Bylaws of
University of Wisconsin-La Crosse Panhellenic Association

Article I. Name

The name of this organization shall be the University of Wisconsin-La Crosse 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:

A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
B. Promote superior scholarship and basic intellectual achievement.
C. Cooperate with member women’s fraternities and the University administration in concern for and maintenance of high social and moral standards.
D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
E. 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 members. The regular membership of the University of Wisconsin-La Crosse Panhellenic Association shall be composed of all chapters of NPC fraternities at University of Wisconsin-La Crosse. 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 members. The provisional membership of the University of Wisconsin-La Crosse Panhellenic Association shall be composed of all colonies of NPC fraternities at University of Wisconsin-La Crosse. 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 University of Wisconsin-La Crosse Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Association. 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

Duty of compliance. All members, without regard to membership class, shall comply with all
NPC Unanimous Agreements and be subject to these University of Wisconsin-La Crosse
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 Council in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers
The officers of the University of Wisconsin-La Crosse Panhellenic Council shall be the
President, Vice President of Recruitment, Director of Communications (Secretary and Public
Relations), Director of Finance (Treasurer), Director of Scholarship & Education (Includes
Gamma), Director of Activities & Philanthropy, and Chapter Delegates.

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 University of Wisconsin-La Crosse Panhellenic Association shall be eligible to
   serve as any officer.

B. Provisional membership. Members from women’s fraternities holding provisional
   membership in the University of Wisconsin-La Crosse Panhellenic Association shall not
   be eligible to serve as an officer.

C. Associate membership. Members from women’s fraternities holding associate
   membership in the University of Wisconsin-La Crosse Panhellenic Association shall not
   be eligible to serve as an officer.

D. Eligibility to serve as officer shall depend on these criteria
   a. All officers must be students at the University of Wisconsin La Crosse and an
      initiated member of their fraternity.
   b. All members of the Executive Board must maintain a cumulative Grade Point
      Average of 2.50. In extenuating circumstances, a member may serve at the
      discretion of the Panhellenic President and the Panhellenic Adviser.
   c. The President is required to have served on the Panhellenic Council as an officer
      or delegate for a minimum of one year, proceeding the year of the desired term
      and cannot concurrently maintain the office of President of their chapter. In
      extreme circumstances, exceptions can be made by vote of the Panhellenic
      Council by October 15th. If the delegate or officer from the fraternity in order of
      rotation is not prepared to serve as a President, that fraternity shall relinquish its
      place to the next fraternity in order of rotation. The fraternity so passed may
      resume its place the following year and normal rotation shall be resumed.
   d. The Vice President of Recruitment cannot concurrently be the Recruitment
      Chairperson of her chapter, but must be initiated member of their fraternity on the
University of Wisconsin La Crosse campus and must have attended the Panhellenic Council for a minimum of two meetings in the proceeding semester barring extenuating circumstances.

Section 3. Selection of Officers
To be eligible for any office, the following criteria must be met:

A. The offices of the University of Wisconsin-La Crosse Panhellenic Association shall be held in rotation by each eligible woman’s fraternity chapter in order of its installation at University of Wisconsin-La Crosse. The President, Director of Communication (Secretary & Public Relations), Director of Scholarship & Education (Includes Gamma) and shall be held in rotation every other year. Vice President of Recruitment, Director of Finance (Treasurer), and Director of Activities & Philanthropy shall be held in rotation every other year.

B. If a member from the women’s fraternity in order of rotation is not prepared to serve as a designated office, the Panhellenic Council shall determine how the office shall be filled

C. The offices that are permanent are as follows: Alpha Phi Delegate, and Alpha Xi Delta Delegate.

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

Section 5. Election/Appointments
All Panhellenic Council officers shall be elected or appointed by their respective fraternity by December 1st.

Section 6. Term
The officers shall serve for a term of one calendar year or until their successors are selected, continuing through election of new officers. The term of office will begin the last meeting of the fall semester.

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

Section 8. Vacancies
If a permanent vacancy occurs in any office of the Panhellenic Council, the respective fraternity chapter will vote on a replacement within two weeks. Failure to replace an officer will result in relinquishing that position to the next fraternity in order of rotation. When a meeting of the Panhellenic Council occurs while an officer vacancy exists, a member of the same chapter shall fill the duties of that particular officer until a member is officially elected, in all cases, except that of President. The Vice President shall fulfill the duties of President.
Section 9. Duties of Officers

A. The President shall:
   a. Have overall responsibility for the operation of the Panhellenic Council
   b. Call and preside at all regular and special meetings of the University of Wisconsin-La Crosse Panhellenic Council.
   c. Review, approve and sign all Panhellenic Council contracts involving the University of Wisconsin La Crosse Panhellenic Council
   d. Serve as an ex-officio member of all Panhellenic Council Committees with voice but no vote except in the case of a tie.
   e. Communicate regularly with the Panhellenic adviser.
   f. Report as required to the National Panhellenic Conference Area Adviser.
   g. Work closely with the Interfraternity Council President and his executive board on matters pertaining to the Greek System as a whole.
   h. Recognize and support all events sponsored by individual fraternities and sororities.
   i. Attend all Presidents Meetings as called by the Greek Adviser(s)
   j. Be familiar with the NPC Manual of Information and all governing documents of this Council.
   k. Ensure that the NPC annual report is completed.
   l. Communicate regularly with the NPC area adviser.
   m. Maintain current copies of the following: University of Wisconsin-La Crosse Panhellenic Council bylaws and standing rules; the Panhellenic Council budget; contracts executed on behalf of the Panhellenic Council; correspondence and materials received from the NPC area adviser; all College Panhellenic reports to NPC; and other pertinent materials.
   n. Perform all other duties usually pertaining to this office, including maintenance of the officer binder.
   o. Develop new programs and initiatives relating to the office.

B. Vice President (Recruitment)
   a. Perform the duties of the President in her absence, inability to serve, or at her call.
   b. Be responsible for the general organization of Continuous Open Recruitment (COR).
   c. Develop and review Membership Recruitment guidelines per semester and present them to chapter members.
   d. Be responsible for keeping records of all Membership Recruitment statistics and Membership Recruitment Evaluations.
   e. Serve on the Judiciary/Standards Committee.
   f. Perform all other duties usually pertaining to this office, including maintenance of the officer binder.

C. Director of Communications (Secretary & Public Relations)
   a. Keep an up-to-date roster of the members of the University of Wisconsin-La Crosse Panhellenic Council and keep attendance at all Panhellenic Council meetings, including guests.
   b. Keep full minutes of all meetings of the University of Wisconsin-La Crosse Panhellenic Council and a record of all actions taken by the Panhellenic Council. Distribute these minutes to University of Wisconsin-La Crosse Panhellenic Council,
National Panhellenic Conference Area Adviser, MyOrgs Website and Interfraternity Council within three days of each meeting.
c. Be responsible for official correspondence of the Panhellenic Council unless provided for otherwise.
d. Send meeting minutes to the NPC area adviser.
e. Shall be familiar with the NPC Manual of Information and all governing documents of this Council.
f. Be responsible for marketing and publicity of the Panhellenic Council and Greek community.
g. Serve as chair of the Public Relations Committee
h. Perform all other duties usually pertaining to this office, including maintenance of the officer binder.

D. Director of Finance (Treasurer)
a. Supervise the finances of the University of Wisconsin-La Crosse Panhellenic Association.
b. Pay promptly the annual NPC dues and all bills of the University of Wisconsin- La Crosse Panhellenic Association.
c. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts. Receipts must be received by the next Panhellenic Meeting after the event, and allow two weeks for return of payments.
d. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council, and give a biannual report at the close of each semester.
e. Prepare an annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of Wisconsin- La Crosse Panhellenic Association member fraternity.
f. Shall be familiar with the NPC Manual of Information and all governing documents of this Council.
g. Perform all other duties as assigned.
h. Perform all other duties usually pertaining to this office, including maintenance of the officer binder.

E. Director of Scholarship & Education
a. Serve as chairperson to the Judiciary/Standards Committee
b. Maintain all educational data, coordinate the selection of all Panhellenic Scholarship Awards, and coordinate any other necessary activities pertaining to scholarship.
c. Present educational sessions at Panhellenic Council meetings.
d. Coordinate Panhellenic Academic Workshops/Programs.
e. Shall be familiar with the NPC Manual of Information and all governing documents of this Council.
f. Plan one GAMMA program annually; both mandatory and educational.
g. Implement risk management programming on a semester basis (i.e. regarding alcohol issues, sexual assault, substance abuse, confrontation skills, etc.), along with diversity training programming both annually and on alternating semesters.
h. Each fall prepare a list of campus contacts and distribute to chapter presidents.
i. Perform all other duties usually pertaining to this office, including maintenance of
the officer binder.

F. Director of Activities & Philanthropy
a. Serve with the corresponding officer from the Interfraternity Council to promote all
Greek activities.
b. Be responsible for Greek Banquet, all Greek new member social and all Greek social
community service activities.
c. Serve as a chair of the Community Service/Philanthropy Committee.
d. Be responsible for planning, organizing and implementing a minimum of one Circle
of Sisterhood philanthropy event per year and one service event (not Circle of
Sisterhood) per year.
e. Develop new programs and initiatives relating to the office.
f. Perform all other duties usually pertaining to this office, including maintenance of
the officer binder.
g. Develop new programs and initiatives relating to the office.

G. The Chapter Delegates shall:
a. Be responsible for updated correspondence between the Panhellenic Council and their
respective chapters and chapter Executive Boards (i.e. preside at all regular and
special Panhellenic Council meetings and chapter meeting and report the activities of
each to the members).
b. Serve on the Judiciary/Standards Committee.
c. Serve as a member of the Public Relations Committee and Community
Service/Philanthropy Committee.
d. Perform all other duties usually pertaining to this office, including maintenance of the
officer binder.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the University of Wisconsin- La Crosse 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 University of Wisconsin- La Crosse Panhellenic Association
including, but not limited to: annually review and adjust total as needed; determine dues;
approve 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 University of Wisconsin- La Crosse Panhellenic Council shall be composed of one delegate
from each regular, provisional and associate member group at University of Wisconsin- La
Crosse as identified in Article III. The delegates shall be the voting members of Panhellenic
Council except as otherwise provided in Article III of these bylaws.
Section 3. Regular Meetings
Regular meetings of the Panhellenic Council shall be held biweekly on Mondays at 7:00 pm at an established place at the beginning of each academic term.

Section 4. 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 any Regular or Associate member fraternity at the University of Wisconsin-La Crosse. 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 if necessary.

Section 5. Attendance Policy
A. Attendance at all regular and special meetings is required, unless an excuse is granted by the Secretary or Chapter President.
   a. Excuses include but are not limited to family emergency, illness, car trouble, severe weather or unusual circumstances prohibiting your ability to attend the meeting
   b. Unexcused absences include but are not limited to unfinished homework, group meetings, work, and going out of town and choosing to return after the meeting.
   c. If arrangements have been made prior to a meeting for an officer’s report to be given by another officer, and that officer’s attendance is not vital to the proceeding of the meeting, they will not be penalized. However, this should not be a regular occurrence.
B. In the event of an excused absence the Secretary and President must be notified before the council meeting. In the event of an emergency, you may contact them up to 24 hours after the meeting has taken place.
C. One unexcused absence is permitted per semester for each officer (which includes delegates)
D. More than one unexcused absence is grounds for removal from office.

Section 6. Quorum
Two-thirds of the officers from the University of Wisconsin-La Crosse Panhellenic Council shall constitute a quorum for the transaction of business.

Section 7. Vote Requirements
A. The voting members of the University of Wisconsin-La Crosse Panhellenic Council shall be the delegates and officers holding regular membership. The President will have a voice but no vote. She may vote only in the case of a tie.
B. 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.
C. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan, for all extension-related votes, to establish recruitment rules, to
determine quota, and to establish total chapter size. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Panhellenic Adviser

Section 1. Appointment
The Panhellenic Council adviser shall be the Fraternity Sorority Adviser at the University of Wisconsin-La Crosse.
Section 2. Authority
The Panhellenic adviser shall serve in an advisory capacity to the University of Wisconsin-La Crosse Panhellenic Council. The Panhellenic shall have a voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing Committees
A. The standing committees of the University of Wisconsin-La Crosse Panhellenic Council shall be the Judicial Board, Membership Recruitment Committee, Community Service/Philanthropy, and Public Relations.
B. Committees will be expected to communicate and meet as needed.
C. 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 officers 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
A. The Judicial Board shall consist of the Vice President as chairman, the Director of Scholarship, and the Chapter Delegates. The President and the Panhellenic Adviser shall serve as nonvoting ex-officio members.
B. Duties. It shall be the duty of this committee to deal with violations and/or revisions of the Constitution, Bylaws, and Standing Rules of the University of Wisconsin-La Crosse Panhellenic Council. This committee shall report all actions taken at the next regular meeting of the Panhellenic Council through the chairperson and the Recording Secretary shall record the action in the minutes of that meeting.
C. 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 hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Wisconsin-La Crosse Panhellenic Council 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 advisers may attend meetings of the committee. The alumnae advisers 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 adviser.

Section 5. Community Service/Philanthropy Committee
The Community Service/Philanthropy Committee shall consist of the Director of Activities and Philanthropy, the delegates and 2 other members (one from each chapter). These members should have a minimum of 1 semester as a member of their sorority. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 6. Public Relations Committee
The Public Relations Committee shall consist of the Director of Communication, delegates, and 2 other members (one from each chapter). These members should have a minimum of 1 semester as a member of their sorority. The Public Relations Committee shall be responsible for all forms of publicity dealing with the University of Wisconsin-La Crosse Panhellenic Council. This committee shall work closely with the officers and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Council and its member women fraternities.

Section 7. 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 University of Wisconsin-La Crosse Panhellenic Council shall be from January 1st to December 31st.

Section 2. Contracts
Signatures of the Panhellenic Council President, the Panhellenic Council Director of Finances, and the Fraternity and Sorority Life Adviser shall be required to bind the University of Wisconsin-La Crosse Panhellenic Council on any contract.
Section 3. Checks
All checks issued on behalf of the University of Wisconsin-La Crosse Panhellenic Council shall be signed by the Panhellenic Council Director of Finances and the Fraternity and Sorority Life Adviser.

Section 4. Payments
All payments due to the University of Wisconsin-La Crosse Panhellenic Council shall be received by the Director of Finances or adviser, who shall record them. Checks for payments shall be made payable to the University of Wisconsin-La Crosse Panhellenic Council.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. The dues of the University of Wisconsin-La Crosse Panhellenic Council are $10.00 per active initiated Panhellenic Council member, each fall and spring semester (not including inactive status).
C. The dues of each Panhellenic Council member fraternity shall be due fourth meeting of the semester.

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 University of Wisconsin-La Crosse Panhellenic Council 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 X. Violation Resolution
Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Wisconsin-La Crosse Panhellenic Council 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 University of Wisconsin-La Crosse 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 University of Wisconsin-La Crosse Panhellenic Council 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 Panhellenic Judicial Appeal Committee. The University of Wisconsin-La Crosse Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XI. New Member Period and Initiation
All three membership classes shall follow the new member period and initiation rules as stated below:

A. A woman must be a regularly enrolled, full-time or part-time, student at the University of Wisconsin-La Crosse to be eligible for recruitment and becoming a new member of a National Panhellenic Conference fraternity.

B. A National Panhellenic Council member fraternity may not issue an invitation for membership or formally invite/bid a woman during any school recess.

C. A new member may be initiated whenever she has met the requirements of the fraternity to which she has joined.

Article XII. Hazing
Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. All membership classes are required to follow NPC Unanimous Agreements, the University of Wisconsin-La Crosse policies and regulations, and all local, state, and federal laws.

Article XIII. Parliamentary Authority
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Wisconsin-La Crosse 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 University of Wisconsin-La Crosse Panhellenic Association may adopt.
Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of Wisconsin-La Crosse 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 University of Wisconsin-La Crosse. 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.

Article XVI. Panhellenic Attendance

The Panhellenic Council has the right to set particular events as mandatory. If the individual sorority fails to have its required membership at the event, penalties will be determined. Two weeks’ notice is required to be given if an event is to be mandatory, otherwise penalties cannot be assessed.