

**BYLAWS
OF
THE OHIO STATE UNIVERSITY
PANHELLENIC ASSOCIATION
(Revised December 31, 2004)**

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ARTICLE I. FINANCE

- Section 1.** FISCAL YEAR. The fiscal year of The Ohio State University Panhellenic Association, hereinafter referred to as the Panhellenic Association (PHA), shall be from September 1st to August 31st inclusive.
- Section 2.** CONTRACTS. The signatures of two of the following, the President, Director of Finance, and Greek Advisor shall be required to bind the Panhellenic Association.
- Section 3.** CHECKS. All checks issued on behalf of the Panhellenic Association shall be signed by the President, Director of Finance, and Greek Advisor

or another designated individual from Student Activities & Campus Programs.

Section 4. PAYMENTS. All payments due to the Panhellenic Association shall be made to the Director of Finance, who shall record them. Checks for payments should be made payable to The Ohio State University Panhellenic Association.

Section 5. MEMBERSHIP DUES

1. Amount. There will be dues for each Panhellenic Association member fraternity per initiated member.
 - A. A one-time new member fee of \$15.00 is due with the new member card within ten days of accepting the bid. Both the new member card and the fee must be submitted within ten days of the acceptance of the bid in order to avoid fines.
 - B. A fee of \$7 per active member will be due every quarter. These dues are subject to change annually. The amount of these dues shall be determined annually by the Panhellenic Council.
 - C. A \$15.00 per active member recruitment fee to be assessed in Spring Quarter that will fund the following year's recruitment.
 - i. Any chapter choosing to not participate in formal recruitment will be obligated to pay the full recruitment fee at the regularly scheduled time that recruitment dues are billed.
 - ii. Once the final cost of formal recruitment activities has been tallied, the chapter will be reimbursed proportionately for those costs. The chapter will be responsible for any costs not directly related to formal recruitment such as marketing or informal recruitment costs.
 - D. A \$12.00 per active member Greek Week fee to be assessed in Spring Quarter that will fund the following year's Greek Week.
2. Time of Payment. Bills will be handed out at the first Panhellenic Council meeting of the quarter. They will be due within two weeks upon receiving them.
3. Failure of Payment.
 - A. Upon the fifteenth day, if payment is not received, a late fee of \$25.00 will be assessed in addition to regular payment. Each day after the fifteenth day, if payment is not received, an additional fee of \$5.00 per school day will be assessed until full payment is received.
 - B. Upon the twenty-eighth day, if payment is not received, in addition to the above and additional \$50 fee will be added to the bill and a possible Judicial Board action.
 - C. Upon the thirty fifth day, if payment is not received, in addition to the two sanctions above, the chapter will lose its ability to host social events for the remainder of the quarter.

- D. Upon the forty-second day, if payment is not received, in addition to the three sanctions above, the chapter will not be allowed to host social events during Greek Week and/or Homecoming. In addition, the chapter will be sent to the Judicial Board for an immediate hearing.
- E. Any chapter failing to make full payment of membership dues to the Panhellenic Association by the due date shall lose voice and vote in the Panhellenic Council until payment is received in full and any late charges are paid as well.
- F. Failure to pay the Greek Week dues by the beginning of Greek Week each Spring will result in a disqualification from earning points towards winning Greek Week.

Section 6. FINES

- 1. Failure to submit a philanthropy registration form at least one quarter prior to the event will result in a \$25 fine, possible loss of top date choices, and a loss of earning the \$25 donation from the Panhellenic Association.
- 2. Failure to submit new member cards accompanied by payment of new member dues within ten (10) days of Bid Day or of accepting the bid will result in a \$10 fine for every school day that each card is late.
- 3. All fines accrued over the course of the quarter will be tabulated and added on to the following quarter's active dues bill.

ARTICLE II. OFFICER REQUIREMENTS

1. President

- A. Applicants must have held at least one of the following positions:
 - 1. Previous position on the Panhellenic Association Executive Board or Board of Directors,
 - 2. A chapter executive board officer,
 - 3. A Panhellenic Association Recruitment Counselor,
 - 4. A Panhellenic Association committee chair, or
 - 5. Have served on the Greek Week Steering Committee.
- B. Applicants for this position are required to meet with the current Panhellenic President prior to the deadline for officer applications to discuss officer qualifications and programs.
- C. Applicants for this position are required to have at least one year of Panhellenic experience.

2. Vice President of Recruitment and Retention

- A. Applicants for this position must have served as either a chapter recruitment chair or assistant chair; a member of the Panhellenic Association Recruitment Team; or have served as a Panhellenic Association Recruitment Counselor.

- B. Applicants for this position must have participated as active sorority members in at least one formal recruitment period prior to the submission of the application.

3. Vice President of Judicial Affairs

- A. Applicants for this position must have served on the Panhellenic Association Judicial Board, Panhellenic Association Executive Board, University Judicial Commission, or on their chapter standards board.
- B. Applicants must have thorough knowledge of The Ohio State University Panhellenic Association Constitution and Bylaws and Alcohol Policy as well as the National Panhellenic Conference Manual of Information.

4. Director of Recruitment Counselors

- A. Applicants must have served on the Panhellenic Association Recruitment Team or as a Panhellenic Association Recruitment Counselor.
- B. Applicants for this position must have participated as active sorority members in at least one formal recruitment period prior to the submission of the application.

- 5. All applicants must have a minimum 2.5 cumulative GPA in order to be considered for a position.
- 6. Panhellenic Executive Board members may not hold a chapter office with the exception of and overlap period between chapter terms and Panhellenic Association terms. Executive Board members will be required to resign from their chapter position or prolong the start of their chapter position should the overlap period be longer than 4 weeks.

ARTICLE III. SELECTION OF OFFICERS

- 1. Elections. The Executive Board members shall be elected by majority vote from the Panhellenic Council. Elections shall be in winter quarter after the completion of winter recruitment.
- 2. Appointments. The Board of Directors shall be interviewed and slated by the current and newly elected President, newly elected Vice Presidents, and one advisor. The slate will be presented at the next Panhellenic Council meeting to be approved by majority vote. Members of the proposed slate cannot be present for vote and discussion, and if a Panhellenic delegate is on the slate, they must find an appropriate replacement from their chapter to vote. If a majority vote is not received, each chapter that does not agree with the slate must state reason (s) for their disapproval. The slating committee must then address the concerns and put together a new slate to be voted on at the next meeting.
- 3. The Director of Greek Events will be the only exception to officer appointments. She shall be appointed two weeks after Homecoming Week activities are over to begin planning Greek Week activities for the following year.

ARTICLE IV. OFFICER DUTIES

The **President** shall:

1. Have overall responsibility for the operation of the Panhellenic Association, including the Panhellenic Council, Executive Board and Board of Directors.
2. Call and preside at all regular and special meetings of the Panhellenic Association, including but not limited to Panhellenic Council, Executive Board and Board of Director meetings. She shall vote only to break a tie.
3. Review, approve and sign Panhellenic Association checks and contracts involving the Panhellenic Association.
4. Serve as an ex-officio member of all Panhellenic Council Committees
5. Report to the National Panhellenic Conference (hereinafter referred to as NPC) area advisor.
6. Maintain a complete and up-to-date President's file which will include a copy of the current Panhellenic Association Constitution, Bylaws, Standing Rules, Code of Ethics, and Alcohol Policy; the current Panhellenic Association Budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
7. Have the power to appoint any committee chairs deemed necessary to maintain or better the Panhellenic and/or Greek community.
8. Serve as the PHA liaison to the Fraternity Managers Association.
9. Represent the Panhellenic Association on campus-wide committees.
10. Shall attend the Mid-American Greek Council Association (MGCA) Conference.
11. Remain unbiased at all times and act in the best interest of The Ohio State University Greek community. She shall strive to maintain positive relations with the Interfraternity Council, Pan-Hellenic Council, and Multi-Cultural Greek Council.
12. Be responsible for planning all officer board retreats.
13. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment through to Bid Day.
14. Serve as an active member of the Recruitment Team.

The **Vice President of Administration** shall:

1. Report to the President.
2. Oversee the Directors of Communication, Public Relations, Finance, and Internal Affairs.
3. Preside over meetings of the Panhellenic Council and Executive Board in the absence of the President.
4. Coordinate and administer all officer and committee applications.
5. Implement the Winter Installation Banquet.
6. Coordinate the issuance of Panhellenic Association awards to be given at the Winter Installation Banquet including Most Outstanding Delegate, Most Outstanding Director, Most Outstanding Executive Board Member, and Most Outstanding Program.
7. Make necessary arrangements for all conferences and officer training seminars.

8. Be responsible for the Panhellenic office calendar.
9. Be responsible for the attendance record and any correspondence to be given at Panhellenic Council and Executive Board meetings. These records shall be kept up-to-date with the Area NPC Advisor.
10. Be responsible for registering the organization every year with the Office of Student Activities.
11. Be responsible for keeping track of all relevant documents needed for award applications including but not limited to MGCA and Ohio State Leadership Awards.
12. Oversee and plan the annual Community Action Plan (CAP) meeting.
13. Keep all Event Planning Forms on file and aide board members in maintaining the timeline they outlined in the Event Planning Form.
14. Oversee chapter officers' lists and PHA officer lists.
15. Oversee office hours.
16. Keep the office PHA bulletin board updated weekly
17. Maintain the running of the office and office equipment.
18. Shall attend the MGCA Conference.
19. Organize and implement a Panhellenic delegate workshop each quarter.
20. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment through to Bid Day.
21. Serve as an active member of the Recruitment Team.

The Vice President of Greek and Community Relations shall:

1. Report to the President.
2. Oversee the Directors of Scholarship, Philanthropy and Service Learning, Greek Events, and Membership Development.
3. Create and maintain programs promoting Greek unity and well-being, including Greek Discovery Day and Great Women Go Greek.
4. Preside over meetings in the absence of the President and Vice President of Administration.
5. Organize and coordinate a committee for the selection of the Conaway Chase awards. If she has been nominated for this award, the President will appoint a new chairperson.
6. Aide the Director of Greek Events in the planning of Greek Week.
7. Make contacts and foster relationships with other student organizations and University officials.
8. Shall attend the MGCA Conference.
9. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment through to Bid Day.
10. Serve as an active member of the Recruitment Team.

The Vice President of Recruitment and Retention shall:

1. Report to the President.
2. Oversee the Directors of Recruitment Counselors, Recruitment Public Relations, Recruitment Activities, and Computer Recruitment.

3. Serve as the chair of the Panhellenic Association Recruitment Team and Membership Standing Committee.
4. Organize and create the recruitment code of ethics, recruitment rules and autumn and winter recruitment calendars with the chapter recruitment chairs each spring quarter. The code of ethics and rules will then be presented to the Membership Recruitment Committee for a $\frac{3}{4}$ vote.
5. Prepare and distribute copies of the most current recruitment proposals and rules.
6. Hold chapter recruitment chair/advisory meetings as deemed necessary.
7. Communicate with each chapter recruitment chair and distribute any special information or announcements to all chapters.
8. Compile and prepare all Panhellenic sponsored recruitment materials.
9. Work with the Director of Recruitment Counselors, the Director of Recruitment Activities, summer intern, their respective IFC counterparts, and Student Activities & Campus Programs in the planning and implementation of the IFC/PHA information sessions during summer orientation.
10. Work intimately with the Director of Recruitment Public Relations and Director of Public Relations to create a Panhellenic community recruitment marketing plan.
11. Shall attend the MGCA Conference.
12. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment through to Bid Day.
13. Serve as an active member of the Recruitment Team.

The **Vice President of Judicial Affairs** shall:

1. Report to the President.
2. Oversee the Director of Risk Management.
3. Oversee and train the four justices and two alternates.
4. Preside at all meetings and hearings of the Panhellenic Judicial Board.
5. Follow and administer the National Panhellenic Council Judicial Hearings.
6. Review cases prior to hearings to ascertain jurisdiction and validity with the Assistant Director of Student Activities.
7. Announce final rulings.
8. Notify chapters involved and NPC Area Advisor in writing of all hearings and mediations.
9. Keep updated files of hearings and grievances.
10. Organize the justices a PHA chapter education program once a quarter.
11. Review the bylaws and Constitution to keep them up consistent with the decisions and policies as decided by the Panhellenic Council.
12. Shall attend the MGCA Conference.
13. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment.
14. Serve as an active member of the Recruitment Team.

The **Director of Communications** shall:

1. Report to the Vice President of Administration

2. Keep Inter/National Chapter Headquarters, Columbus Panhellenic Association and Alumnae chapters updated quarterly on all events in our Greek community and their chapter here at OSU.
3. Be responsible for the minutes of Panhellenic Council and Executive Board meetings. These records shall be kept up-to-date with the Area NPC Advisor.
4. Maintain a rapport with university officials and keep them posted on all Greek, sorority, and PHA events.
5. Be responsible for thank you notes, chapter founders' day notes, finals good luck notes, and any other special occasion notes.

The **Director of Public Relations** shall:

1. Report to the Vice President of Administration.
2. Organize the PHA fliers and brochures except those related to Recruitment.
3. Organize at least one all-Greek newsletter each quarter.
4. Be responsible for developing and supervising a public relations and publicity program for PHA.
5. Act as a joint liaison with the President between the Greek community and the Columbus area media.
6. Strive to maintain positive relations with the University community.
7. Collaborate with the Vice President of Recruitment and Retention and the Director of Recruitment Public Relations to create a Panhellenic community recruitment marketing plan.
8. Prepare various marketing tools to promote the Panhellenic Association year round.
9. Serve as supervisor of any committees that fall under her jurisdiction.

The **Director of Finance** shall:

1. Report to the Vice President of Administration.
2. Prepare four quarterly budgets and propose quarterly dues to submit to the Executive Board after consultation with the Coordinator of Greek Affairs.
3. Upon approval of the Executive Board, present her proposed budgets and quarterly dues to the Panhellenic Council for a vote of approval by the last Panhellenic Council meeting of the quarter preceding that which the budget is for.
4. Keep all financial records for PHA, including Recruitment, and present a written financial report to the Panhellenic Council each week.
5. Regulate the finances of the PHA in strict line with the budget.
6. Collect all payments owed to PHA and notify President if a chapter is late or behind. Follow late payment procedures (I, Sec. 5).
7. Pay all bills owed by PHA on time and keep accurate records of all transactions.
8. Keep track of the balance of the Greeks Care account in collaboration with the Interfraternity Council Director of Finance.
9. Establish and maintain a requisition and reimbursement procedure and authorize PHA purchases.
10. Coordinate one program each quarter with chapter treasurers to give new ideas and more effective ways of doing chapter financial management.

11. Cooperate with Student Activities & Campus Programs, maintain records, and observe procedures, which are required to be a registered student organization.

The **Director of Internal Affairs** shall:

1. Report to the Vice President of Administration.
2. Be responsible for the moral of the members of the Panhellenic Association including delegates and officers by acknowledging their hard work on projects, birthdays, input at meetings, etc.
3. Organize ice breakers, social events and other “getting to know you” activities to foster a stronger bond between members of the organization, and between members of other Greek Councils.

The **Director of Technology** shall:

4. Report to the Vice President of Administration.
5. Update the website at least twice per week.
6. Propose new and creative ways of using the website to further the efficiency of the Panhellenic Association and to make the website a more useful resource.
7. Be responsible for all passwords and technical maintenance of the website.

The **Director of Risk Management** shall:

1. Report to the Vice President of Judicial Affairs.
2. Facilitate quarterly Risk Management seminars or workshops for all chapters. In addition to these seminars, she shall post and educate all chapters on the PHA alcohol policy, NPC and PHA hazing policy, rape prevention, fire and general house safety and any other programs deemed necessary.
3. Follow the Action Plan from the 2003 Something of Value program. If needed, propose to bring the Something of Value program back to the Panhellenic Community if there are significant lapses in the community’s ability to identify risk that are unable to be helped or solved using the 2003 Something of Value Action Plan.
4. Coordinate and update the alcohol policy.
5. Maintain files on all chapters’ national alcohol policies.
6. Be a part of any University committee pertaining to risk management issues.
7. Keep a record of all completed social registration forms emailed to her and making sure that all social registration forms are submitted in the appropriate timeframe.
8. Properly report all risk management grievances to the proper officers as stated in the NPC manual of Information.

The **Director of Scholarship** shall:

1. Report to the Vice President of Greek and Community Relations.
2. Establish and maintain programs that will improve the scholastic achievements of member chapters.
3. Develop recognitions such as newspaper ads and certificates.
4. Compile and distribute campus academic resources.

5. Keep academic records and information and ensure that the NPC Area Advisor receives all copies.
6. Participate in all NPC sponsored scholarship events.
7. Meet quarterly with chapter scholarship chairs to establish scholastic goals.
8. Organize activities celebrating the Month of the Scholar, October.

The **Director of Service Learning and Philanthropy** shall:

1. Report to the Vice President of Greek and Community Relations.
2. Coordinate at least one Greek Community wide service project.
3. Coordinate at least two community-wide philanthropic activities per quarter benefiting the councils' philanthropy, Buckeyethon.
4. Coordinate the Adopt-A-School program.
5. Place a calendar listing of all philanthropies and community service events on the CAP.
6. Compile and maintain updated chapter service hours.

The **Director of Greek Events** shall:

1. Report to the Vice President of Greek and Community Relations
2. Attend all University Homecoming Steering Committee meetings and coordinate programs for the Greek Community in cooperation with the University.
3. Serve as the coordinator of the Greek Week Steering Committee. Plan and coordinate all Greek Week events and activities. She will serve as the liaison between the Greek Week Steering Committee and the Panhellenic Council.

The **Director of Membership Development** shall:

1. Report to the Vice President of Greek and Community Relations.
2. Coordinate a member education seminar once a quarter covering topics on NPC and PHA Policies and Procedures, Recruitment, and other important information.
3. Help organize emerging leaders program and any other PHA sponsored leadership events and encourage chapters to attend the MGCA Conference and other nationally sponsored leadership conferences.
4. Keep track of all inter-sorority events as outlined in Article IV, Section 1 and 2, Bylaw 8 and 8 of the Constitution and refer any chapter that does not complete the requirement within the established time period to the Judicial Board for review.

The **Director of Recruitment Counselors** shall:

1. Report to the Vice President of Recruitment and Retention.
2. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment.
3. Serve as an active member of the Recruitment Team.
4. Prepare and distribute Recruitment counselor applications to Panhellenic chapters before the end of winter quarter.
5. Orientate and train the new recruitment counselors.

6. Coordinate and maintain the recruitment counselors program with the approval of the Executive Board.
7. Assist in recruiting Recruitment Counselors to help with summer orientation.

The **Director of Recruitment Activities** shall:

1. Report to the Vice President of Recruitment and Retention.
2. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment.
3. Serve as an active member of the Recruitment Team.
4. Plan and organize any recruitment event sponsored by PHA, including all small and large fairs, and winter recruitment.
5. Keep a record and calendar of all freshmen and upperclassmen individual chapter sponsored events. Place a calendar listing of all individual chapter events on the CAP.
6. Collaborate with the Director of Public Relations to come up with a recruitment marketing plan to be implemented by the public relations committee, and be a resource to that committee whenever needed.

The **Director of Recruitment Public Relations** shall:

1. Report to the Vice President of Recruitment and Retention.
2. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment.
3. Serve as an active member of the Recruitment Team.
4. Put together a recruitment information booklet containing information about all the sororities participating in Formal Recruitment for the potential members to use as a tool in the recruitment activities.
5. Prepare various recruitment marketing tools to promote the Panhellenic Association year round.
6. Work intimately with the Director of Public Relations to create a Panhellenic community recruitment marketing plan.

There will be two directors of **Computer Recruitment**. They shall:

1. Report to the Vice President of Recruitment and Retention.
2. Disaffiliate from her chapter for thirty (30) school days prior to the introductory round of formal recruitment.
3. Serve as active members of the Recruitment Team.
4. Familiarize themselves with the computer recruitment program.
5. Enter all new information promptly to maintain up-to-date information.
6. Conduct at least two computer recruitment-training workshops for chapter recruitment chairs in the months before formal recruitment.

ARTICLE V. THE EXECUTIVE BOARD

The Executive Board and Board of Directors shall:

1. Carry out all policies and regulations as duly established by the Panhellenic Council.

2. Research and prepare appropriate programs to present to the Panhellenic Council.
3. Write a monthly officer report to be submitted to the President and Vice President of Administration.
4. Oversee and report on all committees.
5. Attend all Panhellenic Council and Officer meetings as well as quarterly Officer retreats when scheduled.
6. Submit all updates pertaining to her office once per week, including but not limited to the content of her officer page, dates to be listed on the calendar, and updates to any forms that are emailed to her.
7. Maintain a minimum of three office hours in the Panhellenic office.
8. Participate in the annual CAP meeting and maintain her dates placed on the CAP throughout the year.
9. Conduct at least one officer roundtable per quarter with the corresponding chapter officer for each office.
10. Keep any and all documents relevant to their position for their entire term.
11. Recommend to the Panhellenic Council the amount for quarterly dues.

ARTICLE VI. STANDING COMMITTEES.

The standing committees of The Ohio State University Panhellenic Association shall be: Judiciary, Membership Recruitment, Public Relations and Scholarship.

Judiciary Committee

1. Membership. See National Panhellenic Conference “Judicial Procedures” handbook for the composition of the Judicial Board.
2. Duties: It shall be the Judiciary Committee’s duty to deal with violations of the Constitution, Bylaws, Standing Rules, and Recruitment regulations of The Ohio State University Panhellenic Association.

Membership Recruitment Committee

1. Membership: The Membership Recruitment Committee shall consist of the Vice President of Recruitment and Retention, serving as the chairperson, the Greek Advisor, all chapter recruitment chairs and all chapter advisors.
2. Duties: This committee shall be responsible for all Panhellenic matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, code of ethics and fall and winter recruitment dates. They will then submit them for discussion and approval to the Panhellenic Council (before the end of spring quarter prior to the fall and winter recruitment activities), and distributing copies of them when approved to the delegates of the member fraternities. Following each membership recruitment period, the chairperson of this committee shall present a full report, including recommendations, to the Panhellenic Council.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

1. Membership recruitment shall be administered by the Panhellenic Association and chaired by the Vice President of Recruitment and Retention and the President.

2. The recruitment policy, in accordance to the National Panhellenic Conference Unanimous Agreements shall be decided yearly by the recruitment committee and approved by the Panhellenic Delegates. This shall be the format from which recruitment is administered for the Panhellenic Association at The Ohio State University.

ARTICLE VIII. PLEDGING AND INITIATION

1. A woman must be a full time student at The Ohio State University with a minimum cumulative GPA of 2.25 and have a minimum of twelve credit hours completed to be eligible for membership recruitment and pledging.
2. A Panhellenic Association member fraternity may not issue an invitation for membership or formally pledge a woman during any school recess.
3. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledging.

ARTICLE IX. HAZING

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

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

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normal in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and their inter/national magazines.

ARTICLE X. EXTENSION

1. When all NPC chapters at The Ohio State University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
2. Such a chapter shall be organized through colonization by an NPC fraternity through organization of a local sorority, which may petition an NPC fraternity for a chapter.

3. Consideration should be given to NPC organizations that have previously had chapters at The Ohio State University and to those, which have filed letters expressing an interest in the campus.
4. An invitation to join the Panhellenic Association will be extended based on a Panhellenic Council $\frac{3}{4}$ affirmative vote for regular membership status and a $\frac{2}{3}$ affirmative vote for associate membership status.

ARTICLE XI. PROCESS FOR ASSOCIATE MEMBERSHIP CONSIDERATION

Associate membership as outlined in Article IV, Section 2 of the Constitution may be granted to an interested chapter by following the procedure below. If the chapter is an NPC chapter or is petitioning to become an NPC chapter, then the process outlined in Article X of the Bylaws and the NPC Manual of Information will take place. In addition, no NPC member group or individual member of an NPC member group may initiate contact with the members of a local sorority or interest group involved in the affiliation process during the time period when the Panhellenic or local sorority/interest group is deciding whether extension will occur, during the formal extension process except during the time specified by the Panhellenic for presentations and visitation, or after the formal presentations are concluded, but prior to the decision by the local sorority/interest group.

1. The chapter must contact either the Panhellenic President or the Greek Advisor in writing about their interest in becoming an associate member.
2. With the Executive Board's prior discussion and approval, the Panhellenic President will present the proposition of formally inviting the interested chapter to apply for associate member status. A formal invitation to join the community must be passed by a $\frac{2}{3}$ vote of the Panhellenic Council before the chapter is able to apply for associate membership. If the vote is not passed, the interested chapter may not express interest in applying for membership again until the beginning of the following quarter.
3. If the chapter is invited to apply for associate membership, the chapter must be notified within 24 hours of the formal invitation. The invited chapter then must file the application with the Greek Councils Office within 10 days of receiving the invitation. All sections of the application must be filled out and the application must be signed by every member of the chapter and a chapter advisor in order to be considered complete. No contact with the chapter will occur at this point, according to NPC Unanimous Agreements.
4. After the application is received, the application will be reviewed by the Executive Board and then will be presented at the next Panhellenic meeting where a presentation by the invited chapter to supplement the application will be made to the Panhellenic Council. Presentation guidelines are outlined on the application and must be strictly followed.
5. Delegates will bring this information back to the chapter for discussion and approval.
6. At the following Panhellenic meeting, chapters will vote to accept the invited chapter's application for associate membership which may be passed by a $\frac{2}{3}$ vote. A probationary period and a date to extend official associate membership,

- not to exceed three weeks, will be set by the delegates. The chapter will be notified in writing within 24 hours of the decision. Hereinafter, the chapter must immediately begin to abide by all duties as outlined in Article IV, Section 2 of the Constitution.
7. The new associate member will then have a three week probationary period for members of the community and members of the associate chapter to make a final decision on the chapter's membership status.
 8. After the three week probationary period, delegates will vote at the next meeting to extend official associate membership to the chapter which must be passed by a 2/3 vote. After the final vote is made, the chapter will be notified within 24 hours in writing.

ARTICLE XII. VIOLATION

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

ARTICLE XIII. RULES OF ORDER

The PHA and its Council shall be governed by Robert's Rules of Order Newly Revised Edition except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

The Panhellenic Council must be presented with a written resolution before any motion to vote may proceed.

All resolutions must be presented and approved by the Executive Board by the Executive Board meeting prior to the presentation of the resolution.

ARTICLE XIV. GREEK AWARDS

CONAWAY-CHASE AWARD

1. Definition
 - A. The Conaway-Chase award is presented annually to the Outstanding Senior Sorority Women and is named for Christine Conaway, Ohio State Dean of Women from 1944-1967.
 - B. CHASE stands for the following:

C-Contribution

H-Honor
 A-Achievement
 S-Scholarship
 E-Excellence

2. Criteria

- A. Eligibility: Any sorority woman graduating no later than winter quarter following the Greek Honors Banquet is eligible for the award. Emphasis should be placed on contributions and scholastic achievement.
- B. Contributions:
 - 1) Sorority/Offices held in chapter and chapter activities.
 - 2) Greek Community and Panhellenic involvement
 - 3) University Community-
 The selection committee should address the issue of university involvement as one aspect of the total picture. There are numerous awards for those who have chosen to be involved more in campus activities.
- C. Scholastic Achievement: The nominee must be in good standing with the University.

3. Nomination

- A. Nominations will be made in the form of an application
- B. Each chapter may submit a maximum of two applications
- C. Up to ten semi-finalists may be selected. No more than five women may be chosen for the award. The recipient(s) will be announced at the Greek Honors Banquet in Spring Quarter.

4. Selection Committee

- A. The Vice President of Greek and Community Relations shall head the selection committee unless she has been placed in nomination for the award. At that time, the advisor and the President shall choose a new chairperson.
- B. The selection committee shall be composed of the following:
 - i. The Vice President of Administration serving as chairperson
 - ii. A representative of fraternity alumni
 - iii. A representative of sorority alumnae
 - iv. A sorority woman, chosen by the chairperson, who is active in Greek and university activities and who is not a nominee for the award.
 - v. The Ohio State University IFC President
- C. Questions should be of a general, informative nature in order to exhibit the contributions the applicant has made to the Greek and university communities as well as to indicate some personal opinions and leadership qualities the applicant may have.

PANHELLENIC OUTSTANDING NEW MEMBER AWARD

1. Definition: The Panhellenic Outstanding New Member Award is given to honor those new members who have exhibited the most leadership and development in

their own chapters, Greek community, and university service since joining their chapters.

2. Eligibility
 - A. Any woman who has joined a chapter since the previous Greek Honors Banquet is eligible for nominations
 - B. Each chapter may submit two nominations
3. Selection
 - A. The selection committee shall be composed of the following:
 - i. Vice President of Greek and Community Relations serving as Chairperson
 - ii. Panhellenic President
 - iii. A previous winner of the award
 - iv. A representative from the IFC Executive Board
 - v. A representative from Student Activities & Campus Programs
 - B. The selection committee will review the petitions and may choose a maximum of five winners to be announced at the Greek Honors Banquet. Interviews may be held at the request of the committee.

ACADEMIC IMPROVEMENT AND EXCELLENCE AWARDS

1. Purpose: The Academic Improvement and Excellence Awards are given to recognize the chapter or chapters with the highest GPAs and to recognize the chapter or chapters with the greatest GPA improvements in the previous year. The period concerned shall cover the spring quarter of the previous year and the following autumn and winter quarters.
2. Grade Calculation: The grades of the award recipients will be calculated from the record of the chapter GPAs in Student Activities & Campus Programs.
3. Awards: The awards shall be rotating trophies which will have the recipients' names engraved on them and shall be presented at the Greek Honors Banquet.
4. Trophies: All trophy engraving is to be done under the supervision of the Greek Awards coordinators. Names of winners of trophies are to be submitted to the Awards Coordinators through Student Activities & Campus Programs at least two weeks before the Greek Honors Banquet.

PANHELLENIC COUNCIL COMMUNITY SERVICE AWARD

1. Purpose: The purpose of the Panhellenic Council Community Service Award shall be to promote and recognize outstanding achievement by a sorority in the field of community service and philanthropic projects.
2. Definitions:
 - A. Community service shall be defined as any activity, which involved and promotes service (except fund-raiding events) such as volunteer work with elderly, religious groups, etc.

- B. Philanthropy shall be defined as an event that raises money for a specific charity.
3. Participation: Participation is defined as a chapter member participation in other chapter's philanthropic events, IFC/PHA-sponsored philanthropic events, and community service/philanthropy events.
 4. The Award: Judging for the award shall be from the beginning of Spring Quarter to the end of the following Winter Quarter.
 5. Eligibility of Participants:
 - A. All participants in a fraternity or sorority philanthropy event must be regular students at The Ohio State University and members of an eligible sorority in order to receive credit for the project.
 - B. All Philanthropies must be registered via the Philanthropy Event Registration Form.
 6. Eligibility of a sorority or fraternity
 - A. Any IFC or PHA member chapter in good standing with the IFC or PHA is eligible to participate.
 - B. All members must be on the quarterly membership list and have paid all PHA fees before the chapter may participate.
 7. Registration of Events
 - A. All registrations of events for the date(s) desired shall be assigned on a first come first serve basis.
 - B. If conflicts arise within the registration dates, the final decision will be made by the Director of Service Learning of the IFC and PHA.
 - C. Registration forms are due the quarter prior to, but not more than one quarter in advance of the quarter of the event. However, if this is not possible due to facility or scheduling conflicts, arrangements can be made through the Directors of Service Learning for late registration. If a registration is turned in late, the chapter will be assessed a \$100.00 fine that will be put towards a charity at that will be voted on my members of PHA at the end of the year. If the registration form is turned in on time, PHA will donate \$25.00 to the chapter's philanthropy.

THE PANHELLENIC ASSOCIATION SCHOLARSHIP FUND

1. Purpose: The Panhellenic Scholarship Fund shall be established to aid outstanding sorority women.
2. Eligibility:
 - A. Any active member of a sorority in good standing with the Panhellenic Association of The Ohio State University is eligible to apply for a scholarship from this fund.
 - B. The applicant must be in good standing with her member chapter.
 - C. Recipients must be enrolled in an undergraduate program for at least two quarters following the selection of the scholarship wards winner(s).
3. Application

- A. Application forms will be available in the Panhellenic Office.
- B. The deadline for filing will be set by the Greek Awards Coordinators and will allow sufficient time for the selection of the award recipient(s) before the annual Greek Honors Banquet.
- 4. Selection Committee: The selection committee shall be composed of the following members:
 - A. The immediate past President of PHA as chairperson
 - B. The immediate past Director of Finance of PHA
 - C. One Outstanding New Member Award recipient from the previous year.
 - D. One Ohio State University Alumnus or Alumna
 - E. "c" and "d" shall be selected by the chairperson and a representative from Student Activities & Campus Programs.
- 5. Selection Criteria: Selection of Scholarship recipient shall be based on the following:
 - A. Grade Point Average
 - B. Chapter Activities
 - C. Other Greek Activities
 - D. Campus Activities
 - E. Off-Campus activities
 - F. Financial Need
- 6. Name of the Award: The Panhellenic Scholarship Award shall be offered in the name of Barbara J. Tootle, former Coordinator of Greek Affairs at The Ohio State University.
- 7. Amount of the Award
 - A. The maximum amount of the award shall be \$500.00
 - B. The selection committee shall decide whether one or more awards will be given depending upon the number and need of the applicants. The total/combined dollar amount of all awards shall not exceed \$500.00 no matter how many awards are given.

ARTICLE XV. HOMECOMING

- 1. Homecoming will be chaired by the Director of Greek Events
- 2. A chapter may not be paired with the same chapter(s) for Homecoming or Greek Week within an eighteen-month period.
- 3. An online pairings form will be available on the website and must be electronically signed and submitted by the designated deadline in order for the chapter's pairing preferences to be taken into consideration when pairings are established.
- 4. Director of Greek Events will assign pairings of those chapters that do not hand in agreement forms based on her decision.
- 5. Support and participate in all University planned homecoming activities.

ARTICLE XVI. GREEK WEEK

1. The Greek Week Steering Committee will be chaired by the Director of Greek Events.
2. Greek Week will be organized by the Greek Week Steering Committee and approved by the Panhellenic Council, including policies, events, and chapter bills for Greek Week.
3. Anyone belonging to a sorority spring quarter and have paid all fees will be eligible to participate in Greek Week.
4. A chapter may not be paired with the same chapter(s) for Homecoming or Greek Week within an eighteen-month period.
5. An online pairings form will be available on the website and must be electronically signed and submitted by the designated deadline in order for the chapter's pairing preferences to be taken into consideration when pairings are established.
6. Director of Greek Events will assign pairings of those chapters that do not hand in agreement forms based on her decision.
7. There will be a selections committee to choose members to serve on the Greek Week Steering Committee. The selections committee will consist of the Director of Greek Events, one past steering committee member, one member from the Interfraternity Council, one member from the Panhellenic Council, a representative from Student Activities & Campus Programs, and one representative from the university outside the Greek Community. The Greek Week Steering Committee must be selected by the beginning of winter quarter to begin planning the week.

ARTICLE XVII. SUMMER INTERN

1. A summer intern will be hired by the council each year to complete tasks for the business of the Panhellenic Association over the summer that cannot be adequately completed by the appropriate Panhellenic officers.
2. A job description including all tasks and responsibilities expected to be completed by the summer intern will be established each year by the Executive Board and Board of Directors and passed by a majority vote of the Panhellenic Council. This must be established before applications for the position are accepted.
3. Applications for the position must be available by the end of winter quarter.
4. Appointment will follow interviews by the Executive Board and a majority vote of the Panhellenic Council and must be made within the first three weeks of spring quarter.
5. Appointee will have 72 hours to accept the position .
6. Once she has accepted the position, she must give two weeks notice to the President should she decide to resign from the position.
7. Should she resign before the end of her employment, she will receive a prorated salary for the time she worked regular hours.
8. Period of employment will start the week after Spring Commencement and will last until a week before Welcome Week.
9. Hours are to exceed no more than 20 per week. Schedule is to be determined by the intern, Greek Advisor, and President.

10. Salary will be \$250 for the months of June and September and \$500 for the months of July and August for a total of \$1500. Funding must be accounted for in the Summer budget and may be taken from both the regular Panhellenic Association budget and the Recruitment budget.
11. The Panhellenic Association reserves the right to alter the established job description within reason after the applicant accepts the position as deemed appropriate by those that require summer tasks to be completed.
12. A contract of these agreements will be signed by the intern, the President, and the Greek Advisor upon acceptance of the position.

ARTICLE XVIII. COUNCIL PHILANTHROPY

1. The adopted council philanthropy is BuckeyeThon.
2. All philanthropy money raised by the Director of Philanthropy and Service Learning will go towards the council philanthropy. Funds will be kept track of by the Director of Finance in the account entitled "Greeks Care."
3. A check will be presented to BuckeyeThon each year by the President and Director of Service Learning on the day of the event.

ARTICLE XIX. JUDICIAL PROCEDURES

Section 1: OPENING STATEMENT. This policy was written with the intent to enforce the rules and regulations of The Ohio State University Panhellenic Association. The goal of the social and judicial policies is to encourage the responsible management of risk and liability for chapters. It is expected that each chapter will be familiar with the specific policies outlined in this policy. Ignorance is not an excuse, and will not be treated as such.

Section 2: PROCEDURE OF NOTIFICATION.

1. Grievances can be filed in 314 Ohio Union by filling out the appropriate form. All grievances must be filed within 72 hours of the incident.
1. Once the grievance has been filed, a letter of notification of the infraction will be sent to the accused chapter(s).
2. Within the letter, the violations against the chapter will be stated along with a date, time, and location of the hearing.
3. The letter will be sent to the PHA Advisor, PHA President and/or PHA VP of Administration, Coordinators of Greek Life, Chapter Advisor(s), National Headquarter, and NPC Area Advisor.

Section 3: JUDICIAL BOARD PARTICIPANTS.

1. Presiding Officers

- a. PHA Vice President of Judicial Affairs. She will not have a vote in the hearing, but will be responsible for organizing the hearing, contacting participants, conducting the hearing in a fair, orderly fashion, and performing any and all necessary follow-up procedures to the decision rendered.
 - b. PHA President. She will be the prosecutor for the hearing. If her chapter is on trial then the Vice President of Administration will take over the position.
2. Greek Life Advisor
- Additionally, there will be an advisor present to assist the presiding officers, board members, and chapter during and after the hearing. The advisor does not have voting rights and is present only as a knowledgeable resource for all parties involved.
- The advisor will take minutes for the hearing, which will be sent, to the NPC Area Advisor and to the PHA Vice President of Judicial Affairs.
3. Chapter(s) Facing Charges
- The chapter president, social chair or member who planned the event, and one other will be allowed to speak on behalf of the chapter. The Chapter will be allowed to have their advisor there along with three witnesses that they would like to have testify for them.
4. Judicial Board Panel
- Four justices will be present at the hearing and will preside over the hearing. Should one of the four not be able to attend, an alternate justice will take her place.
- The two alternate justices will be allowed to be present at the hearing, yet only four will be allowed to vote.
- Any justice whose chapter is being accused will not be allowed to preside over the hearing.

Section C: HEARING FORMAT AND PROCEDURES.

1. All hearings are closed. Only those that are invited are allowed to attend.
2. The judicial board shall arrive thirty minutes before the time of the hearing to prepare the room and familiarize themselves with the situation.
3. There will be four total votes. A majority vote is needed to render a decision.
4. Introductions:
 - A. Presiding Officers
 - B. Advisor(s).
 - C. Chapter facing charges
 - i.No more than three representatives may be present, not including the advisor.
 - ii.No more than three witnesses may be present.

- D. Judicial Panel
- E. Prosecutor.
- 5. Presentation of grievance filed and violations against the chapter.
- 6. Please for each charge are entered by the chapter facing charges.
- 7. Opening Statement by PHA Vice President of Judicial Affairs:
 - A. Instructing all participants to enter one question, and only one question, at a time.
 - B. All answers are to be directed towards the person who asks the question.
 - C. Slander and confrontational attitudes will not be tolerated. This statement will serve as the only warning to participants. Following this warning, participants who demonstrate slander or confrontational attitudes will be asked to leave. This is left to the discretion of the presiding officer and advisor.
- 8. The prosecutor will be given five minutes for an opening statement.
- 9. The judicial panel will then have a chance to ask the prosecutor questions.
- 10. The chapter facing violations will present their account of the incident. They will have five minutes for an opening statement to state their case.
- 11. The prosecutor will have a chance to call up a maximum of three witnesses. After she is done asking questions, the judicial panel will then have a chance to ask questions followed by the chapter facing violations.
- 12. The chapter facing violation will then be allowed to call upon up to three witnesses. They will ask questions, then the judicial panel, and then the prosecutor.
- 13. The prosecutor will then have five minutes for a closing statement.
- 14. The chapter facing violations will have five minutes for a closing statement.
- 15. Everyone except for the Greek Life Advisor, PHA Vice President of Judicial Affairs and the Judicial Board will be asked to leave the room.
- 16. There will be a period of deliberation among the judicial board.
- 17. The judicial board will vote on whether or not they find the chapter in violation of those stated in the grievance. If the chapter is found responsible, judicial board members must discuss and vote on all sanctions to render to the chapter.
- 18. All parties will re-enter the room. The PHA Vice President of Judicial Affairs will read the sanctions as rendered and voted on by the board.
- 19. Written notification of findings will be sent to those that originally received the letter, along with the PHA Director of Risk Management if the chapter is placed on social suspension.

Section D: SANCTIONS. Sanctions placed on the chapter facing violations will be left up to the Judicial Panel. The PHA Vice President of Judicial Affairs and Greek Life Advisor will use discretion if necessary.

Section E: APPEALS.

The chapter facing violations will have 48 hours from receiving the written notification to file an intent to appeal with the prosecutor in 314 Ohio Union along with the Greek Life Advisor.

The form to fill out for filing an appeal will be attached to the written notification of sanctions.

NPC will decide on a decision, which will stand even if it is harsher.

ARTICLE XX. RESOLUTION IN SUPPORT OF ALCOHOL-FREE FRATERNITY FACILITIES

12. Resolution

Whereas, the NPC member fraternities as 26 sovereign entities passed a resolution to support those fraternities who will initiate alcohol-free housing policies in the fall of 2000;

Whereas, a majority of The Ohio State University Panhellenic organizations are in accordance with the NPC resolution to support the alcohol-free housing objective of the men's fraternities;

Whereas, in an effort to create a safer social environment for The Ohio State University Greek Community;

Whereas, The Ohio State University Panhellenic Association encourages all women's fraternities and sororities to support men's fraternities in their non-alcoholic housing initiative;

Whereas, that the women's fraternities and sororities governed by the Panhellenic Association at The Ohio State University support the efforts of the men's fraternities by co-sponsoring alcohol-free functions at men's fraternity facilities only if those facilities are alcohol-free, for at least one calendar year prior to the event. Sororities may co-sponsor an alcohol-free philanthropy event at a non-alcohol-free fraternity facility, as long the as these sororities are in accordance with their inter/national policies or gain approval from their inter/national headquarters, and the event gains approval by a two-thirds vote of the Panhellenic Council. Sororities may attend alcohol-free philanthropy events at non-alcohol-free fraternity facilities that are not co-sponsored by a Panhellenic sorority, as long the as these sororities are in accordance with The Ohio State University Panhellenic Association bylaws, specifically Article XVIII, Section 2A, their inter/national policies or gain approval from their inter/national headquarters;

Whereas, that the Panhellenic Association at The Ohio State University will work proactively to identify ways in which non-alcoholic social events might be funded and also to initiate safe and fun social events for the Greek community;

13. Resolution Guidelines

- A. More than ten (10) women from the same chapter constitutes sponsorship of a function. If a chapter's headquarters' policy is stricter, the chapter must follow that policy.
- B. Guest lists must include name, birth date, and chapter affiliation. The sorority must submit the guest list two (2) days prior to the event. After being submitted, no changes are allowed.
- C. All social events, sponsored by the chapter, where alcohol is present, must be registered.
- D. Regardless of where the social function with alcohol is held, the sponsoring organization(s) must abide by the PHA Resolution and/or the IFC/PHA Alcohol Policy.
- E. Sanctions
 - a. Upon the first violation of the Resolution, what is deemed to be a "good faith error: by the PHA President and VP of Judicial Affairs will be met with a warning letter to the chapter's president and advisor. The warning letter will only be served if the aforementioned officers find that the violation was not an intentional and blatant disregard for the Resolution.
 - b. Upon the second violation of the Resolution or any act which the PHA President and VP Judicial Affairs deem an intentional and blatant disregard for the Resolution, the chapter(s) in violation will be automatically sent to a PHA judicial hearing and letters will go to the chapter's advisor and headquarters.
 - c. Sanctions for minor violations may include, but are not limited to, a chapter sponsored risk management seminar for that chapter and other chapters found in violation within the same incident, a mandatory percentage of the chapter to attend the seminar, and community service.
 - d. Sanctions for major violations may include, but are not limited to, chapter sponsored speaker brought in to present on a related risk management issue to the Greek community, a mandatory percentage of the chapter to attend the presentation, and community service for each member of the chapter.
 - e. The PHA Judicial Board will follow up on all sanctions and letters of excellence may be sent to chapters, advisors, and headquarters.

ARTICLE XXI. AMENDMENT.

These bylaws may be amended by 2/3rd vote of the voting members of PHA, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.