

**NICHOLLS STATE UNIVERSITY
CONSTITUTION OF PANHELLENIC ASSOCIATION**

ARTICLE I NAME

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

ARTICLE II OBJECT

The objective of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

- (1) Consider the goals and ideals of member groups as continually applicable to campus and personal life
- (2) Promote superior scholarship as basic to intellectual achievement.
- (3) Cooperate with member fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- (4) Act in accordance with National Panhellenic Conference (UNANIMOUS AGREEMENTS) and policies.
- (5) Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

- (1) The REGULAR membership of the Nicholls State University Panhellenic Association shall be composed of all chapter members on good standing of National Panhellenic Conference fraternities at Nicholls State University.
- (2) The ASSOCIATION membership of the Nicholls State University Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.

ARTICLE IV OFFICERS

- (1) The officers of the Nicholls State University Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Special Events, Judiciary, Secretary, and Treasurer.
- (2) The officers shall be delegates from fraternities holding regular membership in the Nicholls State University Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.
- (3) The officers shall serve for a term of one year (January 1st through December 31st.)
- (4) Any officer failing to perform her duties as outlined shall resign and successor be designated by election or as provided in Article VI, Section 3.

ARTICLE V MEETINGS

- (1) Regular. The Nicholls State University Panhellenic Association shall hold at least one regular meeting weekly.
- (2) Special. A special meeting of the Nicholls State University Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular or associated member fraternity at Nicholls State University.
- (3) The delegate from each regular or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meeting of the Nicholls State University.

ARTICLE VI THE PANHELLENIC COUNCIL

The administrative body of the Nicholls State University Panhellenic Association shall be The Nicholls State University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Nicholls State University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

- (1) **MEMBERSHIP.** The Nicholls State University Panhellenic Council shall be composed of four delegates from each sorority. Executive Board- one delegate, one voting delegate, one alternate delegate, and one junior from each National Panhellenic Conference fraternity chapter at Nicholls State University as well as the same from National Panhellenic Conference fraternity colonies and/or national sororities at Nicholls State University, as the council may approve for membership. The Greek Advisor must attend all Panhellenic council meeting.
- (2) **SELECTION OF DELEGATES.** Delegates to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than January 1st or said calendar year. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.
- (3) **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within 2 weeks and to notify the Panhellenic Council Recording Secretary of her name address and telephone number. When a meeting of Panhellenic Council occurs while a executive delegate vacancy exists, the delegate of the fraternity concerned shall fulfill the duties of the executive delegate in all cases, except that of President.
- (4) **OFFICERS.** The officers of the Nicholls State University Panhellenic Association shall serve as the officers of the 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 Bylaws of the Nicholls State University Panhellenic Association.

- (5) **MEETINGS.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester. The President shall call **SPECIAL MEETINGS** of the Panhellenic Council when necessary shall be called by her upon the written request of any member delegate of the Panhellenic Council.
- Quorum. Two-thirds (three quarters) of the member fraternities shall constitute a quorum for the transaction of business. Three sororities present
- (6) **VOTING**
- (a) The voting body of the Nicholls State University Panhellenic Association shall be its Panhellenic Council.
- (b) The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the vote of said member fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a new member delegate of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting.
- (c) Two thirds of the voting members of Panhellenic Council shall be required to establish recruitment rules, to establish Total chapter size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.
- (d) Each organization shall have one vote.
- (7) **VOICE.** The alternate delegates and the Greek Advisor to Panhellenic Council shall have voice but no vote.

ARTICLE VII PANHELLENIC ADVISOR

- (1) The Panhellenic Advisor shall be appointed by the college or university administration.
- (2) The advisor shall serve in advisory capacity to the Nicholls State University Panhellenic Association and the Council.

ARTICLE VIII STANDING COMMITTEES

Such Standing Committees and special officers as may be necessary to carry out the work of the Nicholls State University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board, which appoints them, such positions include, but are not limited to Secretary, Judiciary, Treasure, Social, Public Relations, and Community Service.

ARTICLE IX UNANIMOUS AGREEMENTS AND POLICIES

- (1) All members of the Nicholls State University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the **UNANIMOUS AGREEMENTS**.

- (2) The National Panhellenic Conference shall in harmony with those currently establish all Nicholls State University Panhellenic Association rules and policies.

ARTICLE X VIOLATIONS

- (1) Violation of any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS shall be the occasion for penalties established by the Nicholls State University Panhellenic Council in conformity with those recommended by National Panhellenic Conference (See College Panhellenic Association Judicial Proceedres).
- (2) Any Dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE XI AMENDMENTS

This Constitution may be amended by two-thirds (three-fourths) vote of the voting members of Nicholls State University Panhellenic Council. Notice of the proposed amendment has been given in writing at the preceding regular meeting.

BYLAWS OF THE NICHOLLS STATE UNIVERSITY PANHELLENIC COUNCIL

ARTICLE I FINANCE

- (1) **FISCAL YEAR.** The fiscal year of the Nicholls State University Panhellenic Association shall be from (January 1 to December 31)
- (2) **CONTRACTS.** Two signatures, either of the President and the Treasurer, and the Greek Advisor shall be required to bind the Nicholls State University Panhellenic Association.
- (3) **CHECKS.** All checks issued on behalf of the Nicholls State University Panhellenic Association shall be signed by two of the following signatures, the Council President, Council Treasure and/or the Greek Advisor, only upon a majority of the Panhellenic Council. No blank checks will be issued.
- (4) **PAYMENTS.** All payments due to the Nicholls State University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payment shall be made payable to the Nicholls State University Panhellenic Association.
- (5) **MEMBERSHIP DUES.**
 - (a) **Amount.** The dues of each Panhellenic Association member fraternity shall be a total of \$10.00 assessment per member and new member per year, \$5.00 per semester.

- (b) TIME OF PAYMENT. The dues of each Panhellenic Association member fraternity shall be payable on or before first Panhellenic meeting after formal recruitment for the fall semester and the first meeting of the spring semester. If new member is pledges during Open Recruitment, dues shall be paid and attached to a letter stating pledging of a new member at the first Panhellenic meeting thereafter.
- (6) BUDGET. The budget shall be proposed and voted on at the 2nd Panhellenic meeting of each semester.
- (7) FINES. All fines should be made payable to NSU Panhellenic.
 - (a) No representatives shall miss two consecutive meetings. The fine is \$25.00
 - (b) There is a \$15.00 fine for each week that dues or rosters are late.

ARTICLE II SELECTION OF OFFICERS

The President shall:

- (1) Have overall responsibility for the operation of the Panhellenic Council.
- (2) Call and preside at all regular meetings of the Nicholls State University Panhellenic Association.
- (3) Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
- (4) Call and preside at all Panhellenic Council Executive Board meetings.
- (5) Review, approve and sign all Panhellenic Association checks and contracts involving the Nicholls State University Panhellenic Association (if provided for in Article I. Finance.)
- (6) Serve as member ex-officio of all Panhellenic Council Committees.
- (7) Report as required to the NPC Area Advisor.
- (8) Maintain a complete and up-to-date President's file which will include a copy of the current Nicholls State University Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copy of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- (9) Perform all other duties usually pertaining to this office.

The Vice President of Recruitment:

- (1) Perform the duties of the President in her absence, inability to serve or at her call.
- (2) Assist the Greek Advisor in the planning and facilitation of the Formal Recruitment process.
- (3) Assists in the interviewing and selection of Rho Sigmas
- (4) Assists in the training of Rho Sigmas
- (5) Corresponds with sorority chapter members regarding Recruitment
- (6) Shall assist in the reservation of facilitates on and off campus for events pertaining to Formal and Open Recruitment.

- (7) Shall assist members of any chapter colonization.
- (8) Shall keep accurate records of all recruitment events and correspondence to NPC Area Advisor.
- (9) Regular office managerial functions.

The Vice President of Special Events

- (1) Assist the Greek Advisor in planning and facilitation of the Greek Events: Homecoming, Greek Week, Greek Retreats, etc.
- (2) Homecoming:
 - (a) Attend University committee and Ad Hoc meetings.
 - (b) Correspond with the Panhellenic Council regarding the Homecoming events
 - (c) Help facilitate the Homecoming Parade, decoration of Homecoming Box, Homecoming Display and decoration of the NSU quadrangle.
 - (d) Responsible for maintaining budget for Homecoming.
- (3) Greek Week
 - (a) Help Greek Advisor correspond with group about Greek Week Events
 - (b) Correspond with IFC, NPHC, and Greek Council.
 - (c) Shall coordinate events: songfest, track and field, banquet, ect.

The Recording Secretary

- (1) Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
- (2) Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- (3) Keep full minutes of all meetings of the Nicholls State University Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board.
- (4) Maintain a complete and up-to-date file, which will include the minutes of meetings of the Nicholls State University Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council, current correspondence.
- (5) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise
- (6) Perform all other duties usually pertaining to this office.

The Treasurer:

- (1) Be responsible for the general supervision of the finances of the Nicholls State University Panhellenic Association.
- (2) Be responsible for the preparation of the annual budget, and following its approval by the Panhellenic Council, for providing a copy to each Nicholls State University Panhellenic Association member fraternity.
- (3) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.

- (4) Be responsible for the prompt payment of all bills of the Nicholls State University Panhellenic Association.
- (5) 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 to Student Life Office and Council.
- (6) Sign Panhellenic Association contracts when authorized to do so.
- (7) Perform all other duties usually pertaining to this office.

The Judiciary Officer:

- (1) It shall be the responsibility of the Judiciary Officer to:
 - (a) Know and understand all Nicholls State University Panhellenic Council policy as well as NPC Unanimous Agreements and Recommendations.
 - (b) Chair the Judicial Committee and deal with all violations of the Constitution, Bylaws, Standing Rules, NPC Unanimous Agreements and Recommendations, as well as all Membership recruitment violations.
 - (c) Upon consultation with the NPC Area Advisor all judiciary officer responsibility shall be handed over to the Greek Advisor or other delegate as determined by the Area Advisor.

NOTE: Where it is advisable or necessary to provide for additional officers, their duties shall be outlined in this Article.

ARTICLE IV THE EXECUTIVE BOARD

The Executive Board shall:

- (1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representative from all member fraternities.
- (2) 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.
- (3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.

ARTICLE V STANDING COMMITTEES

The Standing Committees of the Nicholls State University Panhellenic Council shall be, Socials, Public Relations, and Community Service.

Standing Committees will be determined based the need, and the size of the current Panhellenic Council.

The Standing Committees shall serve for a term of one year. Such term of office is to begin January 1st. A committee chairman or member may be appointed to serve for a

future term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairmen and members.

Socials Committee:

- (a) Membership. The Social Committee shall consist of a chairman and 3, one from each member fraternity.
- (b) Duties. The Social Committee shall be responsible for planning and supervising all social activities of the Nicholls State University Panhellenic Association. The Social Committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council, member fraternities and all major campus events.

Public Relations Committee:

- (a) Membership. The Public Relations Committees shall consist of a chairman and 3 members, one from each member fraternity.
- (b) Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Nicholls State University Panhellenic Association. This Committee shall work closely with the Executive Board and all Committees to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member fraternities.

Community Service Committee:

- (a) Membership. The Community Service Committee shall consist of a chairman and 3, one from each member fraternity
- (b) Duties. The Community Service Committee shall be responsible for planning and supervising all philanthropic activities of the Nicholls State University Panhellenic Association. The Community Service Committee shall be responsible for keeping current philanthropic records of each member fraternity of the Panhellenic Council.

ARTICLE VI ADMINISTRATION OF MEMBERSHIP RECRUITMENT

- (1) An early fall membership recruitment shall be held.
- (2) The National Panhellenic Conference Quota-Total system shall be followed.
- (3) The preferential bidding system shall be used.
- (4) Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women students.
- (5) Chapters, which do not fill basic quota during formal membership recruitment, may continue to bid and pledge to Quota in Continuous Open Bidding even though reaching Quota puts them over Total.
- (6) All membership events shall be held in the chapter room, house, lodge, suite, or campus facilities.

- (7) Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
 - (a) A list of pledged, initiated and affiliated members should be filed with the President of the Panhellenic Association and with the Panhellenic advisor on the first day of classes in each semester.
 - (b) Any depledgeing, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.
- (8) Summer contracts: There will be no pledging of any group during the summer semester. Recruiting should only take place during activities designated as “Summer Recruiting Events” (i.e.: Orientation, Call Banks)
- (9) (Note: NPC recommends a cooperative Panhellenic effort in contracting prospective members during the summer months.)
- (10) Recruitment Counselors shall be called Recruitment Counselors.
- (11) Each NPC sorority will have to turn in 4 applications for recruitment counselors in December of the fall semester.

ARTICLE VII PLEDGING AND INITIATION

- (1) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging. Each potential member must be given information, each sorority scholastic/academic requirements.
- (2) A Panhellenic Association member fraternity may only issue an invitation to membership or formally pledge a woman during the Fall and Spring semester.
- (3) A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.
- (4) The activities included in Article VII section 2 and 3 may occur only during the fall and spring semesters.

ARTICLE VIII HAZING

All forms of hazing, pledging day and/or pre-initiation activities, which are defined as hazing, shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other

activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines. All members initiate, affiliates new members must attend the annual risk management and hazing seminars.

ARTICLE IX EXTENSION

- (1) When all NPC chapters at Nicholls State University or college are close to or over total the Panhellenic Council shall consider raising total or adding another chapter.
- (2) Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority, which may petition an NPC fraternity for a chapter.
- (3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities, which have filed letters expressing an interest in the campus. (See UNANIMOUS AGREEMENTS-College Panhellenic Association Judicial Procedures.)

ARTICLE X VIOLATIONS

- (1) Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through mediation.
- (2) If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.
- (3) If the decision of the Judiciary Committee is not acceptable, the matter may be appealed to the Greek Council. Notice of the intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met. (See UNANIMOUS AGREEMENT-The College Panhellenics Agreement).

ARTICLE XI RULES

The Nicholls State University Panhellenic Association and its Panhellenic Council shall be governed by the Robert's Rules of Order: Newly Revised, except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

ARTICLE XII AMENDMENT

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provide notice of the proposed amendment has been given in writing at the preceding regular meeting.