

Ratified: November 21, 1995

Revised: Spring 2011

**WEST TEXAS A&M UNIVERSITY
PANHELLENIC ASSOCIATION CONSTITUTION**

ARTICLE I. NAME

The name of this organization shall be the West Texas A&M University Panhellenic Association.

ARTICLE II. OBJECT

The object of this Panhellenic Association shall be to develop and maintain Greek life and chapter 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 chapters 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 do not violate the sovereignty, rights, and privileges of member chapters.

ARTICLE III. MEMBERSHIP

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

1. The REGULAR membership of the West Texas A&M University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference chapters at West Texas A&M University.
2. The ASSOCIATE membership of the West Texas A&M University 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 West Texas A&M University Panhellenic Association shall be the President, Vice President, Treasurer, and Secretary.
2. The officers shall be delegates from chapters holding regular membership in the West Texas A&M University Panhellenic Association.
3. The officers shall serve for a term of one year, the term of office to begin in January and end in December of the same year.
4. Installation of officers will take place at the last meeting of the Panhellenic Council in the fall.

ARTICLE V. 90% MEETINGS

1. One annual 90% meeting shall take place every academic year.
2. Only Panhellenic Officers have the ability to call special 90% meetings.
3. Panhellenic delegates have the ability to propose special meetings.
4. All chapters will be given two weeks prior notice to all 90% meetings.
5. All 90% meetings shall be a majority vote by the Panhellenic Officers.

ARTICLE VI. PANHELLENIC COUNCIL

The administrative body of the West Texas A&M University Panhellenic Association shall be the West Texas A&M University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the West Texas A&M University Panhellenic Association and to compile rules governing the Panhellenic Association including, membership recruitment and new member education, which do not violate the sovereignty, rights, and privileges of member chapters.

1. MEMBERSHIP: The West Texas A&M University Panhellenic Council shall be composed of two delegates from each National Panhellenic Conference chapter at West Texas A&M University.

2. SELECTION OF DELEGATES AND ADVISORS: Delegates to Panhellenic Council shall be selected by their respective chapters to serve a term of one year commencing no later than two weeks after the start of the spring semester.

3. OFFICERS: The officers of the West Texas A&M University Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers serve as the Executive Board of Panhellenic Council and shall have such powers as are prescribed in the Bylaws of the West Texas A&M University Panhellenic Association.

4. DELEGATES, OFFICER VACANCIES, AND ABSENTS:

a. When an officer or delegate vacancy occurs, it shall be the responsibility of the chapter concerned to select a replacement within two weeks and to notify the Panhellenic Association President and Advisor of her name and contact information.

b. When a meeting of Panhellenic Council occurs while a vacancy exists, a delegate of the chapter concerned shall fulfill the duties of the officer or the delegate, except that of the President. The Vice President shall fulfill the duties of the President.

c. When delegates are absent, it is the chapter's responsibility to fill the delegate position with a temporary delegate.

5. MEETINGS: Regular meetings of the Panhellenic Council or officers shall be held at least once weekly at a time and place established at the beginning of each long 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 to the Panhellenic Council.

QUORUM: A majority vote by the voting members of the member chapters shall constitute a quorum of transaction of business.

6. VOTING:

a. The voting body of the West Texas A&M University Panhellenic Association shall be its Panhellenic Council.

b. The voting members of Panhellenic shall be the delegates of each chapter holding regular membership. If a delegate is absent, the present delegate shall cast the vote of the chapter. If both delegates are absent, a temporary delegate selected by the chapter may cast the vote. If no delegates are present, the chapter forfeits their vote.

7. VOICE: Executive officers attending Panhellenic Council shall have a voice but not a vote.

ARTICLE VII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by:

a. The WTAMU administration or

b. The Panhellenic Council

2. The advisor shall serve in advisory capacity to the West Texas A&M University Panhellenic Association and its Council.

ARTICLE VIII. STANDING COMMITTEES

Such standing committees and special officers as may be necessary to carry out the work of the West Texas A&M University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the board which appoints them.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICES

1. All members of the West Texas A&M University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All West Texas A&M University 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, the policies and UNANIMOUS AGREEMENTS set by National Panhellenic shall be the occasion for penalties established by West Texas A&M University Panhellenic Council in conformity with those recommended by National Panhellenic Conference.
2. Any dispute growing out of the violation of the Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE XI. AMENDMENTS

The Constitutions shall be reviewed when deemed necessary by the Panhellenic Council. The constitution may be amended at any time by two-thirds vote of the voting members of the West Texas A&M University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding Panhellenic Council meeting.

Ratified: November 21, 1995

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**WEST TEXAS A&M UNIVERSITY
PANHELLENIC ASSOCIATION BYLAWS**

ARTICLE I. SELECTION OF OFFICERS

The offices of President, Vice President, and Treasurer/Secretary of the West Texas A&M University Panhellenic Association shall be held in rotation by each National Panhellenic Conference chapter in order of its establishment at West Texas A&M University. It is preferred that the President will have served on the Panhellenic Council for at least one year, but not required. Officers shall serve a one year term from December through December.

ARTICLE II. OFFICER AND DELEGATE DUTIES

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Association and Council.
2. Call and preside at all regular and special meetings of the West Texas A&M University Panhellenic Association and its Council.
3. Call and preside at all 90% and delegate meetings of the Panhellenic Council Executive Board.
4. Complete all necessary reports and send it to the NPC Area Advisor.
5. Prepare an agenda for Panhellenic meetings.
6. Ensure that Panhellenic Council is represented at all CORE Roundtable meetings, workshops, retreats, and university committees to which Panhellenic is appointed.
7. Serve on the Fraternal Excellence Award Committee and other committees, assigned by the Vice President of Student Affairs.
8. Establish and participate in training sessions for new Panhellenic officers and delegates.

The Vice President shall:

1. Attend all meetings of the West Texas A&M University Panhellenic Associations, it's council, and Executive Board.
2. Perform the duties of the President in her absence, inability to serve, or at her call.
3. Serve as Panhellenic Council Recruitment Chairman:
 - a. Plan and schedule Formal Recruitment.
 - b. Plan and execute selection and training of Panhellenic Recruitment Counselors.
 - c. Organize and facilitate Potential Members Orientation and sorority convocation.
 - d. Prepare a recruitment public relations campaign each year.
 - e. Conduct a post-recruitment evaluation.
 - f. Organize all summer activities pertaining to formal recruitment.
4. Serve as chief public relations officer for Panhellenic Council.
5. Participate in training sessions for new Panhellenic officers and delegates.

The Treasurer/Secretary shall:

1. Attend all meetings of the WTAMU Panhellenic Association, its council and Executive Board.
2. Be responsible for the general supervision of the finances of the WTAMU Panhellenic Association.
3. Be responsible for the preparation of the annual budget.

4. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
5. Maintain up-to-date financial records; give annual reports at the close of her term of office.
6. Be responsible for the prompt payment of the annual NPC dues and all bills of the WTAMU Panhellenic Association.
7. Gain approval, if needed, from the President and Advisor for check and contracts. Obtain advisor's signature on all contracts.
8. Keep an up-to-date roll of the members of the Panhellenic Council meeting attendance.
9. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association chapter.
10. Keep full minutes of all meetings of the WTAMU Panhellenic Association, the Panhellenic Council and record of all action taken by the Executive Board.
11. Maintain a complete and up-to-date file of all minutes and necessary Panhellenic documents.
12. Be responsible for the official correspondence of the Panhellenic Council.
13. Send meeting minutes to the NPC Area Advisor as needed.
14. Participate in training sessions for new Panhellenic officers and delegates.

Each Delegate shall:

1. Represent her chapter on matters requiring voice and vote.
2. Present regular Panhellenic reports at chapter meetings.

ARTICLE III. REMOVAL OF OFFICERS

1. Any members of the Panhellenic Council may vote to remove an officer of Panhellenic Council with majority vote of the Panhellenic Council and approval from the Panhellenic Advisor. The grounds upon which this can be done include, but are not limited to:

- a. Dereliction of duty
- b. Mismanagement or misuse of Panhellenic funds
- c. Not maintaining a full time student status and a cumulative grade point average of 2.5 for a campus organization officer.

2. The removal process shall be as follows:

- a. Said council members shall contact an officer and advisor of Panhellenic Council and submit a statement including substantiated grounds for removal of the officer in question.
- b. The notified officer and or the advisor shall contact the officer in question and state that removal procedures have been initiated against the said officer.
- c. At the following Panhellenic Council meeting, any member of the executive board shall read the statement of removal intent. The council member submitting the statement and the officer in question may answer questions. A vote on the removal will occur at the next scheduled meeting.
- d. A two-thirds vote of the council will be necessary to remove the said officer.
- e. If a two-thirds vote is received, the officer shall be removed and replaced according to the procedure for filling a vacancy.

ARTICLE IV. THE EXECUTIVE BOARD

The Executive Board shall:

1. Consist of the President, Vice President, Treasurer/Secretary and Advisor.
2. Appoint all standing and special committees and their chairpersons and in making these appointments; recognize representation from all chapters.

3. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved by Panhellenic Council vote. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the secretary and record the action in the minutes of that meeting.

ARTICLE V. FINANCE

1. FISCAL YEAR. The fiscal year of the West Texas A&M University Panhellenic Council shall be from January to December inclusive.
2. CONTRACTS. The signatures of the President and the Panhellenic Advisor shall be required to bind the West Texas A&M University Panhellenic Association.
3. CHECKS. All checks issued on behalf of the West Texas A&M University Panhellenic Association shall be signed by the Treasurer and/or the Panhellenic Advisor. Panhellenic Executive Board and the advisor should approve all checks.
4. PAYMENTS. All payments due to the WTAMU Panhellenic Association shall be given to the treasurer who shall record them, and made payable to the WTAMU Panhellenic Association.
5. MEMBERSHIP DUES:
 - a. National Panhellenic Council dues are paid annually as invoiced by the NPC office.
 - b. Panhellenic Association membership dues shall be an assessment per member and new member.
 - i. The amount of such dues shall be \$150 per semester.
 - ii. The dues of each Panhellenic Association chapter shall be payable either on or before the first business day of May and first business day of December of each year.

ARTICLE VI. STANDING COMMITTEES

1. The standing committees of the West Texas A&M University Panhellenic Council shall be the Judiciary Committee, Membership Selection Committee, Publicity/Social Committee, and the Scholarship Committee.
2. The standing committees shall serve for a term of one year, such term of office to begin no later than two weeks after that of the Spring Semester. A committee chairman or member may be appointed to serve for a further term of office.
3. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to care for the appointment of committee chairs and members.
4. Judiciary Committee:
 - a. Membership. The Judiciary Committee shall consist of the President as chairman, the members of the Executive Board, an alumnae advisor from each chapter, and the Panhellenic Advisor as an ex-officio member.
 - b. Duties. It shall be the duty of the Judiciary Committee to deal with violations of the Constitution, Bylaws, and Recruitment Regulations of West Texas A&M University Panhellenic Association, according to the National Panhellenic Judiciary Committee.
5. Membership Selection (Recruitment) Committee:
 - a. Membership. The Membership Selection Committee shall consist of the Vice President as chair and no less than two members plus an alumnae advisor from each chapter.
 - b. Duties. This committee shall be responsible for all Panhellenic Council matters related to the Members Selection (recruitment). This committee shall be responsible for reviewing and developing recruitment rules, submitting them for discussion and approval for Panhellenic Council (before the end

of the spring term), and distributing copies of them when approved to the delegates of the member chapters. Following each recruitment period, the Chairman of the committee shall present a full report, including recommendations, to the Panhellenic Council.

6. Publicity/Social Committee:

a. Membership. The publicity committee shall consist of the Secretary/Treasurer as chair and WTAMU Panhellenic Executive Board as members.

b. Duties. The publicity/social committee shall be responsible for all forms of publicity dealing with the West Texas A&M University Panhellenic Association. This committee shall work to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member chapters. The committee shall also be responsible for planning and supervising all social activities of the WTAMU Panhellenic Association and be responsible for keeping a current calendar of all social events of the Panhellenic Council member chapters and of major campus events.

7. Scholarship/Standards Committee:

a. Membership: The scholarship/standards committee shall consist of the WTAMU Panhellenic Executive Board as members.

b. Duties. The scholarship/standards committee is responsible for all matters pertaining to the promotion of superior scholarship as a basis to intellectual achievement. The committee shall also be responsible for accenting high social moral values in the lives of chapter members at West Texas A&M University.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP SELECTION

1. An early fall recruitment shall be held

2. The National Panhellenic Conference quota-total system shall be followed.

3. The preferential bidding system shall be used.

4. Following the formal recruitment period, continuous open bidding shall be in effect during the college year (fall through spring) for all eligible women students.

5. 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 Council and with the Panhellenic Advisor at a Panhellenic meeting of each semester, at the date required by WTAMU Panhellenic Executive Board.

b. Any depledging, termination, or other change in members, shall be reported to the president of the Panhellenic Association and the Panhellenic Advisor within five business days.

ARTICLE VIII. PLEDGING AND INITIATION

1. A woman must be a full-time student at WTAMU to be eligible for recruitment.

2. A Panhellenic Association chapter may not formally affiliate a woman outside the fall and spring semesters.

3. A new member may be initiated whenever she has met the requirements of the chapter to which she is affiliated.

ARTICLE IX. HAZING

All forms of hazing, bid 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 that recklessly, intentionally or unintentionally endangers the mental or physical health of the safety of a student, or creates risk of

injury, or cause discomfort, embarrassment, harassment, ridicule, or that willfully destroys or removes public or private property.

ARTICLE X. EXTENSION

The West Texas A&M Panhellenic Council will follow the extension process as outlined by the National Panhellenic Conference.

ARTICLE XI. PENALTIES

The West Texas A&M Panhellenic Council will follow the Judiciary Procedures as outlined by the National Panhellenic Conference.

1. Penalties for failure to meet West Texas A&M Panhellenic Constitution and Bylaws shall be imposed and set by the Judicial Committee as deemed necessary.
2. Time of Payment. Penalties shall be paid in full within two full weeks of notification of the penalty assessment.

ARTICLE XII. FORMAL RECRUITMENT RULES

A. Procedures

1. The Panhellenic Executive Council shall set the dates for Fall formal recruitment. Formal recruitment dates must be confirmed by a majority vote of all chapters.
2. A woman is eligible to participate in recruitment if she has been accepted to and is registered as a full time (12 hours minimum) student at West Texas A&M University. Potential new members must be 18 years of age or have a high school diploma, GED, or equivalent.
3. All National Panhellenic Conference unanimous agreements shall be upheld.
4. The participation of men in recruitment parties shall be prohibited.
5. No institutional regulation should be made that discourages women from joining a chapter, no matter their school classification.
6. Recruitment Financial sheets, provided by Panhellenic, are to be completed and returned to the CORE Office on the date set by Panhellenic Executive Council.
7. No chapter members (except Recruitment Counselors and members of Panhellenic Executive Board) shall be present at the CORE Office, JBK 103, after 5 p.m. during the week of formal recruitment.
8. No chapter or chapter member may buy, send, or give anything to a potential new member, and no potential new member may buy, send, or give anything to a chapter or chapter member during formal recruitment.
9. No chapter shall downgrade or rate another chapter, nor shall any chapter attempt to misrepresent another chapter by false allegations and personal bias to their new members or new members of another chapter.
10. "Suicide" or "Intentional Single Preference" shall not be encouraged to any potential new member. Potential new members shall be encouraged to accept all invitations and attend all parties.
11. Preference cards shall be filled out as soon as possible after the last party the potential new member attends.

B. Disaffiliation

1. Chapter members shall honor disaffiliation with their Panhellenic Executive Officer and Recruitment Counselors from the first 90% meeting/Greek Convocation until after Bid Signing with the only exception being an infraction or question about the administration of recruitment presented to their executive

officer. There shall be no discussion of recruitment other than that needed to resolve specific questions being presented.

2. Silence is intended for a short period of time where there should be no conversations or contact between members and prospective members concerning chapter business. This includes any conversations via e-mail or internet.

3. A recruitment counselor shall move out of chapter specific housing before the first 90% meeting until the end of formal recruitment.

4. Cannot wear or have chapter specific letters or symbols in any form.

5. If you have a chapter tattoo it must be covered.

6. Recruitment counselor car windows shall not be painted.

7. Panhellenic executive board and recruitment counselors must set profiles to private before the first NSO until after formal recruitment.

C. Recruitment Parties

1. Each chapter shall have three round robin parties, which will be 30 minutes in length; three second set parties, which will be 45 minutes in length; three third set parties, which will be 1 hour in length; and two preference parties, which will be 1 hour and 30 minutes in length. If chapters feel the need to increase the amount of parties determined on the number of girls in going through recruitment, it will be stipulated at the first 90% meeting/greek convocation.

2. The parties must last the length given, no longer, no shorter, if time limits are not met, said chapters will go to the judiciary board.

3. Recruitment parties are to be confined within the party facilities and held only as scheduled during formal recruitment.

4. Parties during formal recruitment shall follow the Formal Recruitment Party's Format. All recruitment skits (skits and song scripts) used during formal recruitment parties and each chapter's recruitment theme shall be submitted to and placed on file with the Panhellenic Advisor by July 15th or the next business day. Panhellenic will review these and approve them within two weeks.

5. No favors or gifts, including flowers, napkins, cups, etc. from any party may be kept by a potential new member. No written notes may be given to a potential new member during any formal recruitment parties. Potential new members should not bring personal items into parties excluding extenuating circumstances.

6. Parameters shall be decided by Panhellenic. Chapter decorations (letters, balloons, and limited insignia) are not confined to inside the party facility.

7. Each chapter shall be limited to a recruitment budget of no more than \$3,000. Chapters are encouraged to put an emphasis on communication skills and core values, rather than time and costs.

C. Alumnae

1. Alumnae may assist in supportive roles during recruitment, but must wear nametags identifying them as alumnae. There shall be no direct recruiting or participation in skits. For any exceptions, contact the Panhellenic Executive Board or Panhellenic Advisor.

2. Alumnae may meet a potential new member during formal recruitment, but may not actively converse with a potential new member.

3. One alumnae and Panhellenic advisor from each chapter, and the Panhellenic Advisor may bid match. Bid lists shall be confidential. Bid matching will be overseen by the Panhellenic Council Advisor and National Panhellenic Representative.

D. Recruitment Counselors

1. Recruitment Counselors are never allowed to enter recruitment parties. Panhellenic Executive Officers are only allowed to enter skit parties with invitations from their own chapter while accompanied by the Panhellenic Advisor.

E. Summer Recruitment Contact

1. Each chapter should be able to have representation (with the exception of Recruitment Counselors) at NSO's and be permitted to wear letters.
2. While a chapter's house/unit is closed during the summer, alumnae and or members shall not use it for recruitment purposes.
3. Chapter members are permitted to wear their individual letters to events before Formal Recruitment with the encouragement of promoting Greek life as a whole.
4. All chapters will be required to have information for Panhellenic to set up for any Recruitment Fairs. Panhellenic will assign as necessary for each event.
5. All chapter members should have presentable/clean Social Networking pages. Chapter members are not allowed to add Potential New Members as friends on any social networking sit beginning at Greek Convocation through the end of Formal Recruitment.

F. Potential New Members

1. A potential new member shall register for formal recruitment and pay a registration fee. No applications will be accepted by Panhellenic after Round Robin.
2. A potential new member shall consult her Recruitment Counselor before withdrawing from recruitment. In the event that the new member feels she must withdraw from recruitment, she shall go to the CORE center in JBK 103, and complete an official recruitment withdrawal form.
3. After orientation, once the Potential New Members have visited the units, through the end of formal recruitment, no potential new member may visit a chapter unit/house or enter a chapter member's car.
4. A potential new member's classification shall be determined by her standing at the end of the previous spring semester for fall recruitment. Summer school grades shall be accepted.
5. No chapter members, including alumnae, may visit a potential new member in her local/permanent place of residence during formal recruitment.
6. Violations of any Recruitment rules by a potential new member may result in ineligibility for pledging a sorority.
7. No potential new member shall be discriminated against due to race, religion, or sexual orientation.

ARTICLE XIII. RULES OF ORDERS

Robert's Rules of Order Newly Revised shall govern the West Texas A&M University Panhellenic Association and its Panhellenic Council, except in matters specifically provided for in the Constitution and Bylaws.

ARTICLE XIV. AMENDMENT

The Bylaws shall be reviewed as deemed necessary by the Panhellenic Council. The Bylaws may be amended by a simple majority vote of the voting members of the Panhellenic Council, provided notice of the proposed amendment has been given in writing the preceding regular meeting.