ARTICLE I: MEMBERSHIP

SECTION I: REGULAR MEMBERSHIP
A. The Regular Membership of the University of Rhode Island Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at the University of Rhode Island.
B. All organizations recognized as regular members of the Panhellenic Association must comply with the requirements of the Panhellenic Association, the current University of Rhode Island handbook, the Greek Affairs bylaws, Rhode Island state laws, and federal laws.
C. The Regular Membership of the University of Rhode Island Panhellenic Association shall be composed of the following active chapters: Alpha Delta Pi, Alpha Xi Delta, Chi Omega, Delta Phi Epsilon, Delta Zeta, Kappa Delta, Phi Sigma Sigma, Sigma Kappa, Sigma Delta Tau, Zeta Tau Alpha.

SECTION II: PROVISIONAL MEMBERSHIP
A. The Provisional Membership of the University of Rhode Island Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at the University of Rhode Island.
B. Authorization to form a provisional member group is conveyed only upon a separate extension vote of the Regular Members of the Panhellenic Council when campus numbers warrant a vote to open for extension.

ARTICLE II: FINANCE

SECTION I: FISCAL YEAR
The fiscal year of the Panhellenic Association shall begin and end upon the annual installation of the Executive Board officers, which shall be held at the end of the spring semester.

SECTION II: CONTRACTS
The signatures of the Vice President of Finance and/or President shall be required to bind Panhellenic Council.

SECTION III: CHECKS
The Vice President of Finance or President shall sign all checks issued on behalf of the Panhellenic Council.

SECTION IV: PAYMENTS
All payments to Panhellenic shall be given to the Vice President of Finance, who shall record them. Checks for payments shall be made payable to: THE PANHELLENIC ASSOCIATION.

SECTION V: MEMBERSHIP DUES
A. Each member chapter in Panhellenic Association shall pay dues at the beginning of each semester.
B. Dues are due two weeks after being billed by the VP of Finance.
C. Dues will be $25 per member of regular member groups per semester.
D. Dues for provisional member groups shall be $14 per member.
E. Failure to hand dues in by the deadline will result in a fine of $10 per business day late and a loss of voice and vote, until dues and respective fines are paid.
F. Dues are paid before new members are initiated; new members pay dues during their new member semester.

SECTION VI: MONEY DISTRIBUTION
A. Donations
   1. Any external donations must be proposed by an executive board member.
   2. In order to give a donation, majority vote must be obtained by the Council.
B. Large Expenditures
   1. Any expenditure by a Panhellenic Officer over $1000 must be proposed to the Council.
   2. Majority vote must be obtained by the Council before purchase.

ARTICLE III: SELECTION OF OFFICERS

SECTION I: POSITIONS
A. The Executive board offices of the Panhellenic Council, in rank order are:
   1. President
   2. Executive Vice President
   3. Vice President of Operations
   4. Vice President of Parliamentary Procedure
   5. Vice President Recruitment & Public Relations
   6. Vice President of Programming & Events
   7. Vice President of Philanthropy & Service
B. Offices shall be open to all members of Chapters holding regular membership on Panhellenic.
C. These officers will be selected through the ELECTION PROCESS (as outlined in SECTION II below).
D. Each chapter who holds regular membership in Panhellenic will have an officer position (term Chair Position) on the Panhellenic Council.
   1. These offices will be determined through an election process determined by the Panhellenic Executive Council.
   2. Chair positions listed below:
      a. Scholarship Chair
      b. Public Relations Chair
      c. Recruitment Chair
      d. FMA / Housing Chair
      e. Philanthropy & Service Chair
      f. Programming Chair
      g. Recruitment Chair (fall) / Programming Chair (spring) - 1 semester of each
      h. New Member Education Chair
      i. Student Organization Correspondent
j. Alumni and Archives Chair
3. Each chapter will be responsible for nominating a candidate for a Chair Position to be selected by the Panhellenic Executive Council through application and interview.
4. To apply for the Chair Position, the candidate must have and maintain a Grade Point Average minimum of a cumulative 2.50.
5. The Chair Position is a yearlong position, effective September to May, the same as the Panhellenic Council executive board.
6. If a chapter is unable to provide an eligible candidate for their respective chair position by the first Panhellenic meeting preceding formal elections, the position will then be open to all chapters and election procedures will apply.

SECTION II: ELECTION PROCESS
A. Elections of officers shall be held during the spring semester one month prior to the Installation Banquet.
B. Eligibility
   1. To be eligible to hold any Executive Board office, a candidate must attend at least seven regular meetings of PHC during the previous two academic semesters.
   2. An Executive Board officer may not hold a position in their chapter during their term. Chair position officers may hold one non-executive board position in their chapter during their Panhellenic Council term.
   3. To run for office a candidate must have and maintain a grade point average minimum of a cumulative 2.50.
C. Nominations
   1. Nominations for each position will open four weeks prior to elections.
   2. Nominations for each position will remain open until immediately before the platforms/elections for that position. This allows people who run for one position, but are not elected, to run for the following positions.
D. Pre-election Procedure
   1. Roles: No council officer running for a position can assist in the election procedure; in this event next officer in rank will fulfill their duties.
      i. Facilitator: Parliamentarian
      ii. Counter of Ballots: One non-student (advisor), Panhellenic President, & Executive Vice President
      iii. Guard: Vice President of Finance (responsible for the removal of candidates while discussion and voting occurs).
E. Order to elect Executive Board officers will proceed by rank.
F. Election Procedure
   1. Open/Re-open nominations
   2. Close nominations
   3. Platforms (alphabetically) (optional)
   4. Speech length proposal will be presented by Parliamentarian to be voted on a week prior to elections, speech length is not to exceed duration of five minutes.
H. Open Elections
I. Voting
   1. Voting will be conducted by secret ballot- the paper must be folded in half once.
   2. The Guard will ensure that all candidates for election must leave the room for discussion and voting.
3. Discussion will not begin until the Guard has returned to the room.
4. Order of discussion: will be an open discussion for a maximum of 5 minutes, if necessary time can be amended based off of the Parliamentarian’s discretion.
5. Voting will be by secret ballot and an affirmative majority of the voting representatives is necessary for election. Each chapter active in the Panhellenic Council will have one vote.

SECTION III. EXCEPTIONS
A. If only one person is nominated for a particular position, chapters must still submit an official secret ballot. Majority vote must be reached and it is possible the candidate will not be elected.
B. In the event of a tie, the Executive Board (with exception of the President) shall vote. The President and one non-student shall count the ballots.
C. If a position is not filled through the formal election process the office will remain open. No new nominations will be taken at the election. Nominations will reopen at the next Panhellenic meeting. A standard four-week nomination process will occur for the position.

SECTION IV. INSTALLATION
A. Executive Board officers shall be installed either at the annual Installation Banquet or at the last meeting of the spring semester. The outgoing President shall first install the President, and then the newly installed President shall install the incoming Executive Board.
B. Each member being installed into a Panhellenic Executive office shall swear to the following oath:

“I [name] swear to uphold the duties and responsibilities of the office of [office]. I promise to always be fair and open minded and to uphold the College Panhellenic Constitution and Bylaws of the University of Rhode Island and the Unanimous Agreements established by the National Panhellenic Council. I vow to disassociate from my chapter in order to be unbiased as an officer of the College Panhellenic Association. I promise to perform to the best of my ability these duties of the office of [office] of the University of Rhode Island College Panhellenic Association.”

ARTICLE IV: OFFICER DUTIES

SECTION I: EXECUTIVE BOARD

I. THE PRESIDENT SHALL:
A. Be first in rank.
B. Have overall responsibility for the operation of PHC.
C. Oversee the six executive officers.
D. Reserve the right to call an emergency meeting with at least 24-hour notice.
E. Serve on external university committees.
F. Serve as a voting member of the Fraternity Managers Association Board of Control.
G. Be a member of the Greek Advisory Committee.
H. Report, as required, to the National Panhellenic Council Area Advisor.
I. Be a chair of the President’s Committee and member of the Bylaws Committee
J. Maintain a complete and up-to-date President’s file, which will include a copy of the current Panhellenic Constitution, Bylaws, and Standing Rules; the current Panhellenic budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
K. Be responsible for the coordination and completion of all applications and awards.
L. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events.
M. Be responsible for handling formal recruitment infractions.
N. Be responsible, in coordination with the President of the Interfraternity Council, for the planning and execution of the bi-annual Greek Leaders’ Summits and the Installation Banquet.
O. Be a NGLA Chairperson.
P. Perform all other duties pertaining to this office.
Q. The President shall receive a maximum stipend of $400 at the end of each semester.

II. THE EXECUTIVE VICE PRESIDENT SHALL:
A. Be second in rank.
B. Preside and discharge the duties of the office of president, in the absence of the President.
C. Be the head of risk management team; responsible for up-to-date written policies for risk reduction and management.
D. Oversee two chairs: New Member Education and Academic Affairs.
E. Be a member of all Chapter Risk Mgt. Committees as Ex-Officio.
F. Chair Bylaws Committee; be responsible for the updating and amending of the Bylaws of the URI College Panhellenic Council
G. Maintain complete and up-to-date files.
H. Participate in all Greek Week, Philanthropy Week, Recruitment Activities and any other events mandated by the Panhellenic President.
I. Serve as a voting member of the Fraternity Managers Association Board of Control.
J. Perform all other duties pertaining to this office.
K. Review all event registration forms submitted by an individual Panhellenic chapter. Venues must be submitted three weeks in advance.
L. Receive a maximum stipend of $380 at the end of each semester.

III. THE VICE PRESIDENT OF OPERATIONS SHALL:
A. Be third in rank.
B. Serve as a voting member of the Fraternity Managers Association Board of Control Committee.
C. Oversee Scholarship chair/
D. Coordinate all external billing, Distribute and collect semester chapter dues, maintain permanent records of financial receipts and expenditures, and pay bills/sign Panhel contracts by order of the president.
E. Take attendance at Panhellenic events and Panhellenic meetings, and tally all votes at the Panhellenic meetings when motions are made with parliamentarian.
F. Promptly maintain and distribute a record of all proceedings of all Panhellenic and PHC meetings to all members of the Council within 24 hours of Panhellenic meetings.

G. Maintain complete and up-to-date files, which will include: the minutes and agendas of all meetings, copies of all contracts made by the PHC, and be responsible for all the official correspondence of PHC, unless otherwise provided for.

H. Fulfil role in the election process

I. Participate in all Greek Week, Recruitment activities and any other events mandated by Panhellenic President.

J. Receive a maximum stipend of $380 at the end of each semester.

IV. THE VP OF PARLIAMENTARY PROCEDURE SHALL:

A. Be fourth in rank.

B. Chair all general meetings.


D. Oversee Internal Communication/IFC Correspondent.

E. Train and serve as liaison to chapter delegates.

F. Facilitate election procedures.

G. Coordinate Panhellenic and Delegate Office hours.

H. Chair Judicial Board and the Delegate’s Committee.

I. Be a member of the Bylaws Committee.

J. Maintain complete and up-to-date files.

K. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.

L. Receive a maximum stipend of $380 at the end of each semester.

V. THE VP OF RECRUITMENT AND PUBLIC RELATIONS SHALL:

A. Be fifth in rank.

B. Coordinate formal recruitment for the fall semester and spring recruitment.

C. Oversee three assistants: Recruitment and Public Relations Chairs.

D. Chair Recruitment Committee.

E. Chair Public Relations Committee.

F. Update the Recruitment Manual to coincide with Panhellenic rules.

G. Complete all follow-up work on formal recruitment.

H. Promote strong community relations between Panhellenic and the University.

I. Coordinate all other public relations functions (ex. Newsletters, annual publications, films, slide shows, etc.) of Panhellenic.

J. Maintain complete and up-to-date files.

K. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.

L. Be a member of the Greek Advisory Committee.

M. Receive a maximum stipend of $380 at the end of each semester.

VI. THE VP OF PROGRAMMING & EVENTS SHALL:

A. Be sixth in rank.

B. Coordinate Philanthropy Week, along with the IFC Director of Programming, IFC Director of Service and Involvement, and the Panhel VP of Philanthropy & Service.

C. Coordinate Greek Week, along with the IFC Director of Programming

D. Chair the Programming & Events Committee.

E. Coordinate other events as requested by the President.

F. Maintain complete and up-to-date files.
G. Oversee assistants: Programming & Events Officers Chairs.
H. Work directly with IFC to Co-Sponsor major events.
I. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
J. Be a member of the Greek Advisory Committee.
K. Receive a maximum stipend of $380 at the end of each semester.

VII. THE VP OF PHILANTHROPY & SERVICE SHALL:
A. Be seventh in rank.
B. Coordinate philanthropy and service initiatives for Philanthropy Week with the VP of Programming and the IFC Philanthropy Week Coordinator
C. Chair the Philanthropy & Service Committee
D. Serve as the main resource for all chapters’ service or philanthropy chairs
E. Oversee the Philanthropy and Service Chair
F. Track chapters’ philanthropy and service hours, money raised, and items donated by semester
G. Organize the fundraising initiatives with IFC Director of Service and Involvement and IFC Director of Programming
H. Coordinate the spring Fraternity Circle cleanup before Greek Week
I. Coordinate other events as requested by the President
J. Maintain complete and up-to-date files
K. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President
L. Be a member of the Greek Advisory Committee.
M. Member of the Programming and Events Committee
N. Receive a maximum stipend of $380 at the end of each semester

SECTION II: CHAIRS

I. SCHOLARSHIP CHAIR SHALL:
A. Report to Executive Vice President.
B. Chair the Scholarship Committee and assist chapters’ scholarship chairs with their individual programs and assessment.
C. Keep up-to-date records of all-men, all-woman and all fraternity averages.
D. Compile three lists for each chapter including woman with 4.0, Dean’s List, and below a cumulative 2.50.
E. Plan and coordinate workshops for new members and sisters with grade point averages lower than a 2.50 each semester.
F. Provide and distribute information to the chapters regarding programs in career planning or graduate school preparation.
G. Plan and coordinate the Panhellenic Scholarship Banquet and distribute scholastic achievement awards to chapters and their members.
H. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
I. Maintain complete and up-to-date files.
J. Receive a maximum stipend of $200 at the end of each semester.

II. PUBLIC RELATIONS CHAIR SHALL:
A. Assist the Vice President of Recruitment & PR in the coordination of press relations.
B. Maintain complete and up-to-date files.
C. Act as a liaison between Panhellenic and potential new members.
D. Keep records of publishings, which involve a Panhellenic group.
E. Assist the Vice President of Recruitment and PR in the distribution of press releases.
F. Be a member of the Recruitment Committee.
G. Be a member of the Public Relations Committee.
H. Maintain all Panhellenic social media postings including Facebook, Instagram, etc.
I. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
J. Receive a maximum stipend of $200 at the end of the semester.

III. RECRUITMENT CHAIR SHALL:
A. Assist the Vice President of Recruitment and PR in the coordination of formal recruitment in the fall and spring recruitment.
B. Maintain complete and up-to-date files.
C. Select and train Recruitment Counselors for Formal Recruitment.
D. Be a member of the Recruitment Committee.
E. Be a member of the Public Relations Committee.
F. Assist Panhellenic members in advertising for various programs.
G. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
H. Receive a maximum stipend of $200 at the end of the semester.

IV. FMA/HOUSING CHAIR SHALL:
A. Assist chapters in all matters pertaining to the Fraternity Manager’s Association/Housing associations
B. Help in facilitating the Holiday lighting
C. Attend FMA Board of Control meetings
D. Maintain complete/ up-to-date files
E. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
F. Perform all other duties pertaining to the office.
G. Serve as a member of the Presidents Committee
H. Receive a maximum stipend of $200 at the end of each semester.

V. PHILANTHROPY & SERVICE CHAIR SHALL:
A. Act as a resource for all chapters’ service or philanthropy chairs
B. She shall coordinate and schedule any Greek life service/philanthropic events
C. Coordinate and manage all blood drives
D. Inform chapters of service events on campus.
E. Collect and file all event forms from chapters.
F. Maintain complete and up-to-date files.
G. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
H. Member of the Philanthropy and Service Committee
I. Member of the Programming and Events Committee
J. Receive a maximum stipend of $200 at the end of each semester.

VI. PROGRAMMING & EVENTS CHAIR SHALL:
A. Be a member of the Events Committee.
B. Assist with Homecoming, Philanthropy Week and Greek Week.
C. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
D. Assist the VP of Programming & Events with duties.
E. Maintain complete and up-to-date files.
F. Assist in the coordination of any Panhellenic event.
H. Member of the Programming and Events Committee
I. Member of the Philanthropy and Service Committee
J. Receive a maximum stipend of $200 at the end of each semester.

VII. RECRUITMENT CHAIR / PROGRAMMING & EVENTS CHAIR
A. Shall follow all of the guidelines in Section 2: Chair Positions, part III - Recruitment Chair, for the fall semester.
B. Shall follow all of the guidelines Section 2: Chair Positions, part VI – Programming & Events Chair, for the spring semester.
C. Receive a maximum stipend of $200 at the end of each semester.

VIII. NEW MEMBER EDUCATION CHAIR SHALL:
A. Work with the IFC Director of New Member Education in planning Greek 101 along with the CSV 302 mentors.
B. Prepare a post-program survey to get feedback from the new members and mentors.
C. Maintain complete and up-to-date files.
D. Participate in all Greek Week, Philanthropy Week, recruitment activities and any other events mandated by the Panhellenic President.
E. Be the chair of the New Member Education Committee.
F. Perform all other duties pertaining to this office.
G. Member of the Risk Management Committee
H. Receive a maximum stipend of $200 at the end of each semester.

IX. STUDENT ORGANIZATION LIASON SHALL:
A. Maintain an up-to-date phone and email contact list of Panhellenic, IFC, and other organizations Presidents.
B. Attend all IFC meetings and make a report of the meeting at Panhellenic.
C. Promote strong community relations between Panhellenic, IFC, and the University.
D. Create and share a calendar of events of Panhellenic, Chapters, IFC, and other organizations.
E. Attend organizational meetings where a Panhellenic representative is needed.
F. Participate in all Greek Week, Recruitment Activities and any other events mandated by the Panhellenic President.
G. Perform all other duties pertaining to the office.
H. Receive a maximum stipend of $200 at the end of each semester.

X. ALUMNI AND ARCHIVES CHAIR SHALL:
A. Be responsible of keeping photographs, video clips, and any other historical information for the Panhellenic Council.
B. Be responsible for keeping any and all alumnus informed of the status of the PHC and constituents.
C. Shall organize alumni events including alumni basketball game and the High Tea during the spring semester with IFC Director of Alumni & Archives
D. Maintain complete and up-to-date files.
E. Keep records of chapter brochures, flyers, etc. of all events.
F. Keep records of Recruitment, Philanthropy Week, Greek Week, and other Panhellenic sponsored events.
G. Take and collect pictures to scrapbook events.
H. Participate in all Greek Week, Philanthropy Week, recruitment activities and other events mandated by the Panhellenic President.
I. Perform all other duties pertaining to this office.
J. Member of the Programs and Event Committee
K. Receive a maximum stipend of $200 at the end of each semester.

ARTICLE V: THE EXECUTIVE BOARD

SECTION I
The Executive Board of the Panhellenic Council shall be comprised of all officers listed in Article III, Section 1.

SECTION II
The officers shall appoint all Standing and Special Committees and their Chairwoman. In making these appointments, they shall recognize representation from all member chapters.

SECTION III
The officers shall make formal reports at all meetings of PHC.

SECTION IV
The Executive Board reserves the right to ask chapters for their participation in any and all Panhellenic or chapter sponsored events. Absence from any mandatory events such as Recruitment, Philanthropy Week, or Greek Week will result in a sanction.

SECTION V: ATTENDANCE
- The Panhellenic Executive Board and Chairs shall attend all meetings of PHC. The Panhellenic President reserves the right to make any additional meetings mandatory for officers. Each officer will be allowed one unexcused absence per semester. Additional unexcused absences will result in automatic removal from office. Excused absences will only be given for the following: An exam or class scheduled during the meeting
- A study or review session scheduled by a professor
- A religious holiday
- A serious illness and/or death in a family

Chapter Presidents and Delegates shall attend all meetings of PHC and Executive Committee. If a chapter president or delegate is unable to attend a meeting, the Panhellenic President must be notified.

SECTION VI: REMOVAL FROM OFFICE
In the event that an Executive Committee member is not performing to their capability or has committed a violation, the Executive Board may vote to remove the member from office. A two/thirds vote is necessary for removal. In order to call for a vote, a motion must be made and seconded. The Rotating chair is eligible for a mediation hearing with the Executive Board to plead their case.

ARTICLE VI: COMMITTEES
I. PRESIDENT’S COMMITTEE:
   A. MEMBERSHIP: The President’s Committee shall include the Panhellenic President (Chairperson), Secretary, and Chapter Presidents.
   B. DUTIES: It shall be the duty of the President’s Committee to update chapter Presidents of Panhellenic efforts and to raise awareness between chapters.

II. BYLAWS COMMITTEE MEMBERSHIP:
   A. MEMBERSHIP: The Bylaws Committee shall include the Executive Vice President (Chairperson), the President, the VP of Parliamentary Procedure, the Panhellenic Advisor, and the Chapter Presidents.
   B. DUTIES: It shall be the duty of the Bylaws Committee to revise and amend the Bylaws of the University of Rhode Island Panhellenic Association as necessary. Separate meetings of the Bylaws Committee may be called to assess the bylaws. After the committee produces a final product, it must be brought to the Panhellenic Council to be voted on.

III. THE RECRUITMENT COMMITTEE MEMBERSHIP
   A. MEMBERSHIP: The members shall include the VP of Recruitment and PR (Chairperson), the Recruitment Chair(s), and the Recruitment Chairpersons of each member chapter.
   B. DUTIES: It shall be the duty of the Recruitment Committee to plan and coordinate all Panhellenic Recruitment activities. This committee shall work in concert with other Panhellenic members responsible for the Recruitment brochure and convocation.

IV. THE DELEGATES COMMITTEE
   A. MEMBERSHIP: The members shall include the VP of Parliamentary Procedure (Chairperson), the Internal Communication/IFC Correspondent; the chapter delegates.
   B. DUTIES: It shall be the duty of the Delegates Committee to discuss judicial procedure, and deal with chapter violations.

V. THE PHILANTHROPY & SERVICE COMMITTEE:
   A. MEMBERSHIP: The members shall include the VP of Philanthropy & Service (Chairperson), Philanthropy & Service Chair, and chapter Philanthropy chairs.
   B. DUTIES: It shall be the duty of the Philanthropy & Service Committee to plan Philanthropy Week, update each other on Philanthropic efforts, and plan any Panhellenic philanthropy during the year.

VI. PROGRAMMING & EVENTS COMMITTEE:
   A. MEMBERSHIP: The members shall include the VP of Programming & Events (Chairperson), VP of Philanthropy and Service, Programming & Events Chair(s), Alumni & Archives Chair, and the Greek Week Chair from each member chapter of Panhellenic.
   B. DUTIES: It shall be the duty of the Programming & Events Committee to plan and execute Greek Week and any other Panhellenic event during the year.

VII. THE SCHOLARSHIP COMMITTEE:
   A. MEMBERSHIP: The members shall include the Scholarship Chair (Chairperson) and the Scholarship Chair from each member chapter of Panhellenic.
   B. DUTIES: It shall be the duty of the Scholarship Committee to provide educational/scholastic programming.
VIII. THE PUBLIC RELATIONS COMMITTEE
   A. MEMBERSHIP: The members shall include the VP Recruitment and PR (Chairperson), the Public Relations Chair, and the Public Relations representative from each member chapter of Panhellenic.
   B. DUTIES: It shall be the duty of the Public Relations Committee to promote and help coordinate any public relations functions.

IX. THE FINANCE COMMITTEE
   A. MEMBERSHIP: The members shall include the VP of Finance (Chairperson), and the Finance Chair of every chapter.
   B. DUTIES: It shall be the duty of the Finance Committee to discuss financial issues and educate on proper financial duties.

X. THE NEW MEMBER EDUCATION COMMITTEE
   A. MEMBERSHIP: The members shall include the New Member Education Chair (Chairperson) and the New Member Education Chair of every chapter.
   B. DUTIES: It shall be the duty of the New Member Education Committee to program Greek 101 and discuss new member education issues such as: hazing, scholarship, risk management, and any other issues pertaining to new members.

XI. THE RISK MANAGEMENT COMMITTEE
   A. MEMBERSHIP: The members shall include the Executive Vice President (Chairperson), New Member Education Chair, and the Risk Management Chair of every chapter.
   B. DUTIES: It shall be the duty of the Risk Management Committee to discuss issues in risk management and endorse proper emergency procedures.

ARTICLE VII: ADMINISTRATION OF RECRUITMENT

SECTION I
Formal Recruitment shall be held during the beginning of the fall semester.

SECTION II
To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the University of Rhode Island’s Panhellenic Association shall automatically reset total upon the completion of bid matching; with the timing as determined by the Panhellenic President as long as it is accomplished within 72 hours after the completion of the primary recruitment period. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number.

SECTION III
The preferential bidding system shall be used.

SECTION IV
Except during the formal Recruitment period, continuous open bidding (COB) shall be in effect during the school year (fall through spring) for all eligible women students. Chapters who have reached total are not eligible to COB. No COB shall be given from the last day of classes in the spring until after formal bids are given in the fall. No COB shall be given on breaks or holidays when classes are not in session. The Panhellenic Executive Board will be responsible for
handling the distribution of formal bids and COB on Bids Day during formal Recruitment. After Bid Day, the chapter house is responsible for COB and notifying the Panhellenic office within 24 hours after a bid is extended. Each woman being extended an open-bid must sign a COB acceptance form, which must be filed in the Panhellenic office within 48 hours. No woman on academic probation (GPA of 1.99 or less) at the University of Rhode Island is eligible to receive a bid.

SECTION V
All recruitment events shall be held in the Chapter room, house, lodge, suite, or campus facility.

SECTION VI
Every regularly enrolled new member, initiate, or affiliate of a Chapter shall be counted in the Chapter Total.
   A. A list of new, initiated, and affiliated members shall be filed with the President within the first 15 days of each semester.
   B. Any loss of new member, disaffiliation, or other change in membership shall be reported to the President and to the Panhellenic Advisor no later than 48 hours after it has occurred.
   C. As stated in the NPC unanimous agreement, a woman who is or who has ever been an initiated member of an existing NPC fraternity shall not be eligible for membership in another NPC fraternity.
   D. The Panhellenic Council at the University of Rhode Island and all of its members will follow the NPC recruitment regulations.
   E. The Panhellenic President and Panhellenic VP of Recruitment and PR are able to amend recruitment regulations set up by the Panhellenic Council at any time.
   F. Panhellenic Council members may not wear letters from the date of their installation until formal recruitment bids have been distributed.
   G. Recruitment Counselors may not wear letters from the beginning of formal recruitment, freshmen move in, until formal recruitment bids have been distributed.
   H. The University of Rhode Island Panhellenic Council will use formally structured recruitment for the fall formal recruitment process.
   I. Bid promising and negative discussion of other chapters or sorority women rules are in effect during all recruitment at the University of Rhode Island, including but not limited to fully structured recruitment and minimally structured recruitment.

SECTION VII
Every chapter is required to fill out all addendums and return them to the VP of Parliamentary Procedure by the assigned date.

ARTICLE VIII: NEW MEMBER EDUCATION AND INITIATION

SECTION I
A woman must be a regularly matriculated student at the University of Rhode Island to be eligible for recruitment and membership. Panhellenic must be notified within 24 hours after a bid has been extended to any woman.

SECTION II
A Panhellenic member chapter may not issue an invitation to recruit or extend a bid to a woman during any school recess.
SECTION III: REBIDDING
No chapter shall extend a bid to a woman whose bid has been broken for any reason, unless the student receives written permission from the original chapter whose bid she refused; and the Panhellenic President, provided that this rule shall not be applicable to re-bidding the same chapter. As stated in the NPC UNANIMOUS AGREEMENTS, any woman who refuses a formal bid from an NPC fraternity shall not be eligible to join another NPC fraternity till the next formal recruitment period.

SECTION IV
In order for a new member to be initiated into a member chapter, she must be a regularly matriculated student at the University of Rhode Island.

SECTION V
All informal chapter initiation procedures shall be confined to the campus; they shall be scheduled so as not to interfere with any students’ academic or extracurricular responsibilities.

SECTION VI
Initiation other than under the rules prescribed in SECTIONS IV and V shall be considered illegal and, therefore, cause for disciplinary action.

ARTICLE IX: HAZING POLICY

SECTION I
All forms of hazing, initiation week and/or pre-initiation activities, which are defined as hazing, shall be banned. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not restricted to: creation of excessive fatigue; physical and psychological shocks; publicly wearing apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulation and policies of the University of Rhode Island.

SECTION II
A. All forms of hazing, initiation week and/or pre-initiation activities, which are defined as hazing, shall be banned.
B. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not restricted 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; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulation and policies of the University of Rhode Island or applicable state law.
C. The University of Rhode Island Panhellenic Council recognized organizations will adhere to a maximum of eight weeks for any new member program unless approved by the Panhellenic Council.

ARTICLE X: JUDICIAL PROCEDURES
SECTION I
Once a dispute arises regarding the violation of Panhellenic, NPC and/or University of Rhode Island Student Handbook rules, the witness must notify the PHC President within five class days of the incident being known. The PHC President reserves the right to decide if the violation is serious enough to have a closed judicial hearing or if mediation would be the best way to assess the situation. The PHC President must send copies of the violation report to the accused chapter and notice of further action.

SECTION II: MEDIATION
A. PARTICIPANTS: Mediator; Panhellenic President (Chairperson); signer of the violation report; Chapter Advisors if desired (in an observatory role ONLY); Panhellenic Advisor; VP of Parliamentary Procedure; VP of Recruitment (only if Recruitment violation). No other people are allowed at mediation.
B. Mediation must be held no more than two weeks following the date the violation was reported. The Executive Vice President is responsible for appointing a neutral mediator to preside over mediation. The mediator shall be determined at the beginning of every semester and announced at the first Panhellenic meeting of every semester. The accuser and accused will talk through the situation and come to an agreeable solution. In the event that an agreeable solution cannot be decided, the violation will be referred to the Judicial Board.

SECTION III: JUDICIAL HEARING
A. PARTICIPANTS: Executive Vice President (Chairperson); Panhellenic Delegates from each chapter in good standing; Panhellenic President (ex-officio); Panhellenic Advisor (ex-officio); Vice President of Parliamentary Procedure. If mediation is not successful, the Panhellenic President to the College Panhellenic Judicial Board may refer the issue. All materials must be given to the Executive VP. The Executive VP must schedule a meeting with the Judicial Board to review the materials. After all materials have been reviewed, the Executive VP must schedule a Judicial Hearing and notify all people involved including any witnesses, the Panhellenic President, PHC Advisor, Advisors of chapters involved and Presidents of chapters involved.
B. PROCEDURE: The hearing is closed to observers. Only the Judicial Board, Chapter Presidents and advisors of the chapters involved, and witnesses will be allowed at the hearing. Any witnesses from either side must be filed five work days prior to the hearing time with the Executive Vice President. The Executive VP will decide if the witness is legitimate. Any males who are witnesses will only be allowed to enter the hearing to testify. After the male witness testifies, he must exit the room.
C. ORDER OF EVENTS:
   1. Call to order by the Judicial Board Chairperson.
   2. Introductions-the Chairperson will tell everyone why they are there and the order of events of the procedure. She must tell each side to choose a speaker. This person will give statements and will serve as the facilitator of that side.
   3. Five-minute open statement by speaker of the accuser.
   4. Five-minute opening statement by speaker of the accused.
   5. Call of any witnesses by the accuser. The Judicial Board is allowed to ask questions to the witnesses.
   6. Call of any witnesses by the accused.
7. Closing statement by the accuser.
8. Closing statement by the accused.
9. All in attendance except Judicial Board Chairperson and Board members including the Panhellenic President are excused from the meeting.
10. Charges stated by Judicial Board Chairperson.
11. Chairperson requests motion from Judicial Board member.
12. Discussion of motion.
13. Verdict rendered.
14. If not guilty then charges are dismissed.
15. If guilty appropriate penalty is determined and shown to Panhellenic President.
16. After accuser and accused return to the hearing room, verdict is read.
17. Verdict and appeal information (if guilty) are put in writing and mailed promptly to groups involved and Advisors.
18. Penalty Preferred fine or community service substituting $50 fines.

SECTION IV: CLOSED JUDICIAL HEARING
In the event that a violation is serious in that it creates detriment to the witnesses or chapters involved, the Panhellenic President can call to have a closed judicial hearing and disregard the mediation process. In a closed judicial hearing, the accuser and the accused will testify on different occasions. The violation forms will not be sent to the accused with the accuser’s name displayed. This will allow for witnesses to remain anonymous. After the Judicial Board has heard testimony from both sides they will then render a decision based on the evidence presented. In a closed judicial hearing, in no way will the names of the witnesses be presented.

SECTION V
If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of intention to appeal shall be given to the PHC President within 24 hours after a decision is rendered. All requirements as stated in the updated NPC UNANIMOUS AGREEMENTS shall be met.

SECTION VI: PENALTIES
- Penalties for minor violations include but are not limited to:
  - Community service hours
  - Panhellenic office work
  - Hosting a Panhellenic event
  - Sponsoring workshops
  - Monetary fine

Penalties for major violations include but are not limited to:
- Plan and execute a major fundraiser to provide Panhellenic scholarships, speaker or regional Panhellenic Conference fees.
- Plan, finance and conduct a major Panhellenic workshop upon consultation with the
  - NPC Area Advisor or other NPC representatives.
- Suspension of social privileges including on and off campus socials with fraternities, loss of Greek Week privileges, and cancellation of Fall and/or Spring formal.

For two major recruitment infractions, the chapter will lose the right to participate in a Philanthropy Week event and if a third infraction occurs the entire chapter will be prohibited
from attending a Philanthropy Week event to be determined by the Panhellenic President and Panhellenic VP of Recruitment and PR.

The Panhellenic Judicial Board is not permitted to penalize any sorority in a way that can directly prevent the chapter from reaching quota or total. The Board cannot give a penalty of deferred initiation or not allow a chapter to participate in recruitment or open bidding.

ARTICLE XI: PARLIAMENTARY AUTHORITY

SECTION I: RULES OF ORDER

Panhellenic and its PHC shall be governed by Robert’s Rules of Order Newly Revised, except as otherwise provided by the Constitution, Bylaws, and Standing Rules. Order of business is as follows:

A. Call to order
B. Roll Call
C. Reading and approval of the minutes.
D. Reports of officers and committees.
E. Old Business
F. New Business
G. Chapter announcements
H. Announcements
I. Adjournment

SECTION II

Each chapter shall be allowed either one absence per year from any regular or special meetings of PHC. Additional absences or tardiness will result in a fine of $25 and possible judicial sanctions. This includes committee meetings.

SECTION III: VOTING

A. Extension
   i. Two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.

B. General Voting
   ii. Requires majority vote of the current chapters on the Panhellenic Council

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

ARTICLE XII: STANDING RULES

The following is a list of STANDING RULES regarding the regular ACTIVITIES of Panhellenic:

A. Any vote regarding Panhellenic matters will be voted upon by the Delegate representing each member chapter.

B. PHC shall plan and supervise recruitment procedures.

C. PHC, in coordination with IFC, shall preside over Greek and Philanthropic Week functions.

D. PHC, in coordination with IFC, shall attend a Greek Leadership Conference annually.
i. The Panhellenic President must attend this conference. Panhellenic may send at least two representatives to the annual National Panhellenic Conference meeting and other meetings deemed appropriate. The elected delegates shall make their full reports to Panhellenic upon their return.

E. PHC, in coordination with IFC, shall maintain a professional office staffed by all PHC members who are paid through the treasury of Panhellenic. Officers shall post a minimum of two office hours on the door and shall be available to answer any questions, take messages and handle correspondence for Panhellenic officers and chapter officers. Chapter Panhellenic Delegates are required to staff a minimum of one office hour per week. Failure to complete office hour will result in three hours owed to Panhellenic Council, on VP of Parliamentary Procedures request or receive monitored hours with the VP of Parliamentary Procedure. Panhellenic shall set objectives within one month of officer’s installation each year. Panhellenic shall produce and distribute a sorority newsletter each semester.

F. Panhellenic is responsible for working with other student groups at the University of Rhode Island, the surrounding community and co-sponsoring events with other organizations.

ARTICLE XIII: OBLIGATIONS OF SORORITY CHAPTERS

SECTION I
Each sorority chapter must hand in a roster listing all members and their student id number. The roster shall be filed on the Panhellenic Sorority Roster form according to the guidelines on the roster instructions. Rosters are due on the date the Panhellenic President sets for the chapter presidents. Failure to hand rosters in on time will result in action by the Panhellenic President and Panhellenic Advisor if needed. Rosters must be updated regularly in order for Panhellenic to have an accurate account of membership. Chapters are not permitted to begin Recruitment until their roster has been turned in and approved by the Panhellenic President and Panhellenic Advisor.

SECTION II
Each sorority chapter must hand in a list of member’s grades with member’s signature. This list is due on the date the Panhellenic Scholarship chair sets at the leadership summit and revisit. Failure to hand member’s grades in on time will result in a $10 fine for every day it is late.

SECTION III: FINES
The Panhellenic Executive Board reserves the right to invoke an appropriate fine or sanction for failure to meet deadlines. The Executive Board must agree upon all fines. Fines are due to the Vice President of Finance one week after notification of the fine. Failure to hand in any fine by the deadline will result in the loss of voice and vote at Panhellenic meetings and $10 per day the fine is late.

ARTICLE XIV: FACULTY ADVISOR

SECTION I
Each chapter in Panhellenic shall choose an administrator, faculty or staff member to act as the Chapter’s Faculty Advisor. It will be the Faculty Advisor’s duty to:

- Assist the chapter with campus issues.
• Act as a liaison between the Greek house and the administration.
• Be available to answer any questions the members may have about the ins and outs of
  the university, including who they can turn to if they have a problem.
• Work internally with the Executive Board and give advice where needed.
• Encourage chapter awareness of risk management.
• Provide appropriate counseling and referral services for the academic and personal
  needs of students.
• Meet monthly, as a council, with all other Campus Advisor’s, all Chapter Presidents and
  o the President of IFC and Panhellenic to share ideas for improving the Greek
  system.
• Choose the fraternity and sorority awards with the Panhellenic/IFC advisor and the
  Panhellenic and IFC Presidents serving ex-officio.

ARTICLE XV: AMENDMENT

SECTION I
All amendments to these Bylaws shall require two-thirds affirmative vote of the members
present at any regular meeting, shall be submitted to the Student Senate within one month after
approval by the members, and be distributed to the Greek Affairs office, Office of Student Life
and all recognized chapter NPC advisors.

SECTION II
The President and Secretary under separate cover in their respective files shall keep copies of
all amendments to the Bylaws of Panhellenic. All members of the Panhellenic Council and all
chapter Presidents must also keep a copy of the Panhellenic bylaws in their respective binders.
The bylaws will be on the University of Rhode Island Greek Affairs Web site at all times.

ARTICLE XVI: RISK MANAGEMENT

SECTION I
In addition to all rules and regulations put forth in the University of Rhode Island Student
Handbook, all chapters of the University of Rhode Island Panhellenic Association must abide by
the following policies stated within the University of Rhode Island Panhellenic Bylaws.

SECTION II
The risk management policy of the University of Rhode Island Panhellenic Association shall
apply to all fraternity entities and all level of fraternity membership.

SECTION III: RECRUITMENT
A. The Panhellenic Council at the University of Rhode Island and all of its members will
follow the NPC recruitment regulations.
B. No sorority shall use alcohol or drugs in the recruitment process or at any recruitment
  parties.
C. Sorority women may not consume alcohol with PNM’s during formal
  recruitment.
D. Any risk management, alcohol or drug violation during recruitment will be evaluated
  by the Panhellenic President, Panhellenic Advisor, and Panhellenic VP of
  Recruitment and sanctioned according to the University of Rhode
  Island Student Handbook, NPC guidelines and Greek Affairs.
SECTION IV: ALCOHOL & DRUGS
A. The possession, sale, use or consumption of alcoholic beverages must be in compliance with any and all applicable laws of the state, province, country, city and institution of higher education; the University of Rhode Island.
B. No alcoholic beverages may be purchased through chapter funds 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 chapter. The purchase of use of a bulk quantity of common sources of such alcoholic beverages, e.g. kegs or cases, is prohibited.
C. Open parties, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.
D. The possession, sale or use of any illegal drugs or controlled substances while on chapter premises during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.
E. All recruitment activities associated with any chapter will be a dry recruitment activity.
A. No alcohol shall be present at any New Member activity or ritual of the chapter.
B. All chapters are responsible to have a successfully functioning judicial board that handles alcohol and drug abuse violations.
C. All chapters are to actively work with new members and active members toward responsible alcohol use and to eliminate members from alcohol abuse at chapter events and at the University of Rhode Island.
D. Chapters may contact the Panhellenic President and Panhellenic Advisor to discuss any risk management problems with the chapter or individual members without being prosecuted and with full confidentiality.

SECTION V: RISK MANAGEMENT PLANS
A. At the start of the semester each chapter must submit a detailed risk management plan to the Executive Vice President. These plans must be reviewed and approved by the Risk Management Committee by the second Panhellenic meeting of the semester. The Risk management plan should address the following:
   1. New Members (i.e. Bid Day, Big/Little, Initiation, etc.)
   2. Formal/Social Functions
   3. Social Media
B. Formal venues must be reviewed and approved by the Executive Vice President

SECTION VI: SEXUAL ABUSE & HARASSMENT
The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, which are demeaning to women or men including but not limited to date rape, gang rape, or verbal harassment.