenic Council.
 - e. Hold a mandatory meeting for all active members of each chapter to teach them the National Panhellenic Conference's judiciary rules and procedures.
 - f. Perform all the duties usually pertaining to this office.
3. The Vice President of Membership and Recruitment shall:
- a. Plan and organize all formal recruitment activities of the Sorority Community.
 - b. Bring all changes to recruitment rules, which will affect the following recruitment period, to a vote before March 1 of each year.
 - c. Distribute updated copies of the recruitment rules to each member group.
 - d. Maintain up-to-date recruitment statistics and new member lists.
 - e. Be responsible for the recruitment booklet with the Panhellenic Advisor.
 - f. Submit a full report, including recommendations, to the Panhellenic Council following each membership selection period.
 - g. Hold a meeting with recruitment chairs of each chapter following each fall recruitment period to discuss their recommendations of changes to the recruitment structure and recruitment rules.
 - h. Hold a Panhellenic information program each year to educate all sorority members on the recruitment rules for the fall.
 - i. Review and approve information on sorority COR events at least one week in advance from the chapter delegates
 - j. Perform all other duties usually pertaining to this office.
4. The Vice President of Records shall:
- a. Keep an up to date roll of the members of the Panhellenic Council and call it at all Panhellenic Council meetings.
 - b. Keep full minutes of all meetings of the Panhellenic Council.
 - c. Maintain a complete and up to date file which will include the minutes of the Panhellenic Council, and current correspondence.
 - d. Be responsible for the official correspondences of the Panhellenic Council unless provided for otherwise.
 - e. Be responsible for the general supervision of the finances of the Panhellenic Council.

- f. Be responsible for the preparation of the annual budget following its approval by the Panhellenic Council and provide a copy to each Panhellenic Council member sorority.
 - g. Receive all payments due to the Panhellenic Council, collect all dues, and give all receipts.
 - h. Be responsible for the prompt payment of all bills of the Panhellenic Council.
 - i. Maintain up to date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
 - j. Keep a current calendar of all Greek Life Community, Panhellenic Council and member group events to avoid scheduling conflicts.
 - k. Create a budget plan.
 - l. Perform all other duties usually pertaining to this office.
5. The Vice President of Programming:
- a. Philanthropy/Service: Organize at least one Philanthropy or Service event each semester with mutual participation from all Panhellenic member groups.
 - b. Philanthropy/Service: Maintain contact with the delegates from each member group to share ideas and avoid scheduling conflicts. Collect information on sorority philanthropy events such as organization, location, event, and time at least one week in advance from chapter delegates.
 - c. Social Affairs/Public Relations: Plan and oversee all social events of the Panhellenic Council.
 - d. Social Affairs/Public Relations: Increase campus awareness of Panhellenic Council events by providing adequate notice to the community.
 - e. Social Affairs/Public Relations: Submit articles to the Crimson about the activities of the Panhellenic Council.
 - f. Social Affairs/Public Relations: Evaluate member group social functions for adherence to the Panhellenic Council By-laws, Code of Ethics, and National Panhellenic Council Polices.
 - g. Social Affairs/Public Relations: Prepare and execute a social media plan for entire term.
6. The Vice President of Scholarship
- a. Maintain accurate records pertaining to scholarship programs of each member group.
 - b. Identify and promote new scholarship related activities to the Panhellenic Council member groups.
 - c. Update the study/tutor roster every semester and send to all member groups.
 - d. Email the Panhellenic chapter members study hours every week and give a weekly update on each chapter's study hours from the GIN app.
 - e. Maintain the system for study hours on the GIN app.

- f. Maintain and promote the SNAPS Program

Article V. The Executive Board

The Executive Board shall:

1. Administer routine business between meetings of the Panhellenic Council when advisable and other business that has been approved for action by Panhellenic Council vote.
2. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice President of Records in the minutes of that meeting.
3. Annually send representatives of the council to the South Eastern Panhellenic Conference or similar conference if possible. The President shall be the voting delegate.

Article VI. Judicial Board

1. Self-governance, accountability and education are three important reasons for the Judicial Board to exist within the Panhellenic Council. The purpose of the Judicial Board is to provide an impartial, confidential, constitution and by-law abiding body that upholds the rights of individuals and groups appearing before them.

- a. Judicial Board members shall be delegated from each sorority.
 - b. Judicial Board members shall serve a term of one year.
2. The duties of the Judicial Board shall include the following:
- a. To review violations of rules, regulations and policies governing Greek organizations affiliated with Panhellenic Council.
 - b. To review, upon following proper NPC procedure, violations of the Constitution, By-Laws, and all rules passed under them and during formal Recruitment, including Recruitment Rules.
 - c. To follow NPC Manual of Information mandates in all of its actions as the Judiciary Committee for the Panhellenic Council.
 - i. Any issues or violations other than Recruitment will be addressed by the Panhellenic Executive Board and the Panhellenic Advisor.
 - ii. To report a violation, an Initial CPH Violation Report Form must be completed and submitted to the Panhellenic Executive Vice President or Greek Advisor within 30 calendar days of the alleged infraction. The 30 calendar day timeline applies during university/college breaks.
 - iii. The Initial CPH Report Form must be signed by the person responsible for completing it to be considered valid.
 - iv. If mediation between the Judicial Board Director, Panhellenic President, Greek Advisor, and the sorority involved in the violation is unsuccessful in reaching an agreement, the sorority will then have a hearing with the Judicial Board that follows NPC Guidelines.

Article VII. Recruitment Rules and Procedures

1. A Recruitment manual created and updated by the Vice President of Membership and Recruitment containing all Recruitment rules and procedures shall be published in a separate bulletin, which should be reviewed every year.
2. A Recruitment meeting including all sorority members and chapters will be held after the Recruitment rules have been passed each year to go over the new recruitment rules and procedures with all Panhellenic women. This meeting will be organized by the President, Vice President of Membership and Recruitment, and the Panhellenic Advisor.
3. Each sorority shall submit a current roster. An updated list is due after each recruitment period. A new list will be submitted after informal recruitment in the spring semester.
4. In order for current or transfer students to be eligible for recruitment, she must have a GPA of at least a 2.50 based on the 4.0 scale. In order for incoming freshmen or first-semester freshmen to be eligible for recruitment, she must have a high school GPA of at least 3.0 based on the 4.0 scale.
5. In order for a member group to have a Continuous Open Recruitment event, the chapter's delegate must send in the request form containing date, time, place, title, theme and a description of the event to the Panhellenic Vice President of Membership and Recruitment for approval. The documentation must be sent one week prior to the event in order for it to be approved.

Article VIII. Ethical Conduct

Be it resolved:

1. That in the case of Panhellenic difficulties, all chapters involved shall do their utmost to restore harmony and prevent publicity both in the University and the Melbourne community.
2. That any National Panhellenic sorority who a local group is petitioning shall insist that such a group conforms to the University Panhellenic conditions as established by these By-laws.
3. That the National Panhellenic sorority chapters unite in assisting local groups in colleges and universities to obtain national chapters.
4. That visiting officers of National Panhellenic shall be expected not to interfere with the regular work of the college, but on the contrary that they shall encourage chapters to keep the college business day free from social engagements.
5. That the following is beneath the standards of sorority women:
 - a. To speak despairingly of any sorority or university student.
 - b. To create ill feeling between sorority and non-sorority women.
 - c. To seek unwarranted publicity.
6. Every member of a sorority shall at all times represent the Greek community in the best possible manner and in accordance with all policies outlined in these Bylaws. Violations to this status shall be dealt with in accordance with action that will be taken by the Panhellenic Council Judiciary Committee. Slander is defined as making false and damaging statements about a person or chapter.
7. Every chapter shall present their organization in a positive manner on any social media forums. These include, but are not limited to, Facebook, Twitter, Instagram, and Snapchat. Panhellenic's social media policy includes:
 - a. Advocating, condoning, or revealing participation in illegal actions.
 - b. Referencing underage drinking or intoxication of any kind.

- c. Displaying any lewd actions revealing undergarments or nudity.
 - d. Inappropriate or derogatory towards any Panhellenic member group.
- Action taken against chapters in violation of this policy shall be up to the discretion of the Executive Vice President

Article IX. Fines

- 1. Fine System
 - a. Fines will be based upon how many members each chapter has.
 - i. One meeting per member
 - a. \$10 per person
 - ii. Semester seminar
 - a. 1-3 people missing: # of chapter members
 - b. 4+ people missing: 3x # of chapter members
 - iii. Semester philanthropy event
 - a. 1-3 people missing: # of chapter members
 - b. 4+ people missing: 3x # of chapter members

Article X. Rules of Order

The Panhellenic Council shall be governed by parliamentary procedures except in matters specifically provided for by the Constitution, By-laws, and Standing Rules.

Article XI. Amendment

These By-laws may be amended by two-thirds majority vote of the voting members of the Panhellenic Council provided notice of the proposed amendment has been given in writing at the previous meeting. They must be unanimous if there are only two fraternities.

Article XII. Extension

- 1. When all member groups at Florida Institute of Technology are close to or over total, the Panhellenic Council shall consider adding another chapter thusly starting an extension committee.
- 2. National Panhellenic Council shall be notified that Florida Institute of Technology is open for sorority colonization as specified by the extension procedures in the NPC Manual of Information.
- 3. From the application(s) the Panhellenic Council and extension committee will decide which sorority is to be invited for interviews and to colonize.
- 4. The officials of the sorority, the Panhellenic Advisor, and the Panhellenic Council shall determine plans for the interviews and colonization.
- 5. The Dean of Students and Director of Greek Life must approve the application for colonization.
- 6. The new organization may not participate in any formal recruitment.
- 7. The new sorority is subject to Panhellenic rules and regulations during colonization including hazing and alcohol policies.

8. The colony chapter cannot exceed the established total.