

**Constitution & Bylaws
of Willamette University Panhellenic Association**

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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

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

ARTICLE III. MEMBERSHIP

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

- (1) The REGULAR membership of the Willamette Panhellenic Association shall be composed of all chapter members in good standing with National Panhellenic Conference fraternities at Willamette.
- (2) The ASSOCIATE membership of the Willamette Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.

ARTICLE IV. OFFICERS

- (1) The officers of the Willamette Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Risk Management, Vice President of Programming, Vice President of Administration, and Vice President of Public Relations.
- (2) The officers shall be delegates from fraternities holding regular membership in the Willamette Panhellenic Association. Delegates from fraternities holding associate memberships shall not be eligible to hold office.
- (3) The officers shall serve for a term of one year. An officer must be enrolled as a student at Willamette University as defined by the University Registrar's office.
- (4) The officers shall not hold executive positions or any other office in their respective chapters that would not allow them to effectively disaffiliate throughout their term as a Panhellenic officer. Examples include, but are not limited to: philanthropy officer, recruitment officer, or public relations officer.
- (5) Any officer failing to perform her duties as outlined shall resign and a successor be designated by election or as provided in Article V, Section 3 of the Bylaws.

- (6) Officers are not allowed to miss more than two meetings of the executive council, the Panhellenic Council, or any other special meetings a semester. If absences exceed two, the member is subject to removal by a vote of the officers.

ARTICLE V. MEETINGS

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

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the Willamette Panhellenic Association shall be the Willamette Panhellenic Council.

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

- (1) MEMBERSHIP. The Willamette Panhellenic Council shall be composed of three total chapter representatives: one delegate, one alternate delegate, and one alumna advisor (who is not required to attend every week) from each National Panhellenic Conference fraternity chapter at Willamette and from such National Panhellenic Conference fraternity colonies or national sororities at Willamette as the council may approve for membership. Procedures for the election of Panhellenic Council officers are addressed in Article II, Section 4 of the Bylaws.

PANHELLENIC DELEGATE RESPONSIBILITIES

- (a) Must attend all Panhellenic meetings.
- (b) Must support the NPC UNANIMOUS AGREEMENTS, policies and procedures.
- (c) Must understand local Panhellenic policies and procedures.
- (d) Should attend relevant area conferences and workshops.
- (e) Should know how to consult the NPC Area Advisor for assistance and advice regarding Panhellenic concerns.
- (f) Should know when to consult own NPC Delegate regarding chapter concerns.
- (g) Should present regular Panhellenic reports at chapter meetings.
- (h) Write articles for Greek Speak newsletter and collect materials for Panhellenic publications as requested by the Vice President of Public Relations.
- (i) Serve as an assistant to one executive officer by assuming responsibility for assigned tasks.

- (j) Attend the specified orientation session of the Panhellenic spring officer retreat following elections.
- (l) Delegates are not allowed to miss more than two Council meetings a semester. If absences exceed two, the delegate is subject to removal by a vote of the officers.
- (2) **SELECTION OF DELEGATES AND ADVISORS.** Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than six weeks before the end of the school year.
- (3) **CHAPTER POSITIONS.** Delegates may hold any position in their respective chapter in addition to their position on Panhellenic Council.
- (4) **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a representative within two weeks and to notify the Panhellenic Council Vice President of Administration of her name, address, e-mail and telephone number.
- (5) **OFFICERS.** The officers of the Willamette Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the executive council of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Willamette Panhellenic Association.
- (6) **MEETINGS.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college semester.

SPECIAL MEETINGS of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.

QUORUM. Two-thirds of the delegates from the member fraternities shall constitute a quorum for the transaction of business.

- (7) **VOTING**
 - (a) The voting body of the Willamette Panhellenic Association shall be its Panhellenic Council.
 - (b) The voting members of Panhellenic Council shall be the delegate of each fraternity holding regular membership, except in the election of Panhellenic Council executive officers as outlined in Article II, Section 4. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity's executive council who displays a Panhellenic spirit.
 - (c) Two-thirds of the voting members of Panhellenic Council shall be required to establish recruitment guidelines, to determine quota and to establish Total Chapter Size, to set the date for the beginning of pledging and to add a chapter. A majority vote shall carry all other questions.

(8) VOICE

The alternate delegates and alumnae advisors of Panhellenic Council shall have voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

(1) Panhellenic Advisor shall be appointed by:

- (a) The University administration or
- (b) The Panhellenic Council

(2) The advisor shall serve in advisory capacity to the Willamette Panhellenic Association and its Council. He/she is not required to attend regular Panhellenic Council meetings.

ARTICLE VIII. STANDING COMMITTEES

Such Standing Committees and special officers may be necessary to carry out the work of the Willamette Panhellenic Council and shall be appointed by its officers to serve during the tenure in office of the Council that appoints them.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

- (1) All members of the Willamette Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- (2) All Willamette Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

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

ARTICLE XI. AMENDMENTS

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

BYLAWS

ARTICLE I. FINANCE

- (1) **FISCAL YEAR.** The fiscal year of the Willamette Panhellenic Association shall be from June 1 to May 31 inclusive.
- (2) **CONTRACTS.** The signatures of the Panhellenic President and the Vice President of Administration as well as the written permission of the Willamette University Office of Student Activities shall be required to bind the Willamette Panhellenic Association.
- (3) **CHECKS.** All checks issued on behalf of the Willamette Panhellenic Association shall be signed by the Panhellenic President and the Vice President of Administration.
- (4) **PAYMENTS.** All payments due to the Willamette Panhellenic Association shall be made to the Vice President of Administration, who shall record them. Checks for payments shall be made payable to Willamette University.
- (5) **MEMBERSHIP DUES.**
 - (a) **Amount.** The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member per semester. The amount of such dues shall be presented to the Panhellenic Council at its first meeting of the academic year, followed by a vote by the membership of each chapter facilitated by the delegate.
 - (b) **Time of Payment.** Panhellenic dues are to be distributed and due as following:
 - (1) Dues for initiated members shall be distributed by the Vice President of Administration within two weeks after the approval of dues by the Panhellenic Council.
 - (2) Dues for new members accepting a COB/informal recruitment bid shall be distributed one week after the deadline for extending COB/informal recruitment bids (this deadline is dependent upon all member groups reaching Total Chapter size) or upon receipt of a signed COB Binding Agreement.
 - (3) Dues for new members participating in formal recruitment shall be distributed within one week after extending formal bids for membership.
 - (4) Panhellenic dues are to be paid in full by the chapters within two weeks of their distribution.
 - (5) Any chapter failing to pay their dues by the above deadline will be subject to a \$50.00 fine. Any appeals to the fine should be made to the Panhellenic executive council.

ARTICLE II. SELECTION OF OFFICERS

- (1) Panhellenic Council officers shall be elected soon after the completion of the formal spring recruitment period. Applications shall be made available by the Vice President of Administration by the end of the second week of spring semester classes.
- (2) The Panhellenic President and Vice President of Recruitment cannot be members of the same National Panhellenic Conference fraternity.

- (3) All women with the intent to run for a Panhellenic office must complete both an application and interview with the selection committee. Suggested questions will be provided to Council members by executive officers before the interviews.
- (4) All elected executive officers shall be determined by the Panhellenic Council. The outgoing chapter delegate and Panhellenic executive officers shall have a vote, with the total number of votes being 9.
- (5) Voting shall take place by written ballot, all of which will be counted by the Panhellenic Council Advisor.

ARTICLE III. OFFICER DUTIES

The President shall:

- (1) Oversee the Panhellenic executive council and have overall responsibility for the operation of the Panhellenic Council.
- (2) Call and preside at all regular and special meetings of the Willamette Panhellenic Association.
- (3) Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
- (4) Call and preside at all Panhellenic executive council meetings.
- (5) Call and preside at all biweekly Gavel Club (sorority chapter president) meetings.
- (6) Review, approve and sign all Panhellenic Association checks and contracts involving the Willamette Panhellenic Association.
- (7) Serve as member ex-officio of all Panhellenic Council Committees.
- (8) Serve as a liaison to University departments and student organizations by attending Presidents' meetings, ASWU executive cabinet meetings, and others where her presence is requested.
- (9) Maintain consistent contact with the Interfraternity Council President and serve as the Panhellenic liaison to the Council.
- (10) Assist with Panhellenic programming efforts by working with the Vice Presidents of Programming and Risk Management.
- (11) Oversee the assignment of Chapter Delegate Assistants to the executive officers.
- (12) Meet as needed with appropriate University Deans and Vice Presidents.
- (13) Coordinate the selection process for Panhellenic Woman of the Year each spring semester.
- (14) Report as required to the National Panhellenic Council Area Advisor.
- (15) Maintain a complete and up-to-date President's file which will include a copy of the current Willamette Panhellenic Association Constitution, Bylaws, and Standing Rules, the current Panhellenic Council budget; the current NPC Manual of Information and related material, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
- (16) Maintain at least three office hours a week during both the spring and fall semesters.
- (17) Meet weekly with the Panhellenic Advisor.
- (18) Attend the Panhellenic spring officer retreat following elections.
- (19) Complete and submit award applications by the posted deadline.
- (20) Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

- (1) Have overall responsibility for the organization, planning, and implementation of both fall informal and spring formal recruitment.
- (2) Be responsible for the selection and training of all Recruitment Counselors.
- (3) Meet on a bi-weekly basis during fall semester with the chapter recruitment officers.
- (4) Spend no less than three hours in the office during the fall semester, and two hours in the spring semester.
- (5) Preside over Panhellenic Council meetings when the President is absent.
- (6) Report recruitment statistics to the National Panhellenic Conference in a timely manner.
- (7) Help plan, organize, and execute informal recruitment events in the fall for sophomore, junior and senior women.
- (8) Perform all other duties usually pertaining to this office.
- (9) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Administration shall:

- (1) Keep an up-to-date roster of the Panhellenic Council members and conduct roll call at all Council meetings.
- (2) Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- (3) Keep full minutes of all meetings of the Willamette Panhellenic Association, the Panhellenic Council and a record of all action taken by the executive council and distribute those minutes to officers, delegates, chapter presidents and the NPC Area Advisor in a timely manner.
- (4) Maintain a complete and up-to-date file that will include the minutes of meetings of the Willamette Panhellenic Association and its Panhellenic Council from the date of its organization, copies of all contracts made by the Panhellenic Council, and current correspondence.
- (5) Be responsible for the general supervision of finances for the Willamette Panhellenic Association.
- (6) Be responsible for the preparation of the semester budget and, following its approval by the Panhellenic Council, for providing a copy to each Willamette Panhellenic Association member fraternity.
- (7) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- (8) Be responsible for the prompt payment of all bills of the Willamette Panhellenic Association.
- (9) Maintain up-to-date financial records, and provide an annual report to the forthcoming Vice President of Administration elect once her term is complete.
- (10) Meet with the Panhellenic Advisor monthly with an up to date financial spreadsheet for the Panhellenic account.
- (11) Maintain at least two office hours a week during both the spring and fall semesters.
- (12) Serve as a Recruitment Counselor during formal spring recruitment.
- (13) Be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual development.
- (14) Maintain an accurate record of accumulative GPA's of each chapter.
- (15) Be responsible for awarding of all scholarship certificates to the member sororities and individual members during the awards banquet in the spring of each academic year.

- (16) Shall work with the Vice President of Public Relations and university officials to publicize the academic success of the Greek Community and outstanding Greek individuals.
- (17) Shall work with the Vice President of Programming to coordinate all-sorority activities each semester.
- (18) Shall act as a liaison between Panhellenic Council and the Order of Omega.
- (19) Schedule semesterly meetings of the chapter academic officers to plan all-sorority and new member academic programs.
- (20) Perform all other duties usually pertaining to this office.
- (21) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Programming shall:

- (1) Organize a semester calendar that incorporates all three chapters' events and PHC/IFC events and works to avoid over programming.
- (2) Organize at least three all sorority activities per semester.
- (3) Aid Vice President of Risk Management in planning serenades for spring semester.
- (4) Organize two annual blood drives through the American Red Cross.
- (5) Plan and implement a major educational and/or philanthropic event during the fall semester.
- (6) Implement the annual Panhellenic service project during the holiday season.
- (7) Maintain at least three office hours a week during both the spring and fall semesters.
- (8) Serve as a Recruitment Counselor during formal spring recruitment.
- (9) Perform all other duties usually pertaining to this office.
- (10) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Risk Management shall:

- (1) Be responsible for monitoring party policy for effectiveness and feasibility, which includes attending at least 50% of sponsored functions to insure that said policy is being followed in a safe manner, and attending monthly meetings with the Interfraternity Council Risk Management Officer (RMO) and the RMO's of all fraternity chapters.
- (2) Have frequent communications with the IFC RMO to ensure needs of the Panhellenic Council are understood and followed with respect to national organization and Panhellenic Council risk management policies.
- (3) Select a date and organize serenades each year. This includes updating and distributing rules to all fraternity chapters as well as conducting a post-serenades survey for sorority new members.
- (4) Work with the individual chapters in the organization of risk management programming on topics such as alcohol, eating disorders, health, drugs, sexual assault, etc.
- (5) Serve as the chairman of the Panhellenic Judiciary Committee.
- (6) Assist the Vice President of Recruitment with the Sorority Recruitment Counselor selection process and training program.
- (7) Maintain at least three office hours a week during both the spring and fall semesters.
- (8) Serve as a Recruitment Counselor during formal spring recruitment.
- (9) Perform all other duties usually pertaining to this office.
- (10) Attend the Panhellenic spring officer retreat following elections.

The Vice President of Public Relations shall:

- (1) Organize advertisement strategies for all Panhellenic Council activities by working collaboratively with the executive officers responsible for the activity.
- (2) Portray and protect a healthy campus reputation by acting on any image issue that may arise.
- (3) Design and publish the annual recruitment booklet and application to be distributed no later than the Monday preceding Thanksgiving break.
- (4) Distribute no less than two press releases a semester concerning actions and achievements of the Willamette Panhellenic community and individual chapters.
- (5) Distribute Greek Speak newsletter once a semester.
- (6) Maintain at least two office hours a week during both the spring and fall semesters.
- (7) Serve as a Recruitment Counselor during formal spring recruitment.
- (8) Perform all other duties usually pertaining to this office.
- (9) Attend the Panhellenic spring officer retreat following elections.

ARTICLE IV. THE EXECUTIVE COUNCIL

The Executive Council shall:

- (1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
- (2) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
- (3) Report all action taken by the Executive Council at the next regular meeting of the Panhellenic Council.

ARTICLE V. DISASSOCIATION REQUIREMENTS AND REMOVAL OF OFFICERS

Members of the Executive Council shall not compete in any on-campus competition on a team that is comprised of a majority of members from their own chapter. They shall disassociate from their chapters at the end of the spring semester, at the same time as the disassociation of the Sigma Rho Chis occurs. Details of this disassociation are as follows:

- (1) Disassociated individuals are not to be seen on campus, or at any off campus university function, wearing attire that would automatically connect them with a specific chapter. Additionally, they should not have any chapter affiliation paraphernalia on their cars, etc.
- (2) Disassociated individuals are not to participate in their own chapter's philanthropies (unless it is "behind the scenes" work), or in other philanthropies as a delegate from their chapter.
- (3) If a Panhellenic Executive Council member violates the previously stated requirements, neglects to fulfill the duties of her position, or participates in conduct unbecoming a Panhellenic woman, they are subject to removal by a vote of the Panhellenic executive officers.

ARTICLE VI. STANDING COMMITTEES

The Standing Committee of the Willamette Panhellenic Council shall be Judiciary.

Additional committees to be considered depend upon the size and the needs of the Panhellenic Council.

The Standing Committee shall serve for a term of one year. This term of office shall begin no later than six weeks before the end of the school year. A committee chairperson or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Council to appoint a committee chairperson and members.

- (1) Judiciary Committee:
 - (a) Membership. See National Panhellenic Conference “Judicial Procedures” handbook for the composition of the Judicial Board.
 - (b) Duties. It shall be the Judiciary Committee’s duty to address violations of the NPC Unanimous Agreements as well as Constitution, Bylaws, Standing Rules, and Membership Recruitment Guidelines of the Willamette Panhellenic Association.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

- (1) Willamette University Panhellenic Association shall use the following recruitment terms. Formal recruitment will refer to the recruitment period during the first week of classes in January of each academic year. Informal recruitment will refer to a period in which all Regular members of the Panhellenic Association may agree to coordinate their recruitment efforts in the fall semester of the academic year. Continuous Open Bidding (COB) shall refer to a chapter’s right to reach quota or Total during the regular school year.
- (2) A formal spring recruitment shall be held. When chapters are under Quota-Total, an informal recruitment period coordinated by Panhellenic Council may occur.
- (3) The National Panhellenic Conference Quota-Total system shall be followed.
- (4) The preferential bidding system shall be used during formal recruitment.
- (5) Except during the formal membership recruitment period, Continuous Open Bidding (COB) shall be in effect during the school year (fall through spring) for eligible women students.
- (6) Chapters which do not fill basic quota during formal membership recruitment may continue to bid and pledge to quota in COB even though reaching quota puts them over Total.
- (7) All formal membership recruitment events shall be held in the chapter room, house, lodge, suite, or campus facilities.
- (8) Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in the Chapter Total.
 - (a) A list of pledged, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.
 - (b) Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

ARTICLE VIII. PLEDGING AND INITIATION

- (1) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging.
- (2) A Panhellenic Association member fraternity may not issue an invitation to 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 pledged.
- (4) A woman who has signed a Membership Recruitment Acceptance Binding Agreement is bound by the NPC calendar year rule. This rule states that if a woman receives an invitation to membership from any group listed on the agreement and she does not accept it, she is ineligible to pledge another fraternity on the Willamette University campus for one calendar year.

ARTICLE IX. HAZING

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

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

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

ARTICLE X. EXTENSION

- (1) When all NPC chapters at Willamette 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 or through organization of a local sorority that may petition an NPC fraternity for a chapter.
- (3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities that have filed letters expressing interest in the campus.

ARTICLE XI. VIOLATIONS

- (1) Infractions may only be filed by a sorority chapter, recruitment counselor, the Panhellenic officer in charge of recruitment, the Panhellenic advisor or a potential member. The infraction must be in written form with specifics as to time, place, and witnesses. The infractions must be based on a violation of the NPC Unanimous Agreements, Willamette University membership recruitment guidelines, Willamette University Panhellenic

- Constitution and Bylaws. The reported incidence must be based on fact, not hearsay or rumor, and witnessed.
- (2) The infraction must be submitted to the Panhellenic President using the *Violation Report Form*. The report form must be presented to the President within 30 calendar days from the date of the alleged infraction (the 30 calendar day timeline even applies during university breaks). The President shall notify the group using the *College Panhellenic Notice of Infraction Form* within one week of the President's receipt of the *Violation Report Form*. A copy of the form shall be given to the Panhellenic Advisor and NPC Area Advisor within the same time period.
 - (3) Upon receipt of the form, the accused group shall contact the Panhellenic President within one week to schedule mediation or choose to proceed directly to a judicial hearing.
 - (4) If an amicable solution cannot be reached through mediation or if the decision of the Judicial Board is not acceptable, then an appeal can be made by any involved party to the NPC College Panhellenic Judicial Appeals Chairman. An appeal shall be filed with the Panhellenic President using the *College Panhellenic Notice of Appeal Form* within 48 hours of the decision.
 - (5) A complete description of recruitment infraction procedures may be found in the NPC Manual of Information (13th edition).

ARTICLE XII. RULES OF ORDER

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

ARTICLE XIII. SELECTION OF PANHELLENIC WOMAN OF THE YEAR

The selection of Panhellenic Woman of the Year shall heed the following process:

- (1) Each chapter is to choose two initiated members as nominees. Each nominee shall submit a resume or list of activities, leadership positions, and other pertinent information for review by Panhellenic Council. Three letters of recommendation are to be submitted to the Panhellenic Vice President of Administration for each woman nominated.
- (2) The Vice President of Administration will copy all letters of recommendation and provide copies to each voting member of the Panhellenic Council. The Panhellenic Council is then to determine the Panhellenic Woman of the Year. All executive officers are not to be in the room during deliberations and do not have a vote.

ARTICLE XIV. AMENDMENT

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposed amendment has been given in writing to the Council members at the preceding regular meeting and they have had sufficient time to share the information with their respective chapters.

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