



BYLAWS OF WESTMINSTER COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Westminster College Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

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 Westminster College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Westminster College. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Westminster College Panhellenic Association shall be composed of all newly-established chapters of NPC sororities at Westminster College. 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.** The associate membership of the Westminster College Panhellenic Association shall be composed of women's only local sororities or inter/national or regional non-NPC member organizations. 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 do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or the 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

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Westminster College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year. The current dues amount is \$15 per semester per member.
 - The dues of each College Panhellenic Association member sorority will be added to each individual member's student account by the Westminster College Business Office.

Section 4. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Westminster College Panhellenic Association shall be President, Vice President of Member Development, Vice President of Recruitment, Vice President of Programming and Outreach, Vice President of Finance and Records, Vice President of Public Relations.

Section 2. Duties of officers

A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Be a resource for Panhellenic Chapter Presidents.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.

- Maintain current copies of the following: Westminster College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Hold office hours as selected at the beginning of each semester.
- Hold meetings with other Panhellenic executive officers throughout the semester.
- Be at least a second year-member, having been a potential new member, a recruiter for their chapter, or a recruitment counselor.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

B. The Vice President of Member Development:

- Perform the duties of the president in her absence.
- Communicate with the chapter officers coordinating new member or member education.
- Keep an accurate roll of the members of the Panhellenic Council, including updating the College Panhellenic officer roster on FS Central.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Hold office hours as selected at the beginning of each semester.
- Coordinate Panhellenic Council member recognition programs.
- Coordinate the Panhellenic Council philanthropy efforts
- Coordinates educational programs during Panhellenic Council meetings.
- Assist the Fraternity/Sorority Advisor with the Sorority Leadership Course.
- Host member orientation sessions with new members each fall semester.
- Serve as the chair for the Social Equity and Inclusion committee
 - Provide support to the committee for programming, collaboration events, and maintaining list of campus resources related to diversity and inclusion.
- Provide guidance to members for education regarding topics of diversity and inclusion
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

C. The Vice President of Recruitment shall:

- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Oversee all Panhellenic recruitment activities and events.
- Oversee all recruitment publication efforts.
- Oversee Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Recruit and train Panhellenic recruitment counselors.
- Host all Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Organize all Panhellenic recruitment meetings.
- Keep complete and accurate records of Panhellenic recruitment information.

- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Serve as a resource to chapters concerning Continuous Open Recruitment Activities
- Represent the Panhellenic Association at Recruitment events throughout the year.
- Coordinate ICS Software and prepare the system for formal recruitment over the summer.
- Be at least a second year-member, having been a potential new member, a recruiter for their chapter, or a recruitment counselor.
- Hold office hours as selected at the beginning of each semester.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

D. The Vice President of Programming & Outreach

- Communicate regularly with the Panhellenic advisor
- Work with IFC representatives to plan community wide activities and events.
- Encourage participation in campus and community programming events regarding issues important to the Panhellenic community. This includes but is not limited to NPC events such as International Badge Day, National Hazing Prevention Week, etc.
- Assist other Panhellenic Executive Board members with programming in their respective areas.
- Encourage participation in campus and community wide service events, and keep record of the number of service hours completed by member chapters.
- Coordinate Greek Leadership Meetings with the Interfraternity Council
- Hold office hours as selected at the beginning of each semester.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

E. The Vice President of Finance & Records

- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Prepare agendas for each Panhellenic Council meeting,
- Record minutes of all meetings of the Westminster Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Hold office hours as selected at the beginning of each semester.
- Supervise the finances of the Westminster College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Westminster College Panhellenic Association member sorority.
- Pay promptly the annual NPC dues and all bills of the Westminster College Panhellenic Association.
- Maintain current 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.

- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

F. The Vice President of Public Relations:

- Executive Public Relations and Marketing systems that emphasizes the positive activities of the Panhellenic Association and the Greek community as a whole.
- Maintain a positive working relationship with the Marketing Department at Westminster College
- Work with the Panhellenic advisor and Marketing Department on updating the website and maintaining social media account information.
- Assist chapters in developing and maintaining Public Relations strategies.
- Plan and execute recognition events through social media platforms (Founders Day, Sisterhood weeks, philanthropy events, etc).
- Hold office hours as selected at the beginning of each semester.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 3. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

- A. Regular membership. Members from women's only sororities holding regular membership in the Westminster College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's only sororities holding provisional membership in the Westminster College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's only sororities holding associate membership in the Westminster College Panhellenic Association shall not be eligible to serve as an officer.

Section 4. Selection of Officers

The offices of President, Vice President of Member Development, Vice President of Recruitment, Vice President of Programming & Outreach, Vice President of Finance & Records, and Vice President of Public Relations of the Westminster College Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation at Westminster College. If a member from the women's only sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled. Included at the end of this section is a chart with the officer rotations for the coming years.

Section 5. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the beginning of the spring semester and run through the calendar year.

Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 7. Vacancies

If a College Panhellenic officer is unable to fulfill their term and their sorority is unable to provide a qualified replacement, the sorority next in rotation shall assume the responsibility for the office; a sorority filling any unexpired term shall not relinquish its regular order.

Section 8. Westminster College Panhellenic Association Officer Rotation Schedule

<p style="text-align: center;">2020 Calendar Year</p> <p><u>President</u> Kappa Kappa Gamma</p> <p><u>VP of Recruitment</u> Kappa Alpha Theta</p> <p><u>VP of Programming & Outreach</u> Alpha Gamma Delta</p> <p><u>VP of Member Development</u> Kappa Kappa Gamma</p> <p><u>VP of Finance & Records</u> Kappa Alpha Theta</p> <p><u>VP of Public Relations</u> Alpha Gamma Delta</p>	<p style="text-align: center;">2021 Calendar Year</p> <p><u>President</u> Kappa Alpha Theta</p> <p><u>VP of Recruitment</u> Alpha Gamma Delta</p> <p><u>VP of Programming & Outreach</u> Kappa Kappa Gamma</p> <p><u>VP of Member Development</u> Kappa Alpha Theta</p> <p><u>VP of Finance & Records</u> Alpha Gamma Delta</p> <p><u>VP of Public Relations</u> Kappa Kappa Gamma</p>	<p style="text-align: center;">2022 Calendar Year</p> <p><u>President</u> Alpha Gamma Delta</p> <p><u>VP of Recruitment</u> Kappa Kappa Gamma</p> <p><u>VP of Programming & Outreach</u> Kappa Alpha Theta</p> <p><u>VP of Member Development</u> Alpha Gamma Delta</p> <p><u>VP of Finance & Records</u> Kappa Kappa Gamma</p> <p><u>VP of Public Relations</u> Kappa Alpha Theta</p>
<p style="text-align: center;">2023 Calendar Year</p> <p><u>President</u> Kappa Kappa Gamma</p> <p><u>VP of Recruitment</u> Kappa Alpha Theta</p> <p><u>VP of Programming & Outreach</u> Alpha Gamma Delta</p> <p><u>VP of Member Development</u> Kappa Kappa Gamma</p> <p><u>VP of Finance & Records</u> Kappa Alpha Theta</p> <p><u>VP of Public Relations</u> Alpha Gamma Delta</p>	<p style="text-align: center;">2024 Calendar Year</p> <p><u>President</u> Kappa Alpha Theta</p> <p><u>VP of Recruitment</u> Alpha Gamma Delta</p> <p><u>VP of Programming & Outreach</u> Kappa Kappa Gamma</p> <p><u>VP of Member Development</u> Kappa Alpha Theta</p> <p><u>VP of Finance & Records</u> Alpha Gamma Delta</p> <p><u>VP of Public Relations</u> Kappa Kappa Gamma</p>	<p style="text-align: center;">2025 Calendar Year</p> <p><u>President</u> Alpha Gamma Delta</p> <p><u>VP of Recruitment</u> Kappa Kappa Gamma</p> <p><u>VP of Programming & Outreach</u> Kappa Alpha Theta</p> <p><u>VP of Member Development</u> Alpha Gamma Delta</p> <p><u>VP of Finance & Records</u> Kappa Kappa Gamma</p> <p><u>VP of Public Relations</u> Kappa Alpha Theta</p>

Section 1. Authority

The governing body of the Westminster College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Westminster College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's only sororities.

Section 2. Composition and privileges

The Westminster Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at Westminster College as identified in Article III. 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 Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's only sorority chapters to serve for a term of one year commencing each spring semester and the term will run through the calendar year.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two (2) weeks and to notify the College Panhellenic Association VP of Finance & Records of her name, email, and telephone number.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the electronic or written request of no fewer than one-fourth of the member women's sororities of the Westminster College Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

NOTE: If meeting electronically or via conference call is not possible, the College Panhellenic Council can vote electronically. These votes should be limited to votes that are absolutely necessary. If these votes take place, they must be ratified at the next in-person College Panhellenic Council meeting and reflected in the meeting minutes.

Section 9. Quorum

Two-thirds of the delegates from the member sororities of the Westminster College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the Westminster College Panhellenic Association shall be President, Vice President of Member Development, Vice President of Recruitment, Vice President of Programming and Outreach, Vice President of Finance and Records, and Vice President of Public Relations.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice Presidents of Finance & Records, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Westminster College Panhellenic Association shall be appointed by the Westminster College administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Westminster College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of the Westminster College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

The Executive board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Finance & Records as chairman and one member from each of the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure. *NOTE: See the College Panhellenic Judicial Procedure section of the NPC Manual of Information for the composition of the Judicial Board.*

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC

Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Westminster College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Other committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Westminster College Panhellenic Association shall be from July 1st to June 30th inclusive.

Section 2. Contracts

Dual signatures of the President Panhellenic advisor shall be required to bind the Westminster College Panhellenic Association on any contract. Consultation with the Business Office is required prior to signing any contracts.

Section 3. Checks

All checks and electronic payments issued on behalf of the Westminster College Panhellenic Association will be processed through the Westminster College Business office.

Section 4. Payments

All payments due to the Westminster College Panhellenic Association shall be received by the Vice President of Finance & Records or the Panhellenic advisor, who shall record them.

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's only sorority.

The Westminster College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Westminster College Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

The Westminster College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Inclusion Statement

Westminster College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Westminster College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Westminster College Panhellenic Association may adopt.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Westminster College Panhellenic Council by a two-thirds vote, provided the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XVI. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Westminster College. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

WESTMINSTER COLLEGE PANHELLENIC STANDING RULES

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics are included in the standing rules:

- Office Hours for Panhellenic Executive Officers
- Recruitment Counselor Selection, Requirements and Expectations
- Westminster College Panhellenic Philanthropy Policy
- Code of Ethics
- Judicial Process

Section 1. Office Hours

Each Panhellenic Executive Officer will be required to hold office hours throughout their term. These office hours will be set at the beginning of their term in January and will run until the end of their term in December. These office hours are designed to give members of the Panhellenic community a place to go if they have questions, comments, or concerns at any point throughout the year.

Section 2. Recruitment Counselor Requirements, Selection Process, and Expectations

A. Recruitment Counselor Requirements

- a. Recruitment Counselors must attend the Recruitment Counselor Training Program sessions set by the Vice President of Recruitment.
- b. Recruitment Counselors must attend all informal and formal recruitment events, unless excused by the Panhellenic President or Panhellenic Advisor.
- c. Recruitment counselors must maintain a positive and Panhellenic attitude at all times and promote Panhellenic bonds.
- d. Recruitment Counselors must observe all regulations governing sorority membership recruitment at Westminster College, all NPC guidelines, and Unanimous Agreements governing sorority membership recruitment.
- e. Recruitment Counselors must be in good standing with their respective sorority and the Westminster College Panhellenic Association. Recruitment Counselors must have a cumulative GPA of at least a 2.5 at the time of application.

B. Recruitment Counselor Selection Process

- a. Recruitment Counselor positions will be filled in the spring semester of each academic year. These individuals will serve in this position until the end of the formal recruitment period in the fall semester.
 - b. Members who are interested in being a Recruitment Counselor will complete an application and interview to be selected for this position. The Panhellenic Executive team will conduct these interviews and selected Recruitment Counselors. The Panhellenic Executive team will work to select an even number of Recruitment Counselors from each chapter.
- C. Recruitment Counselor Expectations
- a. Recruitment Counselors are expected to be knowledgeable about the Recruitment Rules, the Westminster College Panhellenic Bylaws, as well as the NPC Manual of Information.
 - b. Recruitment Counselors will serve their Panhellenic community and maintain a positive and panhellenic attitude at all times.
 - c. Recruitment Counselors will conduct themselves in a way that demonstrates the values of the Panhellenic community as well as their chapter.
 - d. Recruitment Counselors will attend all training sessions set by the Vice President of Recruitment, unless there is an excused absence.
 - e. Recruitment Counselors will interact with Potential New Members and provide assistance and support as they find their home in the Panhellenic community.
- D. Recruitment Counselor Removal Process
- a. If at any point in time the Vice President of Recruitment or Panhellenic President feels that a Recruitment Counselor is not fulfilling their duties, or there is a violation of the Westminster College Panhellenic Bylaws, Standing Rules, Code of Ethics, Recruitment Rules, or Westminster College Student Handbook policies, the Recruitment Counselor can be subject to removal. If a violation of the Panhellenic policies occurs while serving as a recruitment counselor, the chapter will be subject to the Panhellenic judicial process.
 - b. If a concern about a Recruitment Counselor is shared, the Vice President of Recruitment will bring this concern to the Panhellenic Executive team.
 - c. The Panhellenic President, Vice President of Recruitment, and Vice President of Member Development will schedule a meeting with the Recruitment Counselor. This meeting will determine if the violation warrants removal from the Recruitment Counselor position.
 - d. If removal is warranted, the Panhellenic Executive team will discuss the concern and will vote to determine removal from the Recruitment Counselor position. For removal, there would need to be a two-thirds vote.
 - e. If the vote determines the remove of the Recruitment Counselor, the Vice President of Recruitment will meet with the Recruitment Counselor and discuss their removal. The chapter president will also be notified of this removal.
 - f. Any vacancies in Recruitment Counselor positions will be temporarily filled by a Panhellenic Executive team member through the end of the formal recruitment process.

Section 3. Philanthropy Policy

In an effort to provide increased coordination regarding Philanthropy events, chapters are required to abide by the Philanthropy policy outlined below:

- A. Panhellenic organizations shall host no more than one philanthropy event in a given week, with the exception of philanthropic tabling events
 - a. Philanthropic tabling is defined as an event help where only members of the chapter hosting the event are required to participate. Each individual chapter may hold up to 5 consecutive days of tabling for their philanthropy of choice up to 2 times per semester. A

chapter may choose to participate by donating money but may not be required to participate by donating time.

- b. Philanthropic tabling is still considered a philanthropy event, and therefore a chapter must abide by the philanthropy policy in addition to the policy for philanthropic tabling events. Chapters should still submit their packets and information according to the policy for every other philanthropy event.
- B. Dates for philanthropy events must be submitted to the Vice President of Programming and Outreach by the first regular Panhellenic Council meeting of each semester. Dates of the Panhellenic Council meetings are scheduled each year by the Panhellenic Executive team.
- C. Packets or flyers with information about the philanthropy events must be distributed to each individual chapter no less than two (2) weeks prior to an event.
- D. If a chapter would like to change their approved event date, they must notify the Vice President of Programming and Outreach at least 24 hours prior to the event. If the event is to be rescheduled, the rescheduled date must also be approved and participating chapters should be notified. Packets for rescheduled event must be redistributed to each individual chapter no less than two (2) weeks prior to the event.
- E. Philanthropy events cannot contain “skits” or “serenades”.
- F. Failure to comply with the Westminster College Panhellenic Philanthropy policy will result in a policy violation.
- G. The Westminster College Panhellenic Council does not support philanthropy events which do not promote philanthropic efforts and outcomes.

Section 4. Code of Ethics

We, the members of women’s sororities at Westminster College, agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters, and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of Westminster College, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.
- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.

- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women's sorority community.
- Refrain from limiting a potential new member's chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Westminster College, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Westminster College Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of Westminster College, these are the tenets by which we strive to live.

Section 5. Judicial Policy

- A. The Judicial Procedure is outlined here. The judicial board shall consist of the Vice President Finance & Records as chairman and three members from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
- B. Judicial Procedure
 - a. Each College Panhellenic Association shall establish a judicial board for the limited purpose of handling member organization infractions of:
 - i. NPC Unanimous Agreements
 - ii. College Panhellenic Bylaws and/or other governing documents
 - iii. College Panhellenic Membership Recruitment Rules/Guidelines
 - iv. College Panhellenic Code of Ethics
 - v. College Panhellenic Standing Rules
 - b. The composition and duties of the judicial board is defined in the College Panhellenic Bylaws. All members of the judicial board must be collegians from the College Panhellenics' member organizations.
 - c. NPC does not recognize a judicial board that includes male members.
 - d. A College Panhellenic, through its officers, shall select and train a workable judicial board based on campus needs.
 - e. The duties and responsibilities of the judicial board must be consistent with this and all other NPC Unanimous Agreements.
 - f. All NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. Judicial forms are available on the NPC website and in the Greek Life Office.
 - g. Documentation of all judicial proceedings shall be retained by the fraternity/sorority advisor for three years
- C. Judicial Process Overview

- a. Sororities are encouraged to resolved alleged infractions as soon as possible through informal discussion with the involved parties before a College Panhellenic Violation Report is filed.
- b. Should the informal discussions be unsuccessful, the judicial process will be set in motion by the filing of a violation report form for an alleged infraction. An infraction can only be filed against a chapter and not against any individuals.
- c. Violations must be reported in the following manner on the College Panhellenic Violation Report
 - i. Timing
 1. The College Panhellenic Violation Report shall be completed and presented to the President of the College Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including college breaks).
 2. If the College Panhellenic President is unavailable or the violation is against her sorority, the report shall be presented to the Fraternity/Sorority advisor.
 3. The College Panhellenic president and Fraternity/Sorority advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rules/guidelines violated. An incomplete report shall be returned to the reporting party for completion before proceeding.
 - ii. Proper Reporting Authority
 1. Infractions, excluding recruitment infractions, may only be reported and signed by one of these people:
 - a. Chapter president on behalf of her chapter
 - b. Chapter executive officer/board member on behalf of her chapter
 - c. College Panhellenic officer
 - d. Fraternity/Sorority advisor
 2. Recruitment infractions many only be reported and signed by one of these people:
 - a. Chapter president on behalf of her chapter
 - b. College Panhellenic officer in charge of recruitment or a recruitment counselor
 - c. Potential new member
 - d. Fraternity/Sorority advisor
- d. Receipt of Infraction
 - i. The following steps should be taken to make certain an infraction is properly received by the College Panhellenic:
 1. The violation report is retained is retained by the College Panhellenic president or Fraternity/Sorority advisor and is available upon request by the accused sorority.
- e. Notification of Chapter
 - i. The College Panhellenic president shall notify the accused sorority in writing by delivering the College Panhellenic Infraction Notice to that chapter president within seven days of receiving the College Panhellenic Violation Report.
- f. Response to Receipt of Infraction

- i. Upon receipt of the College Panhellenic Infraction Notice, the accused sorority shall contact the College Panhellenic president within seven days to schedule a mediation.
- ii. Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing
- iii. If the College Panhellenic Infraction Notice is delivered during a college break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

D. Mediation

- a. The purpose of a mediation is to find a solution satisfactory to both the party who filed the infraction and the accused sorority, in accordance with the following documents:
 - i. NPC Unanimous Agreements
 - ii. College Panhellenic bylaws
 - iii. College Panhellenic membership recruitment rules/guidelines
 - iv. College Panhellenic Code of Ethics
 - v. College Panhellenic Standing Rules
- b. The following elements of mediation shall be followed:
 - i. Mediation shall be closed to the public
 - ii. All participants in the mediation shall keep strict confidentiality
 - iii. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
 - iv. In cases of infractions for which a College Panhellenic Officer or another individual has information regard the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.
- c. Mediator Guidelines
 - i. The College Panhellenic president in agreement with the fraternity/sorority advisor shall appoint a neutral party to serve as the mediator.
 - ii. The mediator shall not be an undergraduate student.
 - iii. All parties must sign a summary of the mediation proceedings on the College Panhellenic Mediation Summary report indicating the outcome of the mediation and their acceptance of the sanctions. A copy of the report shall be retained by the Fraternity/Sorority advisor.
 - iv. Within 24 hours of the completion of the mediation, the College Panhellenic president shall send a copy of the College Panhellenic Mediation Summary Report to the parties designated on the form.
 - v. The mediator is not a decision maker but must control the process. The parties need to agree to this prior to starting mediation. The mediator sets the tone: somewhat informal but structured. The mediator can assist the parties in understanding the issues and in reaching a satisfactory resolution — or in deciding the matter cannot be resolved without further action. The mediator must not have a vested interest in the outcome of the case.
 - vi. Both the accused and the accuser must be willing to be open and candid. All records pertaining to the action should be available for both parties to review. The parties must be willing to work toward an agreement.
 - vii. The persons attending representing each chapter must be able to make decisions for their organization. Likely attendees are the chapter president and in the case of a recruitment infraction, the recruitment chairman. No more than

three participants (including a chapter advisor) shall represent either party and/or each sorority at a mediation. The chapter advisor has the benefit of knowledge and experience beyond the undergraduate members and could be a benefit to both parties.

- viii. There may be some instances when more than one chapter files an infraction on another chapter. If there are multiple accusing parties, the accusing parties can choose no more than three people to represent all accusing parties filing infractions (including a chapter advisor).
- ix. In cases of infractions for which a College Panhellenic officer or another individual has information and did not file the infraction, then the person attends the mediation only for the purpose of presenting the information, after which he/she shall be excused from the mediation.
- x. Mediation is most effective if the parties involved tell their versions of the event, and the chapter advisor acts as an advisor. In other words, the college women representing their respective chapters need to do the talking but should have the benefit of conferring with their chapter advisor when they believe it is necessary.
- xi. Each side should be allowed to tell its version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so if questions arise that need answers, those questions can be asked later after each side has had the opportunity to give information. The parties should be advised it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the individual meetings, also called caucuses, the parties may give the mediator information that she/he cannot
 - E. divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with each side.
 - F.
 - G. At the mediation's conclusion, the mediator meets with the parties and their chapter advisors to complete the College Panhellenic Mediation Summary Report indicating the outcome and the acceptance of any agreed-upon follow-up action or sanctions.
 - H. Minutes are not taken at the mediation. On the College Panhellenic Mediation Summary Report, the mediator summarizes the conclusion of the mediation, which all parties sign.
- I. Judicial Board Hearing
 - a. If an agreement is not reached during the mediation process, a judicial board hearing shall be held. The accused party may choose to go directly to a judicial board hearing instead of mediation.
 - b. The College Panhellenic shall follow procedures for judicial board hearings as already established by its College Panhellenic Association Bylaws.
 - i. Hearings shall be closed to the public
 - ii. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
 - iii. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
 - iv. All parties must sign a summary of the hearing proceedings on the College Panhellenic Judicial Board Hearing Summary Report indicating the outcome of

the hearing. A copy of the report should be retained by the Fraternity/Sorority advisor for three years.

- v. Within 24 hours of the completion of the hearing, the College Panhellenic officer responsible for the judicial process shall send a copy of the College Panhellenic Judicial Board Hearing Summary report to all the parties designated on the form.

J. Sanction

a. Appropriate Sanctions

- i. Each College Panhellenic shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should fit the nature and degree of the offense.
 - 1. Monetary fines shall be acceptable only for a measurable offense of the Panhellenic's governing documents or stated Membership Recruitment Rules.
 - 2. The amounts of monetary fines shall be predetermined by a vote of the College Panhellenic Council and stated in the Panhellenic Standing Rules and/or Membership Recruitment Rules prior to the beginning of recruitment.
- ii. Sanctions shall not:
 - 1. Forbid primary recruitment or continuous open bidding activities or the observance of an inter/national sorority event such as an educational program, ritual ceremony, or historical celebration.
 - 2. Affect a sorority chapter's quota or total
 - 3. Affect the time of new member acceptance and/or initiation.
 - 4. Forbid the right of an NPC sorority to vote in College Panhellenic meetings.
 - 5. Include removal from the College Panhellenic.

b. Duration of Sanctions

- i. The duration of any penalty imposed shall not exceed on calendar year from the time the decision is final

K. Appeals

- a. The decision of the College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee.
- b. An appeal shall be filed with the College Panhellenic president, using the process referenced in the judicial resource section in the NPC Manual of Information and on the appeal form, within seven days of the decision.
- c. The NPC College Panhellenic's Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The NPC College Panhellenic's Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.
- d. Any sanction shall begin only after all properly filed appeal decisions have been rendered. If a sanctions sorority wants to fulfill all or part of the sanctions pending the outcome of the filed appeal, the sorority shall have that option.
- e. If the NPC College Panhellenic's Judicial Appeals Committee is unable to resolve the appeal, the NPC College Panhellenic's Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:
 - i. Inter/national presidents of the sorority(s) involved
 - ii. NPC Executive Committee
 - iii. NPC Board of Directors; the decision of the board shall be final

The mediator is not a decision maker but must control the process. The parties need to agree to this prior to starting mediation. The mediator sets the tone: somewhat informal but structured. The mediator can assist the parties in understanding the issues and in reaching a satisfactory resolution — or in deciding the matter cannot be resolved without further action. The mediator must not have a vested interest in the outcome of the case.

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Each side should be allowed to tell its version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so if questions arise that need answers, those questions can be asked later after each side has had the opportunity to give information. The parties should be advised it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the individual meetings, also called caucuses, the parties may give the mediator information that she/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with each side.

At the mediation's conclusion, the mediator meets with the parties and their chapter advisors to complete the College Panhellenic Mediation Summary Report indicating the outcome and the acceptance of any agreed-upon follow-up action or sanctions.

Minutes are not taken at the mediation. On the College Panhellenic Mediation Summary Report, the mediator summarizes the conclusion of the mediation, which all parties sign.