

CONSTITUTION AND BYLAWS of the
EASTERN ILLINOIS UNIVERSITY PANHELLENIC COUNCIL

Revised and Approved on November 10, 2018

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Constitution

ARTICLE I: NAME

- a. The name of this organization shall be the Eastern Illinois University Panhellenic Council.

ARTICLE II: OBJECT

Section 1: The object of this Panhellenic Council shall be to develop and maintain sorority life and inter-sorority relations at a high level of accomplishment and in doing so to:

- a. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- b. Promote superior scholarship as the foundation to intellectual achievement.
- c. Cooperate with member sororities and the university administration to maintain high social and moral standards.
- d. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
- e. Act in accordance with all rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

Section 2: In an effort to lessen the disparity between sorority/women's fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following Basic Expectations of Greek Membership were developed by the National Panhellenic Conference and should be adhered to by all members of all member Panhellenic Council groups:

- a. I will strive for academic achievement and practice academic integrity.
- b. I will respect the dignity of all persons; therefore, I will not physically, psychologically or sexually abuse or haze any human being.
- c. I will protect the health and safety of all human beings.
- d. I will respect my property and others; therefore, I will neither abuse nor tolerate the abuse of property.
- e. I will meet my financial obligations in a timely manner.
- f. I will neither use nor support the use of illegal drugs; I will neither abuse nor support the abuse of alcohol.
- g. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
- h. I will strive to incorporate in my daily life the ideals expressed in my fraternity/sorority ritual.
- i. I will challenge all my fraternity/sorority members to abide by these fraternity/sorority obligations and will confront those who violate them.
- j. A Non-Discrimination Clause must be signed by both Chapter Presidents and Recruitment chairs prior to the start of recruitment each year.

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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 Eastern Illinois University Panhellenic Council shall be composed of all chapters of NPC sororities at Eastern Illinois University. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- b. **Provisional membership.** The provisional membership of the Eastern Illinois University Panhellenic Council shall be composed of all colonies of NPC sororities at Eastern Illinois 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 sorority.
- c. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Eastern Illinois University Panhellenic Council. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2: Privileges and responsibilities of membership

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

ARTICLE IV: OFFICERS AND DUTIES

Section 1: The officers of the Eastern Illinois University Panhellenic Council shall consist of:

- a. President
- b. Executive Vice President
- c. Vice President Scholarship
- d. Vice President Recruitment
- e. Vice President Recruitment Counselors
- f. Vice President Standards
- g. Vice President Membership Development
- h. Vice President Public Relations

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- i. Vice President Administrative Affairs
- j. Vice President Community Service

Section 2: Eligibility

- a. Eligibility to serve as an officer shall depend on the class of membership:
 - a. **Regular membership:** Members from women's sororities holding regular membership in the Eastern Illinois University Panhellenic Council shall be eligible to serve as any officer.
 - b. **Provisional membership:** Members from women's sororities holding provisional membership in the Eastern Illinois University Panhellenic Council shall not be eligible to serve as an officer.
 - c. **Associate membership:** Members from women's sororities holding associate membership in Eastern Illinois University Panhellenic Council shall not be eligible to serve as an officer.

Section 3: Selection of officers

- a) Refer to Article IV: Selection of Officers in the Bylaws

Section 4: Separation of powers:

- a. No more than two women from the same chapter may serve on the executive council.
- b. An officer of the Panhellenic Council may not concurrently serve as President of her chapter, or in any officer position that causes conflict with Panhellenic programs or disaffiliation during formal recruitment.
- c. The President, Vice President Standards, Vice President Administrative Affairs, Vice President Recruitment, and Vice President Recruitment Counselors must be members of different chapters, unless special circumstances agreed upon by Executive Council and the Panhellenic Council Advisor.
- d. The Slating Committee shall ensure that all chapters are represented on the executive council, provided that the chapter presents a qualified candidate for office.
- e. There may be more than two members on the executive council if special circumstances agreed upon by the council and advisors. We will have to re-hold elections for positions that are not agreed upon by the council and advisors.

Section 5: The selection of Panhellenic officers must be completed during the four weeks prior to the end of the fall semester, as outlined in ARTICLE IV of the Bylaws.

Section 6: Removal from office:

- a. Any officer failing to perform her duties as outlined shall resign, and a successor be designated by election or to the discretion of the Executive Board.
- b. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council

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Section 7: The President, Vice President Standards, Vice President Recruitment, and Vice President Recruitment Counselors shall be representatives from sororities holding regular membership in the Eastern Illinois University Panhellenic Council.

Section 8: All officers will serve for one calendar year

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

Section 10: Duties of officers

- a. Refer to Article V of the Bylaws on page 12.

ARTICLE V: MEETINGS

Section 1: The Eastern Illinois University Panhellenic Council shall hold business meetings at least twice each month, while the University is in session, at a time and place to be determined by the Council and the Director of Fraternity & Sorority Programs.

Section 2: The President or Director of Fraternity & Sorority Programs of the Eastern Illinois University Panhellenic Council may call SPECIAL meetings, when necessary. They shall also be called upon the written request of any member sorority at Eastern Illinois University.

Section 3: The Panhellenic Delegate from each member sorority shall be responsible for notifying her chapter members of all regular meetings, special meetings, and roundtables of the Eastern Illinois University Panhellenic Council.

ARTICLE VI: THE PANHELLENIC COUNCIL

Section 1: The governing body of the Eastern Illinois University Collegiate Panhellenic Council shall be The Eastern Illinois University Panhellenic Council. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Eastern Illinois University Panhellenic Association and 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 Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights and privileges of member women's sororities.

Section 2: Composition and privileges

- a. The Eastern Illinois University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member organization at Eastern Illinois University as identified in ARTICLE III.

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The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in ARTICLE III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Council president.

Section 3: Selection of delegates and alternates. Delegates and alternates to the Panhellenic Council shall be selected by their respective sorority chapters to serve for a term.

Section 4: DELEGATE VACANCIES. When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement of, and submit her name, address and telephone number to the Panhellenic Vice President Administrative Affairs by the next Panhellenic meeting. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate/assistant delegate of the sorority concerned shall fulfill the duties of the delegate in her absence in all cases except that of the President. The VP of member chapter shall fulfill the duties of the President.

Section 5: OFFICERS. The officers of the Eastern Illinois University Panhellenic Council shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Constitution of the Eastern Illinois University Panhellenic Council.

Section 6: QUORUM. Three-quarters of the member sororities shall constitute a quorum for the transaction of business.

Section 7: VOTING

- a. The Eastern Illinois University Panhellenic Council is the voting body.
- b. The voting members of the Panhellenic Council shall be the delegates of each sorority. If a delegate is absent, the vote of her sorority shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the sorority providing her credentials have been presented in writing to the Council President prior to the meeting.
- c. For business related to recruitment rules, processes and procedures, only delegates from sororities holding regular membership may vote.
- d. A three-quarter majority of the voting members of Panhellenic Council shall be required to:
 1. Elect new officers.
 2. Establish membership recruitment rules and dates.
 3. Accept any new official Panhellenic documents.
 4. Amend any official Panhellenic documents.
 5. Establish Total Chapter Size.

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- e. Panhellenic chapters must maintain a 2.80 new member GPA and a 2.80 overall GPA, in order to remain in good standing. Failure to do so will result in having a mandatory meeting with the VP Scholarship and advisor.
- f. A majority vote shall be required to carry all of the above business and any other business pertaining to the Council and its member sororities.

Section 8: ATTENDANCE. Panhellenic officers, chairs and delegates will be allotted two unexcused absence from activities/events/meetings during their term in office. A member of your chapter may fill in for you. If any individual shall exceed this allotted limit, they shall be removed from office immediately and it is the Chapter President's responsibility to appoint a member to fill this position in a timely manner. A 15 dollar fine will be issued for each meeting missed after the allotted two absences.

Section 9: CHAPTER OFFICERS: Panhellenic Council strongly encourages chapter members to hold a 2.75 cumulative GPA to be a member of their chapters' executive board.

ARTICLE VII: PANHELLENIC ADVISOR

Section 1: The Director of Fraternity & Sorority Programs, and/or designated graduate assistant, shall serve as the Panhellenic Advisor. In the absence of the Director of Fraternity & Sorority Programs, the university administration shall appoint an advisor.

Section 2: The Panhellenic Advisor shall serve in an advisory capacity to the Eastern Illinois University Panhellenic Council.

ARTICLE VIII: STANDING COMMITTEES

Section 1: Such standing committees, special officers and committee chairs as may be necessary to carry out the work on the Eastern Illinois University Panhellenic Council shall be appointed by its Executive Board to serve during the entire term in office of the Board which appoints them.

ARTICLE IX: AGREEMENTS, RULES, POLICIES

Section 1: All members of the Eastern Illinois University Panhellenic Council shall act in accordance with rules established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS, the University Anti-Hazing Statement, the IFC/PHC Alcohol Policy, "Guidelines for Fraternity/Sorority Use of Alcohol,"

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the Panhellenic Recruitment Rules; Fraternity and Sorority Review Board Rules of Operation, and Eastern Illinois University Student Conduct Code.

Section 2: All Eastern Illinois University Panhellenic Council rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X: VIOLATIONS

Section 1: Violation of any regulations of this Constitution and/or its related Bylaws, or any other rules/policies as stated in Article IX of this document shall be adjudicated as outlined in the Greek Review Board Rules of Operation.

Section 2: Any dispute growing out of the violation of membership recruitment rules, or the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be adjudicated through the published procedures of the National Panhellenic Conference in place at that time.

Section 3: If violations occur at co-sponsored social events, both the fraternity and sorority involved will be held accountable and share responsibility for any breach in any of the agreements, rules, or policies set forth by the Interfraternity or Panhellenic Councils.

ARTICLE XI : NON-DISCRIMINATION

- a. The Eastern Illinois University Panhellenic Council desires to build a community that reflects diversity and inclusion within our sorority chapters. We strive to make our campus stronger through our commitment to promoting diversity and creating positive change within the Greek community. Women of all backgrounds make up the Eastern Illinois University Panhellenic Council and each individual is celebrated for her perspectives, ideas and contributions to her organization and to our entire community.
- b. The member organizations of the Panhellenic Council have the right to confine their membership to women, and their right to exist as single-sex organizations shall not be abrogated by any government agency or action under the provisions of Title IX of the Educational Amendments and IRS Code Title 26, which permits the organization to exclusively admit women.
- c. The Eastern Illinois University Panhellenic Council supports all NPC Unanimous Agreements concerning non-discrimination.
- d. Eastern Illinois University
 - a. Eastern Illinois University complies with all applicable laws prohibiting discrimination, which are outlined in the University's nondiscrimination Internal Governing Policies available at <http://castle.eiu.edu/auditing/174.php> and in its harassment policy at <http://castle.eiu.edu/auditing/175.php>. Membership in registered student organizations shall be open to all students at Eastern Illinois

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University without regard to race, religion, sex, disability or national origin, except in cases of designated fraternal organizations exempted by federal law from Title IX regulations concerning discrimination on the basis of sex.

ARTICLE XII: AMENDMENTS

This constitution may be amended by a three-quarters majority vote of the voting members of the Eastern Illinois University Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Bylaws

ARTICLE I: RULES OF ORDER

The Eastern Illinois University Panhellenic Council shall be governed by *Robert's Rules of Order, Newly Revised*, except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

ARTICLE II: FINANCE

- Section 1. **FISCAL YEAR.** The fiscal year of the Eastern Illinois University Panhellenic Council shall be from January to December inclusive.
- Section 2. **CONTRACTS.** The signatures of the Office of Fraternity & Sorority Programs Secretary, or Director of Fraternity & Sorority Programs shall be required to bind the Eastern Illinois University Panhellenic Council.
- Section 3. **CHECKS.** All checks issued on behalf of the Eastern Illinois University Panhellenic Council shall be signed by two of the following individuals: Panhellenic President, Vice President Administrative Affairs, designated graduate advisor, Director of Fraternity & Sorority Programs.
- Section 4. **PAYMENTS.** All payments due to the Eastern Illinois University Panhellenic Council shall be given to the Vice President Administrative Affairs, who shall record them. Checks for payments shall be made payable to the Panhellenic Council.
- Section 5. **BUDGET.** An annual budget will be presented for approval at a Panhellenic meeting by the third week of each semester. Upon approval, a copy shall be given to every chapter, as well as all chapter advisors. Each sorority will vote on the new budget.

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Section 6. UPKEEP. A bonded treasurer shall oversee the Panhellenic checking account. The balance shall be made available to any chapter and reported at the last Panhellenic meeting of the month.

ARTICLE III: MEMBERSHIP DUES

Dues of the EIU Panhellenic Council shall be as follows:

- a. \$15.00 per semester for each initiated member and each new member pledged/associated that semester.
- b. Dues will be based on the official chapter membership rosters as updated and verified with the records in the Office of Fraternity & Sorority Programs.
- c. Discount in membership dues for chapters with high scholarship (based on previous semester) are as follows:
 - i. First in grades - 15% discount,
 - ii. Second in grades - 10% discount, and
 - iii. Third in grades - 5 % discount.
- d. Dues are to be paid at the meeting one week following disbursements of the invoices each semester. Failure to do so will result in official action taken by the Director of Fraternity & Sorority Programs.
- e. Failure to make any approved payments, including chapter dues, by due dates will result in a sorority being placed in poor standing with Panhellenic Council. A phone call and/or email will be given the day after due date to remind the chapter of the payment, if payment is not received by the end of the second business day after the due date, the chapter will be placed immediately on poor standing until payment is received.

ARTICLE IV: SELECTION OF OFFICERS

Section 1: Qualifications

- a. Experience
 1. All officers must have been a member of a sorority for one year and have participated in at least one formal recruitment period. It is a preference that the remaining officers have this experience.
 2. It is highly recommended that all officers have served on the Panhellenic Council one semester as a delegate, cabinet chair, Recruitment Counselor, Fraternity and Sorority Review Board member, or as an executive board member of their chapter.
- b. Eligibility
 1. All elected executive board officers must have and maintain a cumulative grade point average of 2.75 or above. All cabinet chairs and other elected officers must have and maintain a cumulative grade point average of 2.50 or above.

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2. All elected officers and cabinet chairs must be full-time students of Eastern Illinois University carrying a course load of at least twelve hours.

Section 2: Selection of Panhellenic Officers

- a. Executive Board applications will be distributed to chapters at the first Panhellenic meeting in November of each year.
- b. Completed applications will be due at the Panhellenic meeting just prior to the Thanksgiving break. Applicants may indicate an interest in serving in more than one position on their application.
- c. The Slating Committee will consist of one member of each chapter. These committee members must come from the current members of the Panhellenic Executive Board, or the current Chapter President for those chapters not represented on the Panhellenic Executive Board.
- d. Eligible candidates will be interviewed by the Slating Committee in the beginning of November. The committee will distribute their recommended slate to Chapter Presidents prior to Thanksgiving Break.
- e. Chapter delegates will vote on the committee's recommendation at the following Panhellenic meeting. A three-fourths vote of chapters is required to pass the recommendation.
- f. If the committee's recommendation is not passed, the delegates will immediately begin to vote on the eligible applicants using the voting rules in *Robert's Rules of Order*.
- g. The newly selected officer will be installed immediately.

Section 3. Succession

- a. In case of the absence, resignation, or inability to discharge the powers and duties of President, the Executive Vice President shall immediately assume the position of Panhellenic President.
- b. In case of the absence, resignation, or inability to discharge the powers and duties of any position other than President, it shall remain unoccupied, until which time a special election may be held or the next general election occurs based upon the discretion of the Panhellenic President, in consultation with the Director of Fraternity and Sorority Programs.

ARTICLE V: OFFICER DUTIES

Section 1. All Officers shall:

- a. Be responsible for completion of the Association of Fraternal Leadership and Values (AFLV) Award Application.
- b. Maintain a minimum of 2.75 cumulative GPA as an initiated member of an NPC sorority.
- c. Be in all forms of good standing with their chapter to be on Panhellenic Council.

Section 1. The **President** shall:

- a. Preside at all meetings of the EIU Panhellenic Council as a non-voting member, except in the case of a tie vote.

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- b. Preside at all Council and Executive Board meetings as a non-voting member.
- c. Keep on file the National Panhellenic Conference manual, reports, the Constitution and Bylaws, and rules and regulations of the EIU Panhellenic Association.
- d. Properly represent fraternal women of EIU at official functions, meetings, conferences and events as necessary.
- e. Work with the Interfraternity Council (IFC) President and National Pan-Hellenic Council (NPHC) President to coordinate and support major programming efforts for the entire fraternity and sorority community.
- f. Maintain and post regular office hours of two hours per week.
- g. Serve as a member of all Panhellenic committees. She is not required to attend all committee meetings, but when she does attend, she has a voice, but no vote.
- h. Attend the Association of Fraternal Leadership and Values (AFLV) during her term.
- i. Perform all other duties usually pertaining to this office.

Section 2. The **Executive Vice President** shall:

- a. Oversee all cabinet positions.
- b. Coordinate selection of these committee chairs.
- c. Serve as Council Parliamentarian.
- d. Distribute all information in regards to Parliamentary Procedure including an educational.
- e. Review and update the constitution on a semester basis.
- f. Hold bi-monthly meetings with committee chairs.
- g. Implement delegate training and retreat planning.
- h. Preside over meetings in absence of President.
- i. Perform all other duties usually pertaining to this office.

Section 3. The **Vice President of Scholarship** shall:

- a. Inform chapters of all study skills and academic educational seminars.
- b. Award scholarship certificates to all chapters with overall GPA exceeding the all-women's average.
- c. Award certificates to all individual sorority women with a semester GPA of 3.5 or above.
- d. Present an award to the chapter with the highest new member class GPA and the most improved chapter GPA.
- e. Complete two office hours per week.
- f. Perform all other duties usually pertaining to this office.

Section 4. The **Vice President Recruitment** - shall:

- a. Develop a detailed recruitment plan, including rules and dates, with the Director of Fraternity & Sorority Programs. Implement all aspects of the approved plan during formal recruitment.

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- b. Coordinate efforts related to informal recruitment during the Spring Semester for participating chapters.
- c. Develop all publicity/publications in keeping with the Panhellenic-approved Recruitment theme.
- d. Facilitate meetings and training sessions for Chapter Recruitment Chairs and Advisors and inform them of all details pertaining to Recruitment.
- e. Plan, organize and implement all recruitment efforts leading up to recruitment registration (Summer Debut events, Move-in activities, Pantherpalooza, recruitment information sessions, etc.)
- f. Serve as the primary liaison to the chapters and chapter recruitment advisors.
- g. Evaluate recruitment efforts.
- h. Attend the Association of Fraternal Leadership and Values (AFLV) during her term.
- i. Complete two office hours per week.
- j. Perform all other duties usually pertaining to this office.

Section 5. The Vice President of Recruitment Counsellors shall:

- a. Develop a detailed recruitment plan, including rules and dates, with the Director of Fraternity & Sorority Programs. Implement all aspects of the approved plan during formal recruitment.
- d. Coordinate the recruitment, interview and selection of Recruitment Counselors at the beginning of Spring Semester.
- c. Lead Recruitment Counselors through a comprehensive training program of 5 to 8 weeks during the spring Semester. Plan and implement Recruitment Counselor retreat in Spring and Fall Semester.
- d. Supervise the Recruitment Counselors during the period from the pre-semester training through the end of the Bid Day reveal process.
- e. Coordinate and oversee all communication and activities for potential new members (PNMs) from the time they complete their registration until they receive their bids.
- f. Serve as the primary liaison to PNMs and Recruitment Counselors.
- g. Complete two office hours per week.
- h. Perform all other duties usually pertaining to this office.

Section 6. The Vice President Standards shall:

- a. Promote positive standards and values within the Panhellenic community.
- b. Conduct all business regarding violations of the PHC/IFC Constitution and Bylaws, PHC/IFC Alcohol Policy, the student conduct code, and the EIU/VP Standards Code of Ethics.
- c. Serve as a Co-Chair (along with IFC counterpart) of the Greek Review Board and fulfill all job responsibilities as outline in the Greek Review Board Rules of Operation.
- d. Compile and maintain a policy file drawer(s) containing all chapter policies regarding alcohol and hazing policy position statements.

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- e. Complete two office hours per week.
- f. Hold educational prior to recruitment pertaining to recruitment rules and violations.
- g. Attend the Association of Fraternal Leadership and Values (AFLV) during her term.
- h. Oversee the chapters social media and enforce Panhellenic's standards and values.
- h. Perform all other duties usually pertaining to this office.

Section 7. The Vice President Membership Development shall:

- a. Create Greek Educational Series and National Hazing Prevention Week activities
- b. Inform Council of other educational programs available on campus.
- c. Develop Master Event Calendar prior to each semester outlining all programming events and provide it to individual chapters.
- d. Plan and implement an educational/welcome program for new sorority members each semester.
- e. Complete two office hours per week.
- f. Perform all other duties usually pertaining to this office.

Section 8. The Vice President Public Relations shall:

- a. Oversee all Panhellenic's social media accounts.
- b. Coordinate the development and creation of Recruitment publications.
- c. Develop a comprehensive marketing plan for the Panhellenic Association.
- d. Responsible for up-keep and maintenance of council web page.
- e. Develop recommendations for content, up-keep, and maintenance of chapter web pages. Review chapter web pages on a monthly basis and provide a report to the respective chapter president.
- f. Organize various photoshoots amongst the community throughout term.
- g. Complete two office hours per week.
- h. Perform all other duties usually pertaining to this office.

Section 9. The Vice President Administrative Affairs shall:

- a. Record and file minutes and attendance of the EIU Panhellenic Council meetings and Executive Board meetings.
- b. Handle all correspondence.
- c. Send out all minutes to designated personnel.
- d. Assess and collect all Panhellenic membership dues.
- e. Pay all bills promptly.
- f. Prepare and present budget for approval by the Council once a semester.
- g. Provide a written financial report (as part of the agenda) at a Panhellenic meeting once a month.
- h. Complete two office hours per week.
- i. Perform all other duties usually pertaining to this office.

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Section 10. The Vice President Community Service shall:

- a. Plan one all-Panhellenic (or all-campus) community service event each semester.
- b. Work with individual sorority chapters to develop and maintain their community service programs.
- c. Keep accurate files.
- d. Hold one roundtable meeting for chapter community service chairs each academic semester.
- e. Meet with the Director of Student Community Service, or designee, once per month.
- f. Develop and maintain system to track chapter, and individual member, community service hours/activities.
- g. Prepare and distribute a detailed report of community service and philanthropy activities annually and distribute to the EIU community.
- h. Complete two office hours per week.
- i. Perform all other duties usually pertaining to this office.

ARTICLE VI : THE EXECUTIVE BOARD

Section 1. EXECUTIVE BOARD - The Executive Board shall be composed of the ten Executive Officers, the Director of Fraternity & Sorority Programs, and the designated graduate assistant.

Section 2. The Executive Board shall:

- a. Interpret and execute the purpose of the Panhellenic Council as expressed in the Constitution and Bylaws.
- b. Study, formulate and further such policies and plans as will be in the best interest of sorority women and Eastern Illinois University.
- c. Disaffiliate from their respective chapters during the Fall Formal Recruitment period.
- d. Maintain effective communications with the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Delegates, and other relevant organizations and offices within the University.
- e. Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member sororities.
- f. Administer routine business between meetings of the Panhellenic Council, when advisable, and such other business as has been approved for action by Panhellenic Council vote.
- g. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council and record the action in the minutes of that meeting.

ARTICLE VII: SELECTION OF CABINET CHAIRS

Section 1. The Panhellenic Cabinet chair duties and responsibilities shall be as follows:

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- a. Campus Representative. The Campus Representative shall attend Faculty-Senate meetings, Student Senate meetings, Resident Hall Association meetings, and University Board Meetings once a month. On the other weeks, she shall collect the minutes from the meetings. The Campus Representative shall serve as the liaison between Faculty-Senate, Student Senate, and University Board. She shall inform the Panhellenic Council of all events and happenings of the Faculty-Senate, the Student Senate, and University Board. She shall better communication between the Panhellenic Council and University Board.
- b. Council Correspondent. The Council Correspondent shall be jointly responsible (with IFC Greek Column Chair(s)) for an all-Greek newsletter. The Chair(s) will utilize a committee made up of representatives from each sorority and fraternity. The newsletter shall consist of all information pertaining to leadership, chapter updates and all Greek-related events. The newsletter shall be presented to the Panhellenic Advisor for proofreading before the publication is sent to the printer. This newsletter will be published twice a semester.
- c. Greek Relations. The Greek Relations Chair(s) shall plan and coordinate events that will increase relations within the Greek System and more specifically within the Panhellenic sororities. She shall attend IFC, Lambda Alpha Delta, and NPHC meetings once a month. On the other weeks she shall collect the minutes from the Councils. At the Panhellenic meetings, she shall report upcoming events/activities to the Panhellenic Council. She shall further better communications between the sorority and fraternity system.
- d. Intramurals. The Intramural Chair shall be in charge of keeping all scores of each team from each activity. She shall also keep a roster of all members who participated in each activity. She shall have committee meetings made up of each chapter/s intramural chairs. These meetings will take place when the Chair deems necessary. At the end of each semester, she shall present certificates to the overall winners.
- e. Natural Ties Liaison. The Natural Ties Liaison shall act as the liaison between Panhellenic Council, the campus coordinator, and the chapter representatives. She shall attend biweekly meetings and help the coordinator keep accurate records of chapter representatives, announce upcoming events, promote membership, and make sure the chapter representatives are attending all scheduled meetings. She will also host one event each semester for all chapters and their natural tie.
- f. Personal Development Liaison. The Personal Development Liaison shall serve as the liaison between the EIU Career Services Offices, EIU Counseling Center and Panhellenic Council. She shall distribute upcoming events, programs and services to all chapters that are available at Career Services. She shall notify all chapters of the services and programs available at the Counseling Center. She shall also be a resource for personal chapter matters.
- g. Philanthropy. The Philanthropy Chair(s) will oversee Panhellenic Council sponsored philanthropy each semester. This project may be conducted with another council or organization. The chair(s) may be responsible for determining

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a philanthropy to sponsor, with the discretion of the Panhellenic Council Executive Board. Once a philanthropy is chosen, the person(s) will oversee the planning of the event.

- h. Women's Development. The Women's Development chair shall raise consciousness about alcohol and other issues throughout the Panhellenic community. She shall also serve as the liaison between the Panhellenic Council and Women's Empowerment. She shall attend all Women's Empowerment meetings and inform the Panhellenic Council of all events and happenings of Women's Empowerment. The Women's Development chair shall also provide a "quote of the week" at Panhellenic meetings, examine the Panhellenic Council ritual and values, and contribute to ritual programming efforts of member chapters.

Section 2. These Committee chairs will be appointed by the President and Executive Vice President no later than the first week of the spring semester. They will serve for a term of one calendar year. Final approval will come from the Panhellenic Council Executive Board.

Section 3. In the case of a vacancy, a replacement will be appointed by the Executive Board.

ARTICLE VIII : FRATERNITY AND SORORITY REVIEW BOARD

Section 1. The Greek Review Board shall operate based on the policies and procedures outlined in the Greek Review Board Rules of Operation.

Section 2. The Greek Review Board Rules of Operation must be approved by a majority vote of the Panhellenic Council at the beginning of each semester.

ARTICLE IX : HAZING/ALCOHOL POLICIES

Section 1. All member sororities of the Panhellenic Council must adhere to the Hazing and Alcohol Policies completed and on file with the Director of Fraternity & Sorority Programs.

Section 2. Panhellenic Council budget shall not pay for, plan, or participate in any elaborate functions that are social in nature; nor shall such activities be for the sole benefit of executive board officers.

ARTICLE X: ADMINISTRATION OF MEMBERSHIP RECRUITMENT

Section 1. In early fall, a formal membership recruitment shall be held.

Section 2. The National Panhellenic Conference Quota-Total system shall be followed.

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- a. Total will be determined by Director of Fraternity and Sorority Programs and the NPC Area Advisor 72 hours after noon on Bid Day.

Section 3. The preferential bidding system shall be used.

Section 4. Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year for all eligible women.

Section 5. Chapters who do not fill basic Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Bidding even though reaching Quota puts them over Total.

Section 6. All membership events shall be held in the chapter room, or other on-campus facilities.

Section 7. The Vice President of Recruitment shall prepare a detailed plan for Fall Formal Recruitment to be presented to the Panhellenic Council for approval by April 1st of each year. This plan will include recruitment dates, policies and procedures, and all other information needed to facilitate the formal recruitment process.

Section 8: The procedure for handling infractions of the Panhellenic approved recruitment rules and regulations shall follow the published procedures in the NPC Manual of Information.

Section 9. Informal (and informational) Recruitment event dates must be turned in to the Panhellenic Vice President Recruitment and Director of Fraternity & Sorority Programs.

Section 10. Non-NPC member chapters are not eligible to participate in any formal or informal/open recruitment as designated by the EIU Panhellenic Council.

Section 11. Each chapter must submit a minimum of five applicants for Recruitment Counselor, if not the chapter will be fined \$100 per member they are short.

Section 12. Men are prohibited from participating in, or assisting, any Panhellenic chapter in recruitment. This includes assisting in marketing or promotion of individual sororities for recruitment purposes.

ARTICLE XI: NEW MEMBERS

Section 1. **ELIGIBILITY** - In order to join an EIU NPC sorority, women must be full-time Eastern Illinois University (maintain 12 semester hours) students and in good standing with the University. May not be simultaneously enrolled in high school

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and attending college. Any established Eastern Illinois University student must meet the grade requirements of the individual sorority.

Section 2. MEETING ATTENDANCE - All new members of EIU's nine Panhellenic-member sororities must attend at least one Panhellenic meeting during the semester in which they join.

ARTICLE XII: ALL FRATERNITY/SORORITY EDUCATIONALS

Section 1. Panhellenic will co-sponsor with Interfraternity Council educational programs throughout the academic year. Each chapter must have 80% attendance at no less than three educational programs per academic year. Failure to adhere will result in action deemed necessary by the Executive Board and Director of Fraternity & Sorority Programs.

ARTICLE XIII: COMMUNITY SERVICE

Section 1. Each chapter shall complete a minimum number of community service hours equal to the number of members times three each semester.

Section 2. Community Service hours must be reported to the Office of Student Community Service.

ARTICLE XIV: HIGH SCHOLARSHIP AWARDS

Section 1. The Award for High Scholarship shall be awarded annually (each Spring) based on the grades of the entire chapter for two semesters previously, Fall and the previous Spring. Each chapter's membership roster and academic reports shall be compiled and supplied by the Fraternity & Sorority Programs Secretary.

Section 2. All awards for high scholarship shall be presented at the Fraternity & Sorority Programs Awards Ceremony.

ARTICLE XV: STUDENT TEACHING

Section 1. If a member of a Panhellenic sorority is student teaching, and is in her last semester, the student-teaching member is still eligible to receive Panhellenic Awards (Top Ten Greek Women, etc.)

Section 2. Sorority members who are student teaching, during their last semester before graduation, may remain on the chapter's roster of active members, but will not count toward campus total.

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ARTICLE XVI: MEMBERSHIP ROSTERS

Section 1. A current membership roster shall be kept on file with the Director of Fraternity & Sorority Programs. Computer printouts from the Student Life Office will be given to the chapter president at the beginning of each semester. These printouts will be updated and verified by the president and returned to the Office of Fraternity & Sorority Programs for updating. New member information will be provided to the Office of Fraternity & Sorority Programs to be entered in the computer.

Section 2. Any changes in a chapter's membership must be reported within one calendar week. Any changes not reported may result in judicial action being taken against the chapter.

Section 3. The Executive Board and the Director of Fraternity & Sorority Programs shall determine judicial sanctions.

ARTICLE XVII: PROHIBITION ON PARTICIPATION IN MEN'S RECRUITMENT

Section 1. Members of Panhellenic chapters are prohibited from participating in men's fraternity events when or where the primary purpose is recruitment. This includes assisting in marketing or promotion of individual fraternities for recruitment purposes.

ARTICLE XVIII: SUPPORT OF RECOGNIZED/REGISTERED ORGANIZATIONS

Eastern Illinois University Panhellenic Council supports other students and student groups who seek to have a formal relationship with Eastern Illinois University, who follow appropriate channels for being registered, and who uphold the policies of the University, as such:

- a. Eastern Illinois University Panhellenic Council organizations are prohibited from sponsoring, co-sponsoring, or hosting events or activities, whether on or off campus, with any student organization/group that has lost its recognition, has not complied with the University recognition/registration process, or is not endorsed or supported by an official department of the University. This includes, but is not limited to: social events, recruitment events, intramural teams, fundraising or service activities.
- b. Eastern Illinois University Panhellenic Council member organizations and their members may fully support individual students who are doing work/projects associated with internships/employment and groups or projects that are endorsed by the University.
- c. Eastern Illinois University Panhellenic Council member organizations and their members may fully support student groups who are in the registration/recognition process who have received approval from the Student Life department and/or the Office of Fraternity and Sorority Programs to engage in such activities.

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ARTICLE XVIII: CONSTITUTIONAL REVISIONS & BY-LAW AMENDMENTS

Section 1. The Panhellenic Council Executive Board, shall review any revisions and/or amendments of the Eastern Illinois University Panhellenic Council Constitution and/or Bylaws on a semester basis. However, the Constitution/Bylaws is subject to be amended at any time during the course of each Semester.

Section 2. The Bylaws may be amended by a two-thirds vote of the EIU Panhellenic Council. In the case of a tie, the Panhellenic President shall cast the deciding vote.