BYLAWS OF BROWN UNIVERSITY
PANHELLENIC ASSOCIATION

Article I. Name
The name of this organization shall be the Brown University Panhellenic Association.

Article II. Object
1. The object of the Panhellenic Association shall be to develop and maintain women’s sorority life and interfraternity relations at a high level of accomplishment and in so doing to:
   2. Consider the goals and ideals of member organizations as applicable to campus and personal life. Promote superior scholarship and intellectual development.
   3. Cooperate with member women’s sororities and the university/college administration to maintain high social and moral standards.
   4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
   5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

Article III. Membership

Section 1. Membership classes
There shall be three classes of membership: regular, provisional and associate.

A. Regular membership. The regular membership of the Brown University Panhellenic Association shall be composed of all chapters of NPC sororities at Brown University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters. All organizations recognized as regular members of the Panhellenic Association must comply with the requirements of the Panhellenic Association, the current Brown University student handbook, Rhode Island state laws, and federal laws.

B. Provisional membership. The provisional membership of the Brown University Panhellenic Association shall be composed of all colonies of NPC sororities at Brown University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

C. Associate membership. Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Brown University Panhellenic
Section 2. Privileges and responsibilities of membership

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the Brown University Panhellenic Association, in rank order, shall be president, vice president of programming, vice president of recruitment, vice president standards, diversity and inclusion, and vice president of operations.

Section 2. Eligibility

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

A. Regular membership. Members from women’s sororities holding regular membership in the Brown University Panhellenic Association shall be eligible to serve as any officer.
   a. Members holding positions in their respective chapters related to: the presidency, membership (both new and active), recruitment, and public relations are not eligible to join Panhellenic Council
   b. If a conflict were to arise, it would be necessary for the individual to step down from either Panhellenic Council or the chapter position

B. Provisional membership. Members from women’s sororities holding provisional membership in the Brown University Panhellenic Association shall not be eligible to serve as an officer.

C. Associate membership. Members from women’s sororities holding associate membership in the Brown University Panhellenic Association shall be eligible to serve as an officer if the offices are held by rotation.

Section 3. Selection of Officers

A. Elected Position
   a. President
      i. The four regular membership chapters annually will elect this officer at the last Panhellenic meeting of the spring semester.
      ii. All active, initiated members in good standing are eligible to run.
      iii. Each regular membership chapter may have a maximum of one active, initiated member run for the position of president each academic year.
      iv. A president may be elected with a majority vote of chapter delegates at the
meeting.

1. If there is a tie, the Panhellenic Council officers who are not running for the position of president may all cast votes.

B. Appointed Positions
   a. The offices of vice president of programming, vice president of recruitment, vice president of sorority standards, diversity, and inclusion, and vice president of operations of the Brown University Panhellenic Association will be assigned in rotation order.
   b. The rotation order is: Kappa Alpha Theta, Kappa Delta, Alpha Chi Omega, and Delta Gamma.

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Where each sorority is to fill the position held by the preceding sorority the previous year. In case of an addition of a new sorority said sorority will be given the vice presidency position furthest from presidency. If a member from the women’s sorority in order of rotation is not prepared to serve as a designated officer, the office shall be offered to the next member fraternity in rotation.

A. When a member vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement within two weeks and to notify the Panhellenic Council Recording Secretary of her name and email address. When a meeting of the Panhellenic Council occurs while a member vacancy exists, it is the responsibility of that sorority’s officers to fulfill the member’s duties. However, in the case of the President, the Vice President shall fulfill the duties.
   a. If a sorority cannot fill a position within a two week time frame, the position will go up for election among the remaining regular membership organizations.
   b. This election will be among the remaining regular membership groups and the position will be filled for the remainder of the academic year.

**Section 4. Term**
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the last meeting of the Brown University Panhellenic Association in the academic year. Officers are required to attend a transition workshop at the beginning and end of their term. (Accommodations will be made for women studying abroad.)

**Section 5. Removal**
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

**Section 6. Vacancies**
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.
Section 7: Attendance

A. The Panhellenic officers shall attend all meetings of Panhellenic Association. 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:

a. An exam or class scheduled during the meeting  
b. A study or review session scheduled by a professor  
c. A religious holiday  
d. A serious illness and/or death in a family  
e. The approval of all other excuses is at the discretion of the Panhellenic President.

Section 8. Duties of officers

A. The president shall:

a. Have overall responsibility for the operation of the Panhellenic Council.  
b. Call and preside at all meetings of the Brown University Panhellenic Association.  
c. Call and preside at all meetings of the Brown University Panhellenic Council Executive Board.  
d. Review, approve and sign all Panhellenic Association checks and contracts involving the Brown University Panhellenic Council.  
e. Maintain a complete and up-to-date President’s file, which will include a copy of the current Brown University Panhellenic Association Constitution, Bylaws and all standing rules; the current Panhellenic Association budget and the current National Panhellenic Council Manual of Information.  
f. Perform all other duties usually pertaining to this office.  
g. Disaffiliate from her chapter for Formal Recruitment.  
h. Assist the Vice President of Recruitment during formal recruitment planning and implementation on what is deemed necessary.

B. The vice president of programming shall:

a. Perform the duties of the President in her absence, inability to serve or at her call.  
b. Promote Panhellenic and Brown Community involvement in each sorority’s event.  
c. Oversee the Philanthropy committee.  
d. Plan a Panhellenic Philanthropy event each semester  
e. Perform all other duties usually pertaining to this office.  
f. Disaffiliate from her chapter for Formal Recruitment.  
g. Create and maintain all electronic forms and information regarding Potential New Members during Formal Recruitment.  
h. Work with Assistant Director of Greek Life to create and facilitate new and active membership education programming.  
i. Assist the Vice President of Recruitment during formal recruitment planning and implementation on what is deemed necessary.

C. The vice president of recruitment shall:

a. Plan and execute information sessions for Potential New Members.  
b. Receive and record Potential New Member communications regarding Formal Recruitment scheduling conflicts and create an alternative plan for the recruitment of these Potential New Members.  
c. Train Panhellenic Recruitment Counselors (Pi Rho Chis).  
d. Oversee collection of information from Potential New Members during Formal
Recruitment.

e. Oversee the distribution of correct lists of Potential New Members to the chapters during Formal Recruitment.

f. Disaffiliate from her chapter for Formal Recruitment.

g. Facilitate and schedule fall informational sessions and pre-recruitment updates.

h. Oversee the Continuous Open Bidding process.

D. **The vice president of sorority standards, diversity, and inclusion shall:**

a. Coordinate at least one social event each semester for the Panhellenic Community.

b. Oversee the Judicial Board.

c. Work with Assistant Director of Greek Life to create and facilitate risk management programming.

d. Disaffiliate from her chapter for Formal Recruitment.

e. Assist the Vice President of Recruitment during formal recruitment planning and implementation on what is deemed necessary.

E. **The vice president of operations shall:**

a. **Communication**

i. Create the agenda and take the minutes for all meetings of the Brown University Panhellenic Association and its Panhellenic Council.

ii. Send meeting minutes to Panhellenic Council members.

iii. Attend all Greek Council meetings and take notes at these meetings. Report back a meeting summary at the next Panhellenic Council meeting.

iv. Keep copies of all contracts made by the Panhellenic Council and current correspondence.

v. Work with Panhellenic to create positive programming for the Panhellenic community.

vi. Be responsible for the official correspondence of the Panhellenic Council including managing public external communications, publicity, and social media accounts.

vii. Manage advertising for Formal Recruitment.

viii. Manage chapter involvement in advertising and public relations efforts.

ix. Create Panhellenic Council approved social media banners and posts for chapter members.

b. **Finances**

i. Be responsible for the general supervision of the finances of the Brown University Panhellenic Association.

ii. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Brown University Panhellenic Association member organization.

iii. Receive all payments due to the Panhellenic Association, collect all dues and give receipts when requested.

iv. Be responsible for the prompt payment of the annual National Panhellenic Council dues and all bills of the Brown University Panhellenic Association.

v. Maintain up-to-date financial records, give a financial report at each meeting of the Panhellenic Council and an annual report at the close of her term of office.

vi. Perform all other duties usually pertaining to this office.

vii. Disaffiliate from her chapter for formal recruitment.

viii. Assist the Vice President of Recruitment during formal recruitment planning and implementation on what is deemed necessary.
F. Vice President Assistants (VPAs)
   a. Each Vice President position is eligible to have an assistant to their position from an active member of their respective chapter.
   b. This relationship should be a mentor-mentee relationship between the VP and their assistant.
   c. If a vote is required by the Vice Presidents, assistants will not be eligible to vote.
   d. Chapters do not have to assign an assistant but are recommended to do so for assistance in their position responsibilities.
   e. Assistants should be appointed or elected by the chapter of the Vice President and should be an academic year position if possible.
   f. VPAs should be announced by the last meeting of the Panhellenic Council during the spring semester if possible.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the Brown University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Brown University Panhellenic Association including, but not limited to: every regular academic term review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s sororities.

Section 2. Composition and privileges
The Brown University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Brown University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates
Delegates and alternates to the Panhellenic Council shall be selected by their respective women’s sorority chapters to serve for a term of one year commencing at the beginning of each calendar year.

Section 4. Delegate vacancies
When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 3 weeks and to notify the Panhellenic Association secretary of her name, address, email and telephone number.

Section 5. Regular meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term on a weekly basis.
Section 6. Special meetings
Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s sororities of the Brown University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Quorum
Two-thirds of the delegates from the member sororities of the Brown University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements
A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
B. A two-thirds vote of the Panhellenic Delegates shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the Brown University Panhellenic Association shall be appointed by the Brown University Administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the Brown University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees
A. The standing committees of the Brown University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, and Philanthropy Committee.
B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership
The Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women’s sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board
The Judicial Board shall consist of the vice president of sorority standards and relations as chairman
and 1 member from the College Panhellenic member organizations. The Panhellenic advisor shall serve as a non-voting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Brown University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of all members of the Panhellenic Executive Board. It shall be chaired by the vice president of recruitment. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Philanthropy Committee
The committee will be chaired by the Philanthropy Chair (Article IV, Section 8.h) and will consist of an appointed member from each chapter to serve on the committee. Members will assist the Philanthropy Chair with planning Panhellenic philanthropy events.

Section 6. Other committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article VIII. Finances

Section 1. Fiscal Year
The fiscal year of the Brown University Panhellenic Association shall coincide with the terms of office of the Brown University Panhellenic Council.

Section 2. Contracts
Dual signatures of the president and treasurer shall be required to bind the Brown University Panhellenic Association on any contract.

Section 3. Checks
All checks issued on behalf of the Brown University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the president and the treasurer.

Section 4. Payments
All payments due to the Brown University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Brown University Panhellenic Association.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. Panhellenic Association membership dues shall be an assessment per member and new member.
   a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than the last meeting of the spring semester.
   b. The dues of each Panhellenic Association member sorority shall be payable in two installments, the first due October 1st and the second due February 1st.

Section 6. Fees and assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article IX. Extension

Section 1. Extension
Extension is the process of adding an NPC women’s sorority. The Brown University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Section 3. Cause for extension
When the number of Potential New Members who do not receive bids despite being invited back to at least one house on Preference Night exceeds quota, the Panhellenic Council shall consider going through the extension process.

Article X. Violation Resolution

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Brown University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process
A. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Brown University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.
B. Mediation. Mediation is the first step of the judicial process. The Brown University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
C. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
D. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The Brown University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XI. Hazing
Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Section 1.
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 Brown University.

Section 2.
A. 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 Brown University or applicable state law.
B. The Brown University Panhellenic Council recognized organizations will adhere to a maximum of eight weeks for any new member program unless approved by the Panhellenic Council.
Article XII. Parliamentary Authority

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

Article XIII. Administration of Formal Membership Recruitment

Section 1. Primary Membership Recruitment

1. A second-semester membership recruitment shall be held.
2. All membership events shall be held in the primary room of the chapter house or a Panhellenic-approved location.
3. The Brown University Panhellenic Council will revise its Primary Membership Recruitment rules each academic year before the end of the fall semester. Upon revision, they shall be distributed to each Brown University Panhellenic Association member fraternity.
4. Any contact with recruits over the summer or the winter holiday shall be a cooperative Panhellenic effort.
5. Continuous Open Bidding (COB) shall start in the fall, allowing chapters to fill vacant membership spaces to reach total.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Brown University 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 XV. Dissolution

This Association shall be dissolved when only one regular member exists at Brown University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference.