Bylaws of Creighton University Panhellenic Association
Approved April 2015

Article I. Name

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

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women’s 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 and basic intellectual development.
3. Cooperate with member women’s fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.

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 Creighton University Panhellenic Association shall be composed of all chapters of NPC fraternities at Creighton University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Provisional membership. The provisional membership of the Creighton University Panhellenic Association shall be composed of all colonies of NPC fraternities at Creighton 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 fraternity.

C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Creighton University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic
Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

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 Creighton 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 Creighton University Panhellenic Association shall be president, president-elect, Vice President of administration, Vice President of finance, Vice President of judicial affairs, Vice President of membership Vice President of programming and scholarship, Vice President of public relations, and Vice President of mission and service.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:

A. **Regular membership.** Members from women’s fraternities holding regular membership in the Creighton University Panhellenic Association shall be eligible to serve as any officer.

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

C. **Associate membership.** Members from women’s fraternities holding associate membership in the Creighton University Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers
The offices of president, president-elect, Vice President of administration, Vice President of finance, Vice President of judicial affairs, Vice President of membership Vice President of programming and scholarship, Vice President of public relations, and Vice President of mission and service of the Creighton University Panhellenic Association shall be elected by interview of outgoing officers. An officer slate is presented to membership of the Panhellenic Association for approval.

Section 4. Office-Holding Limitations
No more than 3 member(s) from the same women’s fraternity shall hold office during the same term.

Section 5. Nomination Procedure
A nominating committee of the Panhellenic Association officers shall interview candidates. The President of the Panhellenic Association shall serve as the chairman. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee. A majority vote by the Panhellenic Council shall elect the slate presented by the nominating committee.

Section 6. 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 conclusion of January recruitment period.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers
All officers must:
- Uphold Creighton and Greek policies, standards and mission. Represent Creighton and PHC in a positive and professional manner. Serve as a positive and ethical role model.
- Educate her chapter about Panhellenic Spirit.
- Exhibit the Panhellenic Spirit.
- Train her successor thoroughly and leave PHC better than when she accepted her position.
- Understand and will keep confidential any important in which confidentiality has been requested.

A. The President shall:
- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
• Serve as an ex-officio member of all Panhellenic Association committees.
• Communicate regularly with the Panhellenic advisor.
• Be familiar with the NPC Manual of Information and all governing documents of this association.
• Ensure that the NPC annual report is completed.
• Communicate regularly with the NPC area advisor.
• Maintain current copies of the following: Creighton University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
• Perform all other duties as assigned.

B. The President-Elect shall:
• Attend all Panhellenic Executive Board and full council meetings.
• Attend any All-Greek functions, when it does not conflict with class
• Be involved in every aspect of Panhellenic Council activities in preparation for serving as President the following year.
• Coordinate the selection and transition process for the new Panhellenic Executive Officers
• Serve as the co-coordinator, in conjunction with the Inter-Fraternity Council, of Lip Sync during Welcome Week, Greek Week, and Greek Unity Week.
• Perform all other duties pertaining to this office

C. The Vice President of Judicial Affairs:
• Perform the duties of the president in her absence.
• Shall be familiar with the NPC Manual of Information and all governing documents of this association.
• Co-chair the Greek Standards Board
• Serve as chair of the Panhellenic Judicial Board as necessary
• Perform all other duties as assigned.

D. The Vice President of Administration shall:
• Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.
• Keep full minutes of all meetings of the Creighton Panhellenic Association, the Panhellenic Council, and a record of all action taken by the Executive Board.
• Maintain a complete and up-to-date file which will include the minutes of the meetings of the Creighton Panhellenic Association and its Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.
• Maintain listserves including members of each list as well as passwords.
• Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
• Perform an annual review of the bylaws and constitution.
• Serve as secretary on the Greek Standards Board.
  o Maintain full minutes of the Standards Board, and making the room reservations for all Greek Standards Board meetings.
  o Perform all other duties as assigned.

E. The Vice President of Membership shall:
• Be responsible for all Panhellenic Council matters related to membership selection including, but not limited to, informational meetings for chapters and Potential New Members, recruitment promotional activities, informal and formal recruitment week activities.
• Review and develop Recruitment Rules, submit them for discussion and approval to the Panhellenic Council, and distribute copies upon approval to the delegates of the member sororities.
• Submit a full report, including recommendations, to the Panhellenic Council following each Recruitment period
• Perform all other duties as assigned.

F. The Vice President of Finance shall:
• Be responsible for the general supervision of the finances of the Creighton Panhellenic Association.
• Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, for providing a copy for each Creighton Panhellenic Association member sorority.
• Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
• Be responsible for the prompt payments of all bills of the Creighton Panhellenic Association.
• Plan and prepare with the VP of Programming and Scholarship the annual Panhellenic Tea.
• Maintain up-to-date financial records and have an annual report at the close of her term of office.
• Assist with Panhellenic planning for the formal recruitment period primarily in coordinating the Rho Mu selection process and training process.
• Perform all other duties as assigned.

G. The Vice President of Programming and Scholarship shall:
• Plan and prepare along with the VP of Finance the annual Panhellenic Tea.
• Promote a healthy, active outlet for members of our community.
• Promote positive scholarship activities for chapter members.
• Maintain a Campus Resource Listing for chapters.
• Coordinate the selection of Panhellenic Annual Scholarships.
• Attend and coordinate the annual Scholarship Roundtable discussions.
• Perform all other duties as assigned.

H. The Vice President of Public Relations shall:
• Create and distribute monthly the Panhellenic Newsletter.
• Maintain any and all web-based initiatives that pertain to the Panhellenic Council (i.e. social media).
• Be responsible for making PR banners, table tents, flyers, use of the Creightonian, etc.
• Be responsible for the PR of: Greek Week, Greek Unity Week, Recruitment and any other Panhellenic/Greek event.
• Meet other PR needs for programs sponsored by Panhellenic
• Be able to work with the delegates to coordinate the newsletter information; including submitting information on Panhellenic.
• Perform all other duties as assigned.

I. The Vice President of Mission and Service shall:
• Coordinate and maintain a weekly or biweekly service partnership in conjunction with the representative for the Inter-Fraternity Council.
• Plan and coordinate all-Greek service opportunities
• Organize an all Greek philanthropy to help support community organizations.
• Encourage personal and spiritual growth through a variety of means.
• Promote and support individual chapters’ philanthropies and encourage attendance.
• Provide reflections for the Panhellenic Full Council throughout the year as well as for the Potential New Members during recruitment.
• Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the Creighton 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 Creighton University Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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 fraternities.

Section 2. Composition and Privileges
The Creighton University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at Creighton 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 fraternity, 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 fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association VP of Administration of her name, email address 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.

Section 6. Special Meetings
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 no fewer than one-fourth of the member women’s fraternities of the Creighton 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 8. Quorum
Two-thirds of the delegates from the member fraternities of the Creighton University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. 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 Council 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. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)
Article VI. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the Creighton University Panhellenic Association shall be appointed by the Creighton University administration.

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

Article VII. Committees

Section 1. Standing Committees
A. The standing committees of the Creighton University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, the Public Relations Committee, the Programming Committee and the Mission and Service 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 Executive Board or 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 fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board
The Judicial Board shall consist of the Vice President as chairman and seven members The Panhellenic advisor shall serve as a nonvoting 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 fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board’s duty to handle according to the NPC judicial process (as outlined in Article XI) all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Creighton’s 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 a chairman and one representative from each regular, provisional, and associate member. 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 group and chapter advisor.

Section 5. Greek Programming Committee
The Greek Programming Committee shall consist of a chairman and four members. The Greek Programming Committee shall be responsible for all matters pertaining to the promotion of all-Greek events throughout the year. Including but not limited to Lip Sync, Greek Week and Greek Unity Week.

Section 6. Panhellenic Programming Committee
The Programming and Academic Excellence Committee shall consist of a chairman and three members. The Programming and Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement. The Programming and Academic Excellence Committee shall be responsible for the all matters pertaining to the planning and promotion of Panhellenic community programs, including but not limited to the Panhellenic Tea and Greek Amnesty Day. The Programming Committee shall hold one educational and one social programming event per semester in addition to recurring events.

Section 7. Mission and Service Committee
The Community Service/Philanthropy Committee shall consist of a chairman and three members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 8. Public Relations Committee
The Public Relations Committee shall consist of a chairman and three members. The Public Relations Committee shall be responsible planning and implementing public relations strategies, assisting the Vice President of Public Relations in her efforts to achieve all parts of her duties as mentioned in Section 9H. The committee will also assist with issues of publicity dealing with the Creighton Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member women fraternities.

Section 9. Other Committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.
Article IX. Finances

Section 1. Fiscal Year
The fiscal year of the Creighton University Panhellenic Association shall be from July 1 to June 31 inclusive.

Section 2. Contracts
Dual signatures of the president and the Director of the Student Activities Office shall be required to bind the Creighton University Panhellenic Association on any contract.

Section 3. Checks
All checks issued on behalf of the Creighton University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the President, the President-Elect, the Vice President of Membership, the Vice President of Finance, and Panhellenic advisor.

Section 4. Payments
All payments due to the Creighton University Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the Creighton 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.
   * The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
   * The dues of each Panhellenic Association member fraternity shall be payable on or a date set on an academic term basis.

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

Article X. Extension

Section 1. Extension is the process of adding an NPC women’s fraternity.
The Creighton 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.
Article XI. 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 Creighton 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
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Creighton University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

A. Mediation. Mediation is the first step of the judicial process. The Creighton University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

B. 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 these purposes that are consistent with the NPC Unanimous Agreements.

C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The Creighton University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Creighton 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 Creighton University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference