

Constitution of the University of Wisconsin-Eau Claire Panhellenic Council
Revised October 2018

Article I. Name

SEC 1 The name of this organization shall be The Panhellenic Council of the University of Wisconsin – Eau Claire, hereafter referred to as Panhellenic Council.

Article II. Purpose

SEC 1 The purpose of this Panhellenic Council shall be:

- A. To coordinate the actions of the member organizations and to represent the Sorority Community to the University.
- B. To promote unity and harmony among member organizations, the greater Fraternity and Sorority Community, and the campus community.
- C. To further the personal, social, and intellectual growth of members.
- D. To oversee rules and procedures governing the member organizations.

Article III. Membership in Other Organizations

SEC 1 The Panhellenic Council shall be a member of the National Panhellenic Conference.

Article IV: Membership and Representation

SEC 1 Delegates to the Panhellenic Council must be University of Wisconsin - Eau Claire students who are initiated undergraduate members, and in good standing, of a recognized chapter on the UW-Eau Claire campus.

SEC 2 Panhellenic Council will maintain a minimum of four members, ninety percent of whom will be enrolled for at least one semester hour of credit at UW-Eau Claire.

SEC 3 Control of the Panhellenic Council will rest with student representatives of the organization.

SEC 4 There shall be three classes of membership in the Panhellenic Council: Regular, Probationary, and Colony.

A. Regular Membership

- 1. Regular membership in the Panhellenic Council is granted to any chartered chapter that is recognized as a UW-Eau Claire student

organization per Student Senate and in good standing with the Panhellenic Council and the University.

2. To remain in good standing with the Panhellenic Council, chapters must meet the following criteria:
 - a. Must maintain a minimum cumulative chapter grade point average of 2.50.
 - b. Must pay the established Panhellenic Council dues by the stated due date or have an established payment plan as agreed to by the Panhellenic Council President and Finance and Secretary.
 - c. Must have a delegate attend Panhellenic Council meetings.

B. Probationary Membership

1. Probationary membership in the Panhellenic Council is granted to any chartered chapter that is recognized as a UW-Eau Claire student organization per Student Senate and in good standing with the University, but not in good standing with the Panhellenic Council.
2. Probationary membership in the Panhellenic Council is granted to any chartered chapter that is not in good standing with the UW-Eau Claire Student Senate.
3. Probationary chapter representatives shall not have the ability to hold a Panhellenic Council officer position or vote until the chapter has been reinstated into regular membership by meeting the criteria outlined in Article IV, Section 4.2.

C. Colony Membership

1. Colony membership in the Panhellenic Council is granted to any non-chartered fraternal organization that is recognized as a UW-Eau Claire student organization per Student Senate and in good standing with the University.
2. Colony members are required to pay the established Panhellenic Council dues by the stated due date or have an established payment plan as agreed to by the Panhellenic Council President and Finance and Secretary Chair.
3. Colony delegates have the ability to vote on all Panhellenic Council matters, but may not hold Panhellenic Council officer positions.
4. Colony members will be granted Regular Membership status upon chartering, if in good standing with the Panhellenic Council.

SEC 5 There shall be at least one delegate to Panhellenic Council from each member organization, as follows:

- A. The delegate shall be an initiated member of the chapter.

- B. The delegate must have a minimum cumulative grade point average of 2.75.
- C. In the event that any delegate withdraws from membership in the Panhellenic Council, the member organization involved is responsible to select a qualified delegate as an immediate replacement.
- D. One delegate shall have a vote on behalf of her chapter.

SEC 6 Consistent with all applicable federal and state laws and University policies, this organization and its subordinate bodies, officers and members shall extend membership and all membership privileges, including voting and eligibility to hold office, to all students without regard to age, ethnicity, gender (except as otherwise permitted by Title IX of the Education Amendments of 1972), disability, color, national origin, or ancestry, religion, sexual orientation or expression, veteran status, or parental or marital status.

Per Regent Policy 30-6 - Student organizations that select their members or officers on the basis of commitment to a set of beliefs (e.g., religious or political beliefs) may limit membership, officer positions, or participation in the organization to students who affirm that they support the organization's goals and agree with its beliefs, so long as no student is excluded from membership, officer positions, or participation on the basis of his or her race, color, creed other than commitment to the beliefs of the organization, religion, national origin, disability, ancestry, age, sexual orientation, pregnancy, marital status or parental status, or, unless exempt under Title IX, sex.

SEC 7 Panhellenic Council will not use funds collected from member dues, fees, or collaborative fundraising efforts to purchase alcohol, nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or behalf of the organization. In addition, same funds may not be used to purchase promotional materials for unofficial events that can only be attended by those of legal drinking age.

SEC 8 Panhellenic Council shall be organized on a not-for-profit basis, as demonstrated by evidence that the organization uses any income or profit for organizational purposes, not for any individual or commercial gain.

SEC 9 The Panhellenic Council welcomes any member or advisor of the member organizations. The Panhellenic Council reserves the right to call on these persons to attend meetings when conditions warrant their presence.

Article V: Officers & Elections

SEC 1 The officers of the Panhellenic Council shall consist of: President, Finance and Secretary, Recruitment Chair, Scholarship & Education Chair, Service & Philanthropy Chair, Social Chair and Marketing Chair.

SEC 2 Elections:

- A. Election procedures for the Panhellenic Council will be fair (reasonable and unbiased) and democratic (inclusive of all members and self-governed) in nature.
- B. All leadership positions in the Panhellenic Council must be held by students enrolled at UW-Eau Claire at least part time.
- C. The election of officers shall be held at the second to last Panhellenic Council meeting of the fall semester. Elections will be held on the final Wednesday of November, annually.
- D. Applications for all Panhellenic Council officer positions will be made available four weeks prior to elections and will be due one week prior to elections. Copies of all applications will be distributed to all Panhellenic Council delegates for review prior to elections.
- E. All member organizations must be present to constitute an election and will be granted one vote for each officer position. Members of each organization will only be granted speaking terms during elections if the member attended at least 8 regular meetings throughout the previous calendar year excluding excused absences determined by current executive board.
- F. Each officer of the current Panhellenic Council board excluding President will be granted one vote for each officer position.
- G. Elections will be conducted for each Panhellenic Council officer position, beginning with President, and continuing with Finance & Marketing Chair, Recruitment Chair, Scholarship & Education Chair, Service & Philanthropy Chair, Social Chair, and Marketing Chair respectively.
- H. Each candidate must be present for elections, or have an appointed designee attend on their behalf, to present a platform for each position for which they are applying. Should a candidate be voted into a position, they become ineligible for all other officer positions.
- I. Each candidate must be present for 8 regular meetings throughout the previous calendar year excluding excused absences determined by current executive board.
- J. All elections are to be conducted by secret ballot. The winner will be declared by a simple majority.
- K. In the case of a tie, the outgoing Panhellenic President will determine a winner.

- L. All officers shall serve a one-year term of office.
- M. To be eligible to hold a Panhellenic officer position, a candidate must be an initiated member for at least one full semester. Panhellenic President eligibility is open to all initiated members after one full semester of membership as long as she will not be her respective Chapter's President within the same calendar year.
- N. All Panhellenic officers must maintain a cumulative grade point average of 2.75. Any officer not meeting the grade point average requirement will be required to relinquish all officer responsibilities unless chapters deem the officer worthy of maintaining their officer responsibilities.
- O. The Panhellenic President will be responsible for appointing a new officer for the duration of any given term in the result of any officer not being able to fulfill her officer obligations. Should the Panhellenic President be unable to fulfill her officer obligations, the current Panhellenic officers will be responsible for appointing a new President and filling a vacant chair position if needed.
- P. To fill a vacant Panhellenic President position during term, the current Panhellenic Board will decide by a 2/3 majority vote if they will appoint from within the current board or hold external elections.
- Q. All officer transitions will be conducted within one week following the final Panhellenic Council meeting of the semester.

- SEC 7 If a Panhellenic Board member is put on probation or is not in good standing with her chapter she will be removed from her board position.
- SEC 8 If a Panhellenic Board member is suspended or terminated from her chapter she will be removed from her Panhellenic Board position effective immediately and will not be reinstated to the Panhellenic Board for the remainder of the term even if she is reinstated by her chapter.
- SEC 9 The advisor to PHC shall be the Coordinator of Student Leadership and Greek Life. The responsibilities of the advisor will include:
 - A. To assist the organization in functioning according to its constitutional objectives, and provide advice and counsel to the Panhellenic Council.
 - B. To aid in development of leadership skills of the members.
 - C. To give counsel on financial matters relating to the organization.
 - D. Attend established Panhellenic Council meetings.
 - E. Maintain an updated copy of each chapter's hold harmless agreement.

Article VI: Judiciary

SEC 1 The Panhellenic Council, its officers, its members and others associated with the Panhellenic Council will be responsible for the observance of the rules and regulations established by the University of Wisconsin-Eau Claire, its own Constitution and its Bylaws.

SEC 2 Any University policy violations committed by any member organization shall be addressed through the University's adjudication process.

SEC 3 Any violation of the Panhellenic Constitution, Bylaws, National Panhellenic Compact and Standards of Ethical Conduct, or binding agreements shall be subject to penalties as recommended by the NPC Manual of Information and the Bylaws of this Constitution.

Article VII: Meeting & Voting

SEC 1 The President shall set the time of regular meetings in conjunction with the Panhellenic Council officers and the IFC President. She will then notify all officers, delegates and member organizations.

SEC 2 The President is required to set the time of an executive board meeting that shall meet outside of regular meetings. All officers are required to attend.

SEC 3 Special meetings may be called at the direction of the President, or upon the request of a member organization. Special meetings must occur within 72 hours of being called.

SEC 4 All Panhellenic Council delegates shall be informed 24 hours prior to special meetings.

SEC 5 In order to have a meeting, a quorum consisting of 50% plus one voting member must be present.

SEC 6 In order to have a vote taken, a quorum consisting of 50% plus one voting member must be present.

SEC 7 A simple majority vote is required to approve all business matters unless otherwise specified.

SEC 8 Voting may be conducted via email at the discretion of the Panhellenic President when the nature of the voting issue is deemed time sensitive.

SEC 8 All official meetings and official events that require attendance will be held in facilities and establishments that allow persons of any age entry.

Article VIII: Amendments, Bylaws, & Ratification

SEC 1 This constitution may be amended at any time by a majority vote, each member organization being entitled to one vote. The proposed amendments must be presented at one meeting and voted on at the next consecutive meeting.

SEC 2 The Panhellenic Council shall be empowered through their legislative capacity to enact Bylaws to this Constitution.

SEC 3 Copies of all amendments to the Constitution and Bylaws of Panhellenic Council shall be kept by the President of the Panhellenic Council under separate cover in their respective places in regard to the order of the Constitution. In addition, copies are kept with the Student Organizations Complex staff and the PHC Advisor.

SEC 4 All amendments must be submitted to the Campus Affairs Commission of the University of Wisconsin- Eau Claire Student Senate for approval before taking effect.

SEC 5 This Constitution shall become effective upon ratification by a majority vote of all voting members.

SEC 6 The Panhellenic Council will update their Blugold Connect profile, (Constitution form, officers, advisor consent form, and membership roster), and attend the Annual Student Organization Leaders Training Conference- Kaleidoscope, annually, by the 15th of October.

SEC 7 The Panhellenic Council will submit annual renewal requests, new organization requests, funding requests, and name change requests by a current student member of the organization.

Bylaws of The University of Wisconsin-Eau Claire Panhellenic Council

Article I: Membership & Representation

SEC 1 Any organization meeting the requirements for colony membership status must petition the PHC to obtain membership.

SEC 2 Organizations petitioning for colony membership should use the following procedure:

- A. The presiding officer of the petitioning colony must submit a petition for membership to the PHC stating that the petitioning colony has met all requirements for colony membership. The presiding officer should also provide a copy of the membership roster and the constitution and bylaws for the organization. In the event that bylaws are non-public documents, the petitioning colony may be exempt from providing the bylaws.
- B. Upon presentation of the petition and required documentation, the president of the PHC shall introduce a motion to accept or reject the petition.
- C. Voting by the PHC shall take place no later than one week after receipt of the petition.

SEC 3 A probationary chapter petitioning for regular membership must provide adequate documentation demonstrating the chapter has met all requirements for regular membership.

- A. Upon presentation of the documentation, the president of the PHC shall introduce a motion to accept or reject the petition.
- B. Voting by the PHC shall take place no later than one week after receipt of documentation.
- C. A probationary chapter, upon being accepted as a regular chapter of the IFC, shall have all rights and responsibilities of regular membership.

SEC 4 Dues

- A. Dues will be due at the third regular meeting of every semester.
- B. Dues will be \$10 per active, initiated member per semester.
- C. Failure to pay dues by the stipulated date without creating a payment plan with the Treasurer/Secretary will result in the chapter being placed on probationary status.

Article II: Meetings

SEC 1 The agenda for all regular meetings shall be as follows:

- A. The presiding officer shall call the meeting to order.

- B. Attendance of the membership shall be recorded.
- C. Minutes will be uploaded to OrgSync within 48 hours of the PHC meeting. The presiding officer shall then introduce a motion to approve or reject the minutes as presented at the following PHC meeting.
- D. Reports shall be called for by the presiding officer in the following order:
 - 1. President
 - 2. Secretary/Treasurer
 - 3. Marketing
 - 4. Recruitment
 - 5. Scholarship & Education
 - 6. Service & Philanthropy
 - 7. Social
- E. After the above reports, the chair shall call for any old business.
- F. At the conclusion of (E), the chair will entertain any motions for new business.
- G. At the conclusion of (F), chapters will give a report on current chapter state and upcoming events.
- H. When all motions have been dealt with, the chair shall call for any voluntary remarks for the good of the membership.
- I. Without the necessity of a motion to adjourn, if the agenda, as herein presented, has been followed without a motion to suspend the rules, the presiding officer may adjourn the meeting.

SEC 2 "Majority vote" shall be defined as more than 50% of the votes cast. An abstention shall not be counted as a vote cast.

SEC 3 All meetings will be governed by the Constitution and Bylaws. Any questions not covered herein shall be governed by Robert's Rules of Order Revised.

SEC 4 All elected or appointed Panhellenic delegates are required to attend all Panhellenic meetings

- A. The first unexcused absence will result in a written warning to the delegates and the respective chapter president.
- B. The second unexcused absence will result in request for removal from Panhellenic Council and replacement with a new delegate.

Article III: Officers

SEC 1 Duties of the officers shall be as follows:

- A. All officers shall be required to attend retreats with the Panhellenic

Board and Interfraternity Council board.

- B. All officers shall be required to introduce themselves at one of each of the sororities chapter meetings as conducted by the President.

C. President

- 1. Providing oversight and guidance to all chair positions.
- 2. Conducting weekly check-ins with all chair positions.
 - 3. Collaborating with the president from the opposing council to schedule joint meetings and events, as needed.
 - 4. Assisting in the development of fraternity and sorority retreats.
 - 5. Meeting weekly with the Greek Life Advisor.
 - 6. Conducting roundtables with chapter presidents a minimum of once per semester.
 - 7. Interpreting and enforcing the PHC Constitution and Bylaws.
 - 8. Researching and promoting campus involvement opportunities to member chapters
 - 9. Arrange for introduction of officers at one of all of the sororities chapter meetings

D. Secretary/Treasurer

- 1. Developing and managing the overall council budget, and distributing to member chapters for approval.
- 2. Overseeing the individual council chair budgets
- 3. Providing a weekly financial report to the council.
- 4. Reimbursing chapter officers for their events, as well as chapters for expenses that PHC agrees to absolve. Receipts are due at the second meeting after an event is held.
- 5. Depositing dues, requesting withdrawals, and retaining receipts from all financial transactions.
- 6. Taking minutes at all PHC meetings.
- 7. Taking attendance at every PHC meeting.
- 8. Create a weekly agenda.

E. Marketing Chair

- 1. Coordinating the annual Greek Life pamphlet with the IFC Counterpart and the Greek Life Advisor.
- 2. Creating, implementing and executing a semester-long marketing plan for PHC each semester.

F. Scholarship & Education Chair

- 1. Researching and publicizing local, regional, and national scholarships available to members.

2. Updating and distributing the all-Fraternity and Sorority roster each semester. The roster will include membership information listed below:
 - A. Name
 - B. Chapter
 - C. Major
 - D. Email Address
 - E. Position in Chapter
3. Updating and distributing the travelling scholarship plaque.
4. Conducting a needs assessment among member chapters for educational programming.
5. Planning and implementing a minimum of one educational program per semester.

G. Recruitment Chair

1. Working with the vice presidents of membership/recruitment from each chapter.
2. Enforcing policies and procedures pertaining to recruitment in conjunction with the Panhellenic Council President and the Greek Life Advisor.
3. Creating and revising policies and procedures pertaining to recruitment in conjunction with the president and vice president of membership/recruitment from each chapter.
3. Coordinating all publicity materials pertaining to recruitment.
4. Organizing sorority participation in Welcome Week, Blu's Organizations Bash, Phase II, and summer orientation involvement open house.
5. Coordinating all recruitment workshops and retreats. Workshops and retreats include, but are not limited to:
 - A. Recruitment Counselor Training
 - B. Formal Recruitment Information Workshop
 - C. Additional workshops as seen fit by the Recruitment Chair and Greek Life Advisor
6. Coordinating recruitment event schedules, reserving rooms and A/V equipment, and ordering catering, as needed.
7. Must be well versed in Campus Director
 - A. Must input all of the information from the Panhellenic Side of Formal Recruitment.
 - B. Serve as a source of information for the chapters when questions about Campus Director arise.

H. Service & Philanthropy Chair

1. Researching and promoting available service and service-learning opportunities.

2. Serving as a liaison to community organizations for which members are volunteering and fundraising.
3. Tracking the number of hours donated and funds raised by member chapters.
4. Coordinating and implementing at least one PHC service event and at least one PHC philanthropy event each semester.

I. Social Chair

1. Coordinating and/or implementing all-Greek social events
2. Review social policies a week prior to a social event and distribute to chapter delegates
3. Verifying with the Greek Life Advisor that hold harmless agreements are available for each chapter for social events that hold a certain risk.
4. Plan and delegate tasks for Greek Week and Homecoming with the IFC Counterpart as well as coordinating reimbursements for both of those events.

J. Delegates

1. Report the results of the previous PHC meeting to their respective sororities at their weekly chapter meetings.
2. Delegates of each sorority are responsible for their respective sorority's involvement in the PHC and its programs.
3. To assist the PHC in any way the President deems necessary.

Article IV: Risk Management

SEC 1 PHC abides by the Risk Management Policy of the Sorority Information and Programming Group and all provisions within the policy apply to all member sororities. Failure of any member sorority to abide by the Risk Management Policy will be subject to University sanctioning.

SEC 2 PHC Abides by the Risk Management Policy of the Student Senate Organizations Handbook.

Article V: Recruitment

SEC 1 Any recruitment activities will be outlined and governed by the Recruitment Policies and Guidelines established and voted on annually by all member chapters.

SEC 2 The standard to determine total will be voted upon every semester. Fall Total determinates will be voted on by the end of April of the previous Spring semester and Spring Total determinates will be voted on by the end of November of the previous Fall Semester.

1. The options for determining total are to be chosen from the following list.
 - a. Median Chapter Size
 - b. Largest Chapter Size
 - c. Average Chapter Size

SEC 3 All chapters are required to submit their complete and accurate chapter roster to the PHC President and PHC Recruitment Chair seven days before the start of Spring Semester. A complete and accurate roster includes all members that are included in the chapter's grade point average. This is to ensure that total can be determined by the first day of Spring Semester and allow eligible chapters to begin informal recruitment immediately after total is set.

1. If a chapter submits the roster past the due date, there will be a \$20 fine for every day that the roster is late.
2. If a chapter submits an incorrect roster, they will be charged a penalty fee of \$20 for the incorrect roster and for every incorrect roster submitted thereafter.
3. Accommodations to this rule can be made by the unanimous agreement of the PHC President and PHC Recruitment Chair as long as they are kept informed of the situation.

Article VI: Amendments to the Bylaws

SEC 1 These Bylaws may be amended or repealed at any time by a majority vote, each sorority being entitled to one vote. The proposed amendments must be presented at one meeting and voted on at the next consecutive meeting.

SEC 2 Consistent with the Organizations Commission of Student Senate at the University of Wisconsin-Eau Claire, Panhellenic Council agrees to update its BluSync profile, including Constitution, officer information, advisor consent form, and active membership roster by October 31st of each year.

SEC 3 To ensure the continuity of equal representation of National sororities at the University of Wisconsin-Eau Claire, the Panhellenic governing body will only recognize and support nationally affiliated chapters.

SEC 4 In order for extension to occur, a committee comprised of Panhellenic officers, chapter delegates and presidents, and the Greek Life Advisor must be created to conduct an official report following NPC guidelines. Chapter advisors are also invited to participate.

1. This committee will collect data to support the need for extension and the committee will then present it to the Panhellenic community. Once the report is created and presented, chapters will have two weeks to consult with their international headquarters and make an informed decision on an official vote.
2. An official vote requires 2/3 on all extension related votes, and each chapter will be represented with one vote.
3. The voting process must be accurately documented in the Panhellenic meeting minutes and distributed to the NPC area advisor. Delegates are responsible for sending the outcome to their international headquarters.
4. If the Panhellenic community decides not to extend at this time, the report will be placed in Panhellenic files for future consideration. If the Panhellenic community approves the addition of another NPC organization, the college Panhellenic will proceed with the notification extension process as outlined by NPC.