



# **Kennesaw State University College Panhellenic Council**

## **Constitution & Bylaws**

## **Constitution of Kennesaw State University Panhellenic Association**

### **Article I. Name**

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

### **Article II. Objective**

The objective of the Panhellenic Association shall be to develop and maintain fraternity & sorority life and interfraternal 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 sororities and the university/college 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 and privileges of member fraternities.

### **Article III. Membership**

There shall be three classes of membership: Regular, Provisional and Associate.

1. The **REGULAR** membership of the Kennesaw State University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Kennesaw State University
2. The **PROVISIONAL** membership of the Kennesaw State University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at Kennesaw State University.
3. The **ASSOCIATE** membership of the Kennesaw State University Panhellenic Association shall be composed of all members in good

standing of interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the Kennesaw State University Panhellenic Association.

- a. Criteria for Associate membership (See Resource section, Membership Statuses for additional information.)
- b. Privileges and Responsibilities (See Resource section, Membership Statuses, for additional information.)

#### **ARTICLE IV. OFFICERS**

1. The officers of the Kennesaw State University Panhellenic Association shall be President, Vice President, Treasurer, Secretary, Membership Recruitment Chairman, Assistant Recruitment Coordinator, Public Relations Chairman, Scholarship Chairman, Philanthropy Chairman, and Judiciary Chairman.
2. The officers shall be delegates from sororities holding Regular membership in the Kennesaw State University Panhellenic Association. Delegates from sororities holding Associate membership shall not be eligible to hold office.
3. The officers shall serve for a term of one year, the term of office to begin no later than two weeks after classes begin in January.
4. Any officer failing to perform her duties as outlined shall resign and a successor be designated by election or as provided in Article VI, Section 3
5. If any officer is unable to complete her term her successor shall be designated by election or as provided in Article VI, Section 3.
6. Any/all students holding a leadership position under the advisement of The Office of Fraternity & Sorority Life (OFSL) shall be in good standing with their respective chapter, National Organization, OFSL, Department of Student Life, and Kennesaw State University during the entire length of their position/involvement. Students shall also be free of student conduct charges at all times during their leadership involvement.

#### **ARTICLE V. MEETINGS**

1. **REGULAR.** The Kennesaw State University Panhellenic Association shall hold at least one regular meeting annually.

2. SPECIAL. A special meeting of the Kennesaw State 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 sorority at Kennesaw State University.
  
3. The delegate from each regular, provisional, or associate member sorority shall be responsible for notifying her chapter members of all regular and special meetings of the Kennesaw State University Panhellenic Association.

## **ARTICLE VI. THE PANHELLENIC COUNCIL (CPC)**

The administrative body of the Kennesaw State University Panhellenic Association shall be the KSU Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Kennesaw State University 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 member fraternities.

### **1. MEMBERSHIP**

- a. The KSU Panhellenic Council shall be composed of one delegate and one alternate delegate from each Regular, Provisional and Associate member group at Kennesaw State University as identified in Article III.

### **2. SELECTION OF DELEGATES.** Delegates shall be selected by their respective sorority chapters to serve for a term of one year. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.

- a. The chapter delegate shall be the voice of her chapter, and a voting member of the KSU CPC for her chapter
- b. She shall be responsible for notifying her chapter members of all regular, special, and other meetings of the KSU CPC.
- c. Be responsible for contacting the Panhellenic Secretary and the Alternate Delegate if she cannot attend a CPC meeting.

### **3. DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within **two weeks** and to notify the Panhellenic Council Secretary of her name, e-mail address, and cell phone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the sorority concerned shall fulfill the duties of the delegate in

all cases, except that of President. The Vice President shall fulfill the duties of President.

4. OFFICERS. The officers of the Kennesaw State University Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Kennesaw State University Panhellenic Association.
5. MEETINGS. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.

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

QUORUM. Three-quarters of the member fraternities shall constitute a quorum for the transaction of business.

6. VOTING.
  - a. The voting body of the Kennesaw State University Panhellenic Association shall be its Panhellenic Council.
  - b. The voting members of the Panhellenic Council shall be the delegates of each sorority holding Regular membership. The delegate from each group holding Associate membership shall be a voting member if the right is granted by the College Panhellenic Council as outlined in Article III. If a delegate is absent, the vote of her sorority shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented in writing to the Council President prior to the meeting.
  - c. Two-thirds (or three-quarters) of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to determine Quota and to establish total chapter size, to set the date for pledging and to add a chapter. A majority vote shall be required to carry all other questions.
7. VOICE. The alternate delegates and Panhellenic Advisor shall have voice but no vote.

**ARTICLE VII. PANHELLENIC ADVISOR**

1. The Panhellenic Advisor shall be appointed by:
  - a. The Kennesaw State University administration
  - b. The Assistant Director of Fraternity & Sorority Life shall serve in this capacity until a time where a coordinator is hired to serve in this role.
2. The Panhellenic Advisor shall serve in an advisory capacity to the Kennesaw State University Panhellenic Association and its Council.

**ARTICLE VIII. STANDING COMMITTEES**

The Panhellenic Council Executive Board shall appoint standing committees to carry out the work of the Panhellenic Council and Association.

**ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES**

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

**ARTICLE X. VIOLATIONS**

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

**ARTICLE XI. AMENDMENTS**

This constitution may be amended by two-thirds (or three-quarters) vote of the voting members of KSU 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 Kennesaw State University Panhellenic Association shall be from February 1st to January 1<sup>st</sup> inclusive.
2. CONTRACTS. The signatures of the Treasurer and Panhellenic Advisor, shall be required to bind the Kennesaw State University Panhellenic Association.
3. CHECKS. All checks issued on behalf of the Kennesaw State University Panhellenic Association shall be signed by the President or Treasurer and the Panhellenic Advisor.
4. PAYMENTS. All payments due to the Kennesaw State University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the KSU Panhellenic Association.
5. DUES.
  - a. NPC College Panhellenic dues are paid yearly as invoiced by the NPC office.
  - b. Panhellenic Association membership dues shall be an assessment per member and new member each semester.
    - i. The amount of such dues is \$15.00 per active member per semester. The amount owed will be based on the roster maintained by the Office of Fraternity & Sorority Life.
    - ii. The dues of each Panhellenic Association member sorority will be payable on or before May 1<sup>st</sup> for spring dues and December 1<sup>st</sup> for fall dues.
    - iii. Failure to meet the payment deadline will result in a late fine of \$25 for the delinquent chapter.

**ARTICLE 11. SELECTION OF OFFICERS**

1. The office of President, Vice President, and Treasurer, and secretary of the Kennesaw State University Panhellenic Association shall be held in rotation by each National Panhellenic Conference chapter in order of its installation at Kennesaw State University.  
  
Phi Mu- January 4, 1989  
Delta Phi Epsilon- February 25, 1989  
Gamma Phi Beta- April 26, 2008  
Alpha Omicron Pi- April 24, 2010
2. If the delegate from the sorority in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next sorority in order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.
3. The office of Membership Recruitment Chairman, Assistant Membership Recruitment Chairman, Public Relations Chairman, Scholarship Chairman, Philanthropy Chairman, and Judiciary Chairman shall be selected by application, interview, and appointment.
4. The President should have served on the Panhellenic Council for at least one year.
5. All officers must have a minimum 2.5 cumulative GPA (to be eligible for office) and must remain in good standing with the University for the duration of their term.
6. All officers must attend the CPC Executive Board Meetings and the CPC General Body Meetings.
7. All officers must be willing to disassociate for 30 days during the Formal Recruitment process. All officers must have been through at least one Formal Recruitment as a sister.

**ARTICLE III. OFFICER DUTIES**

**The President shall:**

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the Kennesaw State University Panhellenic Association.



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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 Council Executive Board meetings.
5. Review, approve and sign all Panhellenic Association checks and contracts involving the Kennesaw State University Panhellenic Association.
6. Serve as member ex-officio of all Panhellenic Council Committees.
7. Complete the NPC Annual Report and send it to the NPC Area Advisor.
8. Communicate regularly with the NPC Area Advisor.
9. Maintain a complete and up-to-date President's file, which will include a copy of the current Kennesaw State University Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of information and related materials, current correspondence and materials received from the NPC Area Advisor; copies of the College Panhellenic reports to the Area Advisor and other pertinent materials.
10. Perform all other duties usually pertaining to this office.

### **The Vice President shall:**

1. Perform the duties of the President in her absence, inability to serve or at her call.
2. Serve as Chairman of the Activities Committee.
3. Perform all other duties usually pertaining to this office.

### **The Treasurer shall:**

1. Be responsible for the general supervision of the finances of the Kennesaw State University Panhellenic Association.
2. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Kennesaw State University Panhellenic Association member sorority.
3. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.

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4. Be responsible for the prompt payment of the annual NPC dues and all bills of the Kennesaw State University Panhellenic Association.
5. Maintain up-to-date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
6. Sign Panhellenic Association contracts when authorized to do so.
7. Perform all other duties usually pertaining to this office.

### **The Secretary shall:**

1. Keep an up-to-date roll of the members of Panhellenic Council and call it 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 Kennesaw State University Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board.
4. Maintain a complete and up-to-date file that will include the minutes of meetings of the Kennesaw State University Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.
5. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
6. Send meeting minutes to the NPC Area Advisor.
7. Perform all other duties usually pertaining to this office.

### **The Membership Recruitment Chairman shall:**

1. Serve as Chairman of the Recruitment Committee
2. To see that all forms/handbooks necessary for Recruitment are printed.
3. To assist in the Panhellenic Council Advisor's office during Recruitment
4. To coordinate staffing of the Summer Orientation tailgates and any other opportunities for publicity related to Formal Recruitment.

5. To be responsible, along with the Assistant Membership Recruitment Chair, for the adequate training of the Recruitment Counselors prior to recruitment, which includes the planning of the Recruitment Counselor Retreat.
6. Must have been a Recruitment Counselor or a member of the Panhellenic Council Executive Board.
7. Must be in the Kennesaw area or in summer school at KSU two months before Recruitment begins.
8. Conduct all meetings pertaining to recruitment such as Recruitment Roundtable and the All Sorority Recruitment Rules Meetings.
9. Be responsible for providing the Recruitment Rules to the chapter Delegate and collecting the signed contract reflecting that each chapter member has read and understands the recruitment rules.
10. Will plan any activity, meeting, décor, function, etc. relating to Formal Recruitment.

**The Assistant Membership Recruitment Chairman shall:**

1. Assist with all aspects of the recruitment process.
2. Responsible for selecting, training and supervising the Pi Chis (Recruitment Counselors).
3. In the spring, advertise the Pi Chi position, distribute applications, schedule interviews and making selections.
4. In late spring, the Assistant Recruitment Coordinator plans a training program for the Pi Chis and then works with the Pi Chis throughout the recruitment process.

**The Public Relations Chairman shall:**

1. Be responsible for all forms of publicity for the KSU Panhellenic Association and its Formal Recruitment.
2. Create Panhellenic banners advertising the council and/or any of its events or programming.

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3. Maintain the Panhellenic website by keeping all information current and up to date.
4. Take pictures at events to ensure that all activities are documented.
5. Write press releases related to Panhellenic
6. Keep up with noteworthy events or achievements that can be used to apply for awards.

### **The Philanthropy Chairman shall:**

1. Plans and supervises all philanthropy programs.
2. Plan and execute the annual 'Derby Day' event during the Spring Semester.
3. Assists in planning a philanthropic round during recruitment
4. Acts as a liaison between Panhellenic and each NPC chapter for sharing philanthropic ideas and news.
5. Acts as chairman of the Philanthropy Committee and will be responsible for effectively utilizing that committee.
6. Delegates responsibilities to Philanthropy Committee members

### **The Scholarship Chairman shall:**

1. Promotes high academic standards
2. Assists both active and new members toward striving for their academic potential, and enhances scholastic awareness.
3. Educate members on university and Panhellenic expectations and requirements.
4. Acts as the Chairman of the Scholarship Committee, and will be responsible for effectively utilizing that committee.

### **The Judicial Chairman shall:**

1. Responsible for judiciary violations (such as the unanimous agreement, Panhellenic Constitution and Bylaws, and recruitment guidelines).

2. Act as Chairman of the judicial board
3. Leads and Arranges all judicial hearings with the board members
4. Implements and teaches effective risk management policies and procedures.

#### **ARTICLE IV. THE EXECUTIVE BOARD**

##### **The Executive Board Shall:**

1. Appoint Standing and Special Committees and their chairmen and, in making these appointments, recognize representation from all member sororities.
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 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. STANDING COMMITTEES**

The standing Committees of the KSU Panhellenic Council shall be Judicial, Membership Recruitment, Public Relations, Academic Excellence and any other committees depending on the size and needs of the Panhellenic Council.

The Standing Committees shall serve a term of one year. Such term of office is to begin no later than two weeks after classes begin in January. A committee chairman 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 Board to appoint committee chairmen and members.

1. Judicial Board
  - a. Membership. (See National Panhellenic Conference Judicial Procedure for the composition of the Judicial Board. NPC Manual of Information, 14<sup>th</sup> Edition page J-12)
  - b. Duties. It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws,

Standing Rules and membership recruitment regulations of the  
Kennesaw State University Panhellenic Association.

2. Membership Recruitment Committee

- a. Membership. The Membership Recruitment Committee shall consist of a chairman and no fewer than 9 collegiate members and the Panhellenic Advisor.
- b. Duties. This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distributing copies of them when approved to the delegates of the member sororities. Following 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, recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

3. Public Relations Committee

- a. Membership. The Public Relations Committee shall consist of a chairman and 6 members.
- b. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Kennesaw State University 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 fraternities.

4. Academic Excellence Committee

- a. Membership. The Academic Excellence Committee shall consist of a chairman and 6 members.
- b. Duties. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

## **ARTICLE VI. ADMINISTRATION OF MEMBERSHIP RECRUITMENT**

The National Panhellenic Conference outlines four recruitment styles that may be used by College Panhellenic Associations. All aspects of recruitment shall be evaluated and a style selected that fits the needs of the campus. The specifics of the administration of membership recruitment shall be determined by the style chosen. Refer to the Membership Recruitment Handbook for information on determining the recruitment style to be used.

Continuous Open Bidding (COB) is a process that allows chapters to fill vacant membership spaces to reach Quota and/or Total. If COB is appropriate for the membership recruitment style chosen, information about the process should be added to the Bylaws.

**The following items are appropriate for all styles.**

1. Fall membership recruitment shall be held.
2. All membership events shall be held on-campus.
3. 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 de-pledging, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than 24 hours after it has occurred.
4. Summer contacts- see Recruitment Rules Section Summer/Fall RSO & Greek Life Events.

## **ARTICLE VII. 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 sorority 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 sorority to which she is pledged.

**ARTICLE VIII. HAZING**

All forms of hazing, pledge 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 that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that 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 that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

Also see the Kennesaw State University Zero Tolerance Hazing Policy, which can be found in the KSU Student Handbook.

**ARTICLE IX. EXTENSION**

1. When all NPC chapters at Kennesaw State University are close to or over total, the Panhellenic Council shall consider raising Total or adding another chapter.
2. Such a chapter shall be organized through colonization by an NPC sorority.
3. Consideration should be given to NPC sororities that have previously had chapters on the campus and to those NPC sororities, which have filed letters expressing an interest in the campus. (UNANIMOUS AGREEMENTS – Agreement on Extension.)
4. Only Regular members of the College Panhellenic Council shall vote on extension matters.

**ARTICLE X. VIOLATIONS**

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership



recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the Kennesaw State University Panhellenic Bylaws as adopted on November 15, 2011.

**ARTICLE XI. RULES OF ORDER**

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

**ARTICLE XII. PARTICIPATION IN MEN'S RECRUITMENT**

In compliance with the National Panhellenic Conference resolution, and in pursuant to the provisions of Title IX of the Education Amendment of 1972 confirming the single-sex designation for women's and men's fraternities, the Kennesaw State University National Panhellenic Conference member groups expect their members not to participate in any men's fraternity recruitment events.

**ARTICLE XIII. AMENDMENTS**

These Bylaws may be amended by three-quarters vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.