

Bylaws of the Panhellenic Council

at

Minnesota State University, Mankato



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ARTICLE I

NAME, MISSION, DEFINITIONS

SECTION 1 – NAME

This body shall be known as The Panhellenic Council at Minnesota State University, Mankato.

SECTION 2 – MISSION OF THE PANHELLENIC COUNCIL

To unite the fraternity community through events such as: athletics, social, and community service and to maintain adequate and balanced membership within the fraternity community.

SECTION 3 – DEFINITIONS

NPC – NPC shall refer to the National Panhellenic Conference, the governing body of all sororities.

IFC – IFC shall refer to the Interfraternity Council, the governing body of the fraternities at Minnesota State University, Mankato.

Greek Office – The Greek Office is located in the Student Activities Office, Centennial Student Union room 173.

NPC Unanimous Agreements – The rules agreed upon by all 26 of the sororities in the NPC, listed in the National Panhellenic Conference Manual of Information.

Green Book – Common Term for the National Panhellenic Conference Manual of Information.

ARTICLE II

FINANCE

SECTION 1 – FISCAL YEAR

The fiscal year of the Minnesota State University, Mankato Panhellenic Council shall coincide with Minnesota State University, Mankato (from July 1 to June 30 inclusive).

SECTION 2 – CONTRACTS

All contracts required to bind the Minnesota State University, Mankato Panhellenic Council shall be reviewed by the Panhellenic President, Vice President for Council Management, and Greek Advisor who will then forward all contracts to the Minnesota State University, Mankato Office of Business Affairs for processing.

SECTION 3 – CHECKS

All requests for payment on behalf of the Minnesota State University, Mankato Panhellenic Council shall be reviewed by the Panhellenic President, Vice President for Council Management, and Greek Advisor who will then forward all requests for payment to the Minnesota State University, Mankato Office of Business Affairs for processing.

SECTION 4 – PAYMENTS

- 4.1 All payments due to the Minnesota State University, Mankato Panhellenic Council shall be made to the Vice President for Council Management, who shall record them.
- 4.2 All payments will then be turned over to Minnesota State University, Mankato's Office of Business Affairs for processing.
- 4.3 Checks for payments shall be made payable to Minnesota State University, Mankato or The Panhellenic Council. Funds may also be transferred from a chapter's on-campus account to the Minnesota State University, Mankato Panhellenic Council's account.

SECTION 5 – MEMBERSHIP DUES

- 5.1 **Amount.** The dues of each Panhellenic Association member fraternity shall be an assessment per chapter, member and new member.
 - A. One Hundred and fifty dollars (\$150.00) per semester per member fraternity.
 - B. Eight dollars and fifty cents (\$8.50) per semester (per initiated and new members)
- 5.2 **Fees**
 - A. Thirty-five dollars (\$35.00) per spring semester per member fraternity. (dues for NPC)
 - B. One-time fee of twenty-five dollars (\$25.00) at the time a new member submits her Recruitment Acceptance/Binding Agreement card to the Panhellenic Advisor.
- 5.3 **Invoices.** The Vice President of Council Management shall provide each Panhellenic Council member fraternity with an invoice of all monies owed for that semester, along with a current roster of said chapter.
 - A. Chapter presidents will have five (5) business days to revise and make any changes to the roster.
 - B. After the five (5) business days, the chapter will be charged upon the most current roster.
- 5.4 **Time of Payment.** The dues, fees (if applicable) and chapter rosters of each Minnesota State University, Mankato Panhellenic Council member fraternity shall be due and payable at the Panhellenic Council meeting scheduled on or before October 15 and February 15. Alternative payment arrangements can be made with the Vice President of Council Management.
- 5.5 **Late Payment.** Payments are ten dollars (\$10.00) for each business day the dues, fees and/or rosters are late plus any or all of the following probationary terms.

- A. Indebted member fraternities of at most, one week may not sponsor, co-sponsor, or participate in any social events on-or off-campus as well as a loss of voting rights for the following two weeks.
- B. Events may take place only if the member fraternity has prepaid for the event and presents a signed and dated contract.

ARTICLE III

PANHELLENIC COUNCIL MEETINGS

SECTION 1 – REGULAR MEETINGS

The Minnesota State University, Mankato Panhellenic Council shall hold weekly meetings at 4 pm on Thursdays, at a location decided upon by the Vice President of Council Management, excluding the last Thursday of the month; this date is reserved for off-week meetings. (See Section 5).

- 1.1** Vice Presidents shall regularly hold committee meetings with their respective appointed officers if applicable.
- 1.2** The All-Greek meeting will be held on the last Tuesday of the Month. The changing of the date and time needs to be voted on at least three weeks in advance at a regular meeting.

SECTION 2 – STATED MEETING

The Minnesota State University, Mankato Panhellenic Council shall hold at least one stated meeting at the beginning of November of each year at a regularly scheduled meeting. The primary purpose of this stated meeting for the Panhellenic Delegates and Panhellenic Council shall be the election of officers.

SECTION 3 – SPECIAL MEETINGS

A special meeting of the Minnesota State University, Mankato Panhellenic Council may be called by the Panhellenic President when deemed necessary. The meeting shall be called by her within forty-eight (48) hours of receiving a written request from any chapter President of any regular or associate member fraternity at Minnesota State University, Mankato.

- 3.1** All reasonable attempts will be made to contact member fraternities; in the event of extenuating circumstances and contact cannot be made with a fraternity and a proxy is not present, they will not be held liable for their absence. This should be assessed by the Panhellenic Council and/or Greek advisor.
- 3.2** No Panhellenic Council activities will take place during Formal Recruitment Weeks.

SECTION 4 – ONE ON ONE MEETINGS

Each elected Panhellenic Officer is required to have a regularly scheduled one-on-one meeting with the Greek Advisor of Minnesota State University, Mankato and with their counterpart on the Interfraternity Council.

SECTION 5 – OFF-WEEK MEETINGS

The last Thursday of every month shall be dedicated to a Panhellenic off-week activity. The purpose of an off-week activity is to improve chapter relations in a relaxed and enjoyable atmosphere.

SECTION 6 – PARLIAMENTARY PROCEDURE

- 6.1** All Panhellenic Business, Special, and Stated Meetings will follow Robert's Rules of Order, Newly Revised.
 - A.** Any persons on The Panhellenic Council may call a Point of Order.
 - I.** The term Point of Order is a term of parliamentary law and procedure which refers to an interjection during a meeting by a member, who does not have the floor, to call the attention of the chair to an alleged violation or breach of the assembly's or meeting's rules of order.

- 6.2** The limit for a single person having the floor shall be five (5) minutes.
- A. The Panhellenic President may offer five additional minutes at her discretion.
 - B. The Council may vote to extend the speakers time with a majority, two-thirds (2/3) vote.
 - C. The Council may vote on any amount of additional time they wish.
- 6.3** Any guests attending Panhellenic meetings will be asked to speak only during Open Forum at the beginning of each regular business meeting.

SECTION 7 – ABSENCES

- 7.1** The member fraternity delegate attendance applies to all regular meetings, standing meetings, and Off Week programming meetings of the Minnesota State University, Mankato Panhellenic Council.
- 7.2** Member Fraternity Delegate Attendance
- A. When a primary or secondary delegate has one unexcused absence from any Panhellenic Council event (without a proxy) a letter of notice for the absence will be forward to the delegate's Chapter President and kept on file. The Panhellenic Council recommends that the respective chapter's executive board takes necessary actions in accordance to the letter of notice.
 - B. After a second absence, the Chapter will be assessed a \$20.00 fine per meeting missed after the second unexcused absence.
 - C. After the third absence, the Panhellenic Council will request that the delegate's Chapter provide the Panhellenic Council with a replacement delegate and another letter of notice for the absences will be forwarded to the delegate's Chapter President and kept on file.
 - D. It is the member fraternity's responsibility to fill the delegate vacancy with a new delegate before the next meeting of the Panhellenic Council.
- 7.3** When an executive Panhellenic Council officer has one unexcused absence from any Panhellenic Council event a letter of notice of the absence will be forwarded to the officer's Chapter President and /or Greek Advisor and kept on file.
- 7.4** After an unexcused second absence, the officer will be requested to resign from her office and another letter of notice of the absences will be forwarded the officer's Chapter President and kept on file. The Chapter President will decide as to how the situation will be handled and who will be informed (on the Chapter level).
- 7.5** Appointed chairs are required to attend at least two regularly scheduled general Panhellenic Council meetings. If unable to attend a regularly scheduled general Panhellenic Council meeting the appointed chair must request an approved absence by the Panhellenic President within 48 hours of meeting.
- 7.6** The Panhellenic President has the ability to grant attendance excuses. The Vice President of Council Management will keep record of absences in the weekly minutes.

ARTICLE IV

OFFICER SELECTION

SECTION 1 – ELECTED OFFICERS

The elected officers of the Minnesota State University, Mankato Panhellenic Council shall be: Panhellenic President, Vice President for Council Management, Vice President for Recruitment, Vice President for Public Relations, Vice President for Membership Development, Vice President for Community Service and Philanthropy, Vice President for Risk Management, Vice President for Conduct Review.

SECTION 2 – APPOINTED OFFICERS

The appointed officers of the Minnesota State University, Mankato Panhellenic Council shall be: Greek Week Chair (co-chairs).

SECTION 3 – ELIGIBILITY

Elected and Appointed officers must meet the following requirements to be elected:

1. Initiated members, who are in good standing with their chapter. The Chapter must be holding regular membership in the Panhellenic Council.
2. They must be in good academic standings with a 2.75 grade point average from previous semester or cumulative and are in good disciplinary standing with the University
3. To be eligible to run for President, member must have served a one-year term as an elected Panhellenic officer or have previously served as a Chapter President.
4. To be eligible to run for Vice President for Recruitment, one must have previously served as a recruitment counselor, or have served as the Recruitment Chair of their member fraternity.
 - A. If no candidate meets eligibility the Panhellenic Council shall vote to allow individual candidates to run for the office
 - B. The Panhellenic Council may select any number of candidates to run for the office.

SECTION 4 – SELECTION OF ELECTED OFFICERS

- 4.1** The selection of Panhellenic Officers will begin on the first Panhellenic Council Business Meeting in November and cannot extend past the last Panhellenic Council Business Meeting.
- 4.2** Each candidate shall submit an application of intent and present a brief, no longer than 1 minute speech on their qualifications during that stated meeting.
- 4.3** Each delegate will be allowed to cast one vote per office.
- 4.4** If a split vote occurs the office will remain open, the Panhellenic Council will accept new applications and continue voting until a final decision is made.

SECTION 5 – SELECTION OF APPOINTED OFFICERS

- 5.1** Prospective appointees will submit applications to the Panhellenic President who will verify their eligibility with the Greek Advisor to hold office.
- 5.2** Her application will be reviewed and voted on by the Panhellenic Executive Board.
- 5.3** If the candidate does not meet the requirements their election is up to the discretion of the Panhellenic Executive Board.

ARTICLE V

OFFICER DUTIES

SECTION 1 – THE PRESIDENT OF THE PANHELLENIC COUNCIL

The President shall have the following duties:

- 1.1** Have overall responsibility for the operation of the Panhellenic Council at Minnesota State University, Mankato.
- 1.2** Call and preside at all regular and special meetings of the Minnesota State University, Mankato Panhellenic Association (i.e. All-Greek Meetings, All-Sorority Meetings, etc.)
- 1.3** Preside over all regular meetings of the Panhellenic Council and call and preside over its special meetings.
 - A. Be familiar and use Robert’s Rules of Order to execute efficient business meetings.
- 1.4** Call and preside over all Panhellenic Council Executive Board meetings.
- 1.5** Review all Panhellenic Association checks and contracts as provided for in Article I.
- 1.6** Serve as member ex-officio of all Panhellenic Council Committees.
- 1.7** Coordinate officer and delegate retreats and other similar events when needed in conjunction with the Interfraternity Council President and the Greek Advisor.
- 1.8** Communicate regularly with the National Panhellenic Conference Area Advisor.
- 1.9** Maintain a complete and up-to-date President's file which will include a copy of:
 - A. The current Minnesota State University, Mankato Panhellenic Council Constitution
 - B. The current Minnesota State University, Mankato Panhellenic Council Bylaws
 - C. The current Panhellenic Council budget;
 - D. The current NPC Manual of Information and related materials
 - E. Current correspondence and materials received from the NPC Area Advisor;
 - F. Copies of the College Panhellenic Reports to the Area Advisor
 - G. The Minnesota State University, Mankato Panhellenic Annual Report due April 1st
 - H. Other pertinent materials.
- 1.10** Serve as the representative of the Panhellenic Council to the University community.
- 1.11** Meet regularly with each officer individually if applicable.
- 1.12** Meet regularly with the Greek Advisor, and Interfraternity Council President.
- 1.13** Maintain current member fraternity president and advisor contact information.
- 1.14** Maintain a minimum of three (3) office hours each week to be available and posted in the Greek Office.
- 1.15** Perform all other duties pertaining to this office.

SECTION 2 – THE VICE PRESIDENT OF COUNCIL MANAGEMENT

The Vice President of Council Management shall have the following duties:

- 2.1** Perform the duties of the President in her absence, inability to serve, or at her call.
- 2.2** Schedule and make arrangements for all meetings of the Minnesota State University, Mankato Panhellenic Council.
- 2.3** Keep full minutes of all meetings of the Minnesota State University, Mankato Panhellenic Council and record all action taken by the Executive Board. Minutes are to be typed, posted on D2L and sent to all member fraternity delegates via electronic mail.
- 2.4** Maintain a complete up-to-date file, which will include the minutes of meetings of the Minnesota State University, Mankato Panhellenic Council as well as all current business materials and current correspondence.

- 2.5 Keep an up-to-date roll (including telephone numbers and electronic mail addresses) of the delegates and officers of the Panhellenic Council and roll call will take place at all Council meetings.
- 2.6 Keep, maintain and distribute a Panhellenic Council Directory for the use of the entire membership. This should be on hand and readily available to Chapter Presidents, Council Members and Chapter Delegates.
- 2.7 Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- 2.8 Be responsible for the general supervision of the finances of the Minnesota State University, Mankato Panhellenic Council.
- 2.9 Be responsible for the preparation of the annual budget. Following its approval by the Panhellenic Council, a copy will be provided to each Chapter.
- 2.10 Send out invoices two (2) weeks prior to payment due date.
- 2.11 Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- 2.12 Be responsible for the prompt payment of all bills of the Minnesota State University, Mankato Panhellenic Association.
- 2.13 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.
- 2.14 Review all Panhellenic Association checks and contracts as provided for in Article I.
- 2.15 Organize calendars submitted by member fraternities and compile them for presentation to the Panhellenic Council for review at the start of the semester.
- 2.16 Perform all other duties usually pertaining to this office.
- 2.17 Maintain a minimum of two (2) office hours per week posted in the Greek Office.
- 2.18 Shall oversee Off-Week Meeting activities and Greek Week Chair (co-chairs).

SECTION 3 – THE VICE PRESIDENT OF RECRUITMENT

The Vice President of the Recruitment:

- 3.1 Coordinate all aspects of formal and informal membership selection (recruitment) processes sponsored by the Minnesota State University, Mankato Panhellenic Association.
- 3.2 Coordinate the selection and training of Recruitment Counselors.
- 3.3 Meet regularly with member fraternity recruitment chairs.
- 3.4 Review and develop membership selection (recruitment) rules, submit them to the Panhellenic Council for discussion and approval.
- 3.5 Distribute copies of membership selection (recruitment) rules to member fraternity delegates, recruitment chairs and Alumnae Advisors at the beginning of each semester.
- 3.6 Be responsible for one Panhellenic Association recruitment workshop per semester. This shall be announced three weeks in advanced.
- 3.7 Prepare, collect and compile data and distribute, to member fraternities, Recruitment Counselors and new members, from recruitment surveys after membership recruitment processes sponsored by the Minnesota State University, Mankato Panhellenic Association.
- 3.8 Follow National Panhellenic Council Recruitment Rules and Guidelines.
- 3.9 Responsible for conveying the National Panhellenic Council recruitment rule(s) to all member fraternities.
- 3.10 VP of Recruitment and Panhellenic President may establish fines ranging from five (5) to fifteen (15) dollars for each minor and moderate recruitment infractions. Any major infractions shall be addressed according to the Panhellenic Council Conference Manual of Information.
- 3.11 Perform all other duties usually pertaining to this office.
- 3.12 Maintain a minimum of two (2) office hours per week posted in the Greek Office.

SECTION 4 – THE VICE PRESIDENT OF MEMBERSHIP DEVELOPMENT

The Vice President of Membership Development shall have the following duties:

- 4.1** Actively participate in educational outreach programs for member fraternities and new members.
- 4.2** Coordinate the presentation of member development/enrichment programs co-sponsored by member fraternities for the entire Minnesota State University, Panhellenic Association announced three weeks in advance
- 4.3** Be responsible for one (1) Panhellenic Council Delegate workshop per semester.
- 4.4** Provide ample opportunities for the recognition of excellence in individual and overall member fraternity academic achievement.
- 4.5** Provide ample opportunities for the recognition of superior member fraternity educational programs.
- 4.6** Facilitate Scholarship Roundtables.
- 4.7** Perform all other duties usually pertaining to this office.
- 4.8** Maintain a minimum of two (2) office hours per week posted in the Greek Office.

SECTION 5 – THE VICE PRESIDENT OF COMMUNITY SERVICE AND PHILANTHROPY

The Vice President of Community Service and Philanthropy shall have the following duties:

- 5.1** The Vice President of Community Service and Philanthropy shall serve as the Panhellenic Council representative to the following event planning committees:
 - A. Homecoming
 - B. Blood Drive
 - C. Dance Marathon
- 5.2** Coordinate the presentation of a program/event-planning workshop for the entire Minnesota State University, Mankato Panhellenic Council.
- 5.3** Shall plan and lead the following events:
 - A. All Greek Community Service
 - B. All Greek Philanthropy
 - C. Campus and Greek Community Involvement
- 5.4** Perform all other duties usually pertaining to this office.
- 5.5** Maintain a minimum of two (2) office hours per week posted in the Greek Office.

SECTION 6 – THE VICE PRESIDENT OF RISK MANAGEMENT

The Vice President of Risk Management shall have as the following duties:

- 6.1** Coordinate the presentation of a program/event planning workshop for the Risk Management chairs of each member fraternity announced three weeks in advance.
- 6.2** Provide ample opportunities for the recognition of superior member fraternity alcohol-free social events.
- 6.3** Present at least one risk management program for the Greek community each semester.
- 6.4** Shall determine if social planning forms are approved or denied. Chapter delegates will be notify via email, phone call, or in person if forms are approved or denied if they were not approved or denied at a Panhellenic Council Meeting
- 6.5** Shall notify chapter delegates of approved or denied social planning forms.
- 6.6** Educate the Minnesota State University, Mankato Panhellenic Council on all University and National Panhellenic Conference policies concerning hazing, alcohol, and other health issues.
- 6.7** Perform all other duties usually pertaining to this office.
- 6.8** Maintain a minimum of two (2) office hours per week posted in the Greek Office.

SECTION 7 – THE VICE PRESIDENT OF JUDICIAL REVIEW

The Vice President of Judicial Review shall have the following duties:

- 7.1** Serve as Judicial Board Chairman.
- 7.2** Supervise the review and revision of the Minnesota State University, Mankato Panhellenic Council Constitution and Bylaws as needed.
- 7.3** Shall conduct judicial processes according to the National Panhellenic Conference Manual of Information.
- 7.4** Coordinate the training of the Judicial Board members with the Panhellenic Advisor and hold a special round table for chapters on the Judicial Process announced three weeks in advance.
- 7.5** Implement the NPC UNANIMOUS AGREEMENT VII, the College Panhellenic Judicial Procedure.
- 7.6** Determine if any collegiate Judicial Board members need to be excused (relieved) from serving because of a conflict of interest.
- 7.7** Provide involved chapter(s) with a copy of the “College Panhellenic Judicial Board Guidelines and Procedure”. Shall also have a copy for them.
- 7.8** Preside over all judicial hearings.
- 7.9** Shall assist, if necessary, the Vice President of Risk Management in the planning and implementation of programs/ events planning workshop for the Risk Management chairs of each member fraternity.
- 7.10** Shall review and revise all policies of the Panhellenic Association of Minnesota State University, Mankato.
- 7.11** Perform all other duties usually pertaining to this office.

SECTION 8– VICE PRESIDENT OF PUBLIC RELATIONS AND MARKETING

The Vice President of Public Relations and Marketing shall have the following duties:

- 8.1** Assist with the planning and execution of all Panhellenic sponsored membership selection (recruitment) processes and make sure events are being given sufficient marketing.
- 8.2** Assist with Recruitment Counselor selection and training.
- 8.3** Assist with the organization and presentation of at least one recruitment skills workshop per semester.
- 8.4** Serve as a head Panhellenic Recruitment Counselor along side with the Vice President of Recruitment and Panhellenic President during any formal Panhellenic sponsored membership selection (recruitment) processes.
- 8.5** Work closely with the Panhellenic Council Executive Board and the Greek Advisor to make certain that the news media and University community is kept well informed of favorable publicity about the Panhellenic Association and its member fraternities.
- 8.6** Update material on Greek website and keep it current.
- 8.7** Coordinate an annual Panhellenic Association Faculty Appreciation event.
- 8.8** Maintain a file (photos, notes, etc.) of events and activities sponsored and attended by members of the Panhellenic Association and its member fraternities
- 8.9** Prepare and distribute a newsletter as least once per semester.
- 8.10** Coordinate the presentation of a program/event-planning workshop for the entire Minnesota State University, Mankato Panhellenic Council.
- 8.11** Assist in the development and maintenance of the Minnesota State University, Mankato Panhellenic Association web site.
- 8.12** Perform all other duties usually pertaining to this office.
- 8.13** Maintain a minimum of two (2) office hours per week as posted in the Greek Office.

ARTICLE VI

THE EXECUTIVE BOARD

SECTION 1 – THE EXECUTIVE BOARD

- 1.1** Appoint all standing and special committees and their chairs and, in making these appointments, recognize representation from all regular and associate member fraternities.
- 1.2** Hold weekly meetings to discuss issues pertaining to the Minnesota State University, Mankato Panhellenic Council held at their discretion.
- 1.3** The Vice President of Council Management will chair these meetings
- 1.4** 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.
- 1.5** Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice President for Council Management, and record the action in the minutes of that meeting.
- 1.6** Work in conjunction with the Interfraternity Council of Minnesota State University, Mankato Executive Council for stated events and All Greek events.

ARTICLE VII

APPOINTED CHAIRS

SECTION 1 – STANDING COMMITTEES

The standing committees of the Minnesota State University, Mankato Panhellenic Council shall be chaired by any member who is in good standing of any member fraternity in the Panhellenic Association who is also in good academic and disciplinary standing with the University.

- 1.1** The appointed chair of each standing committee shall be responsible for the recruitment of committee members (if applicable).
- 1.2** If appointed chair positions are not filled, then respective Vice Presidents will announce availability of offices at general meetings; including releasing memorandums to chapters of available offices in a timely manner.
- 1.3** Committees shall consist of an appointed chair and at least two other members.
- 1.4** Committees will meet at designated times outside of the regular Panhellenic Council meetings established by the appointed chair and committee members to conduct its business (at least once a month).
- 1.5** Appointed committee chairs will meet regularly with their respective Panhellenic Council Vice President (at least once a month).
- 1.6** At the second regular Panhellenic Council meeting of the month, appointed committee chairs shall give a report to the Panhellenic Council of her committee's work.

SECTION 2 – GREEK WEEK CHAIR (CO-CHAIR)

The Greek Week Chair (co-chair) shall:

- 2.1** Coordinate Greek Week activities.

ARTICLE VIII

ADMINISTRATION OF MEMBERSHIP SELECTION (RECRUITMENT)

SECTION 1 – FORMAL RECRUITMENT

An early fall formal membership recruitment session shall be held.

SECTION 2 – QUOTA-TOTAL

The National Panhellenic Conference Quota-Total system shall be followed.

- 2.1. Member fraternities, which do not fill basic Quota during formal membership selection (recruitment), may continue to bid and pledge to Quota in Continuous Open Bidding even though reaching Quota puts them at or over Total.

SECTION 3 – BIDDING

The preferential bidding system shall be used during fall formal membership selection (recruitment).

SECTION 4 – CONTINUOUS OPEN BIDDING

After formal membership selection (recruitment), Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible female students.

SECTION 5 – CHAPTER TOTAL

Every regularly enrolled new member, initiate or affiliate of a member fraternity shall be counted in the Chapter Total.

- 5.1. A list of pledged, initiated and affiliated members shall be filed with the Greek Advisor on the first day of classes in each semester.
- 5.2. Any resignation, termination or other change in membership shall be reported to the Greek Advisor no later than twenty-four hours after it has occurred.

SECTION 6 – SUMMER RECRUITMENT

Chapters may not recruit for themselves over summer break.

- 6.1 The only summer recruitment shall be recruiting for sorority recruitment in the fall

SECTION 7 – CAMPUS TOTAL

7.1 Total will not exceed fifty (50). (10/10)

- 7.2. Review of total shall take place once a year after fall formal recruitment. After a decision has been made, if applicable, the decision of total shall be implemented immediately.

Section 8 – Dry Recruitment

8.1 No chapter may provide alcoholic beverages at any recruitment function.

8.2 Definitions

- A. "Fraternity" or "sorority" is defined to include the actions of members, fall and spring new members, and alumni.
- B. "Alcoholic Beverages" is defined to include intoxicating spirits, malt liquors, beer, and 3.2% beer.
- C. "Prospective Member" is any MSU student or prospective MSU student who is not a member or pledge of a chapter, who may be interested in becoming a chapter member.

D. "Recruitment Function" is defined as any event hosted or sponsored by a chapter, at which potential membership is discussed by any chapter member with any prospective member.

- 8.3** Prospective members shall not bring their own alcoholic beverages to a recruitment function. Fraternities and sororities will be held responsible for any alcohol brought to said function by the prospective member if not discarded by the said chapter.
- 8.4** Chapters will not be held responsible for potential members who arrive at recruitment functions intoxicated and any potential member who does arrive intoxicated may not be admitted or invited to participate in the function. Chapters will be held responsible for potential members who arrive intoxicated if they are permitted to attend or participate in the function.
- 8.5** No chapter member may drink with, give to, purchase for, or otherwise provide any alcoholic beverages, either directly or indirectly, to any prospective member regardless of age at any recruitment function.
- 8.6** Alleged violations of these provisions shall be referred to the appropriate council's Conduct Review process.

ARTICLE IX

PLEDGING, INITIATION, AND HAZING

SECTION 1 – PLEDGING

A woman must be a regularly matriculated student to be eligible for membership selection (recruitment) and pledging.

1.2 A Minnesota State University, Mankato Panhellenic Association member fraternity may not issue an invitation to membership (bid) or formally pledge a woman during any school recess.

SECTION 2 – INITIATION

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

SECTION 3 – HAZING

3.1 All forms of hazing pledge 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 which 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 which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a Minnesota State University, Mankato Panhellenic Council member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns' and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or the State of Minnesota, the Minnesota State Colleges and Universities and Minnesota State University, Mankato. And all Minnesota State University, Mankato Panhellenic Council member fraternities will affirm their policies on hazing and inform their membership of this and their own member fraternity policies on hazing through educational programs and through printed resource materials.

The State of Minnesota's Anti-Hazing Statute: "Prohibits acts causing a substantial risk of harm to a student for the purpose of initiation. School boards and school sports leagues must adopt written anti-hazing policies and anti-violence education." §§ 120B.22, 128C.02 and 121A.69)

3.2 If hazing has occurred the member fraternity shall be brought forth to the judicial board for sanctions including but not limited to:

1. Review of said member fraternity's membership.
2. Elimination of social activities for (1) one year.
3. Suspension of member fraternity.

ARTICLE X

NATIONAL PANHELLENIC CONFERENCE

SECTION 1 – EXTENSION

- 1.1** When all National Panhellenic Conference member fraternities at Minnesota State University, Mankato are close to or over Total the Panhellenic Council may petition the National Panhellenic Conference to open the campus up for expansion. It is up to the NPC whether or not to allow campus to open up. This discussion shall take place alongside the total review discussion at the end of formal recruitment every fall.
- 1.2** Such a chapter shall be organized through colonization by a National Panhellenic Conference member fraternity or through organization of a local sorority, which may petition a National Panhellenic Conference member fraternity for a chapter.
- 1.3** Consideration will be given to National Panhellenic Conference member fraternities, which have filed letters expressing an interest in the University.
Primary consideration shall go to member fraternities of the National Panhellenic Conference who used to have chapters at Minnesota State University, Mankato
- 1.4** All rules and regulations shall bind all non-National Panhellenic Conference member fraternities applicable to National Panhellenic Conference member fraternities.
- 1.5** Reference the National Panhellenic Conference Manual of Information for extension processes.

SECTION 2 – NON-PANHELLENIC ORGANIZATIONS

- 2.1** The Minnesota State University, Mankato Panhellenic Association will not support fraternal organization that do not seek membership in the Minnesota State University, Mankato Panhellenic Association or the Interfraternity Council of Minnesota State University, Mankato and do not use the appropriate methods for seeking such membership.
- 2.3** The Minnesota State University, Mankato Panhellenic Association will not interfere with such organization's right to organize on campus.

ARTICLE XI

SOCIAL EVENTS

SECTION 1 – CO-SPONSORSHIP

The collegiate chapters of the Minnesota State University, Mankato Panhellenic Association will co-sponsor functions in fraternity housing facilities only if those functions are alcohol-free.

SECTION 2 – FRATERNITIES

The collegiate chapters of the Minnesota State University, Mankato Panhellenic Association fully support the fraternities that have chosen to adopt the alcohol-free housing standard, and will encourage other fraternities to follow suit.

SECTION 3 – SOCIAL PLANNING FORMS

A Social Planning Form must be filled out and approved one week prior to all events involving alcohol including but not limited to fundraisers, formal, semi-formal, exchanges, social gatherings, etc.

SECTION 4 – HOSTING

Any chapter hosting an event not approved shall risk being brought to the Panhellenic Judicial Board for possible sanctions.

SECTION 5 – ALCOHOL POLICY

- 5.1** Chapters and members of chapters are responsible for complying with council, university, national organization, local, state, and federal laws, rules, regulations, and policies. This includes but is not limited to ensuring that those who consume alcohol at chapter events or on chapter property are of legal drinking age. Alleged violations of these provisions shall be referred to the appropriate council's Conduct Review process.
- 5.2** No kegs or common sources of alcohol are permitted at any event that is sponsored by a chapter, except as permitted under the third-party vendor policy, or on any chapter property.
- 5.3** Purchasing alcohol with chapter or council funds, pooling of members' money, or individual purchasing of alcohol for the chapter is prohibited.
- 5.4** No alcohol shall be present at any recruitment, pledge, or new member activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother/big sister night," and initiation.
- 5.5** No member, pledge, new member, alumnus, or guest shall permit, tolerate, encourage or participate in "drinking games" at a chapter event. Drinking games include but are not limited to the mass consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.

SECTION 6- EVENT POLICY

- 6.1** In all cases, chapters are responsible for complying with council, University, national organization, local, state, and federal laws, rules, regulations, and policies. If policies differ from each other, the more restrictive regulations are to be observed. Violation of any of these event policies shall result in the alleged violation being referred to the appropriate council's Conduct Review Process.

6.2 All social events must be registered and approved by means of a Social Planning Form with the appropriate governing council at least seven days prior to the event. Failure to do so will result in cancellation or postponement of the event. If an unapproved or improperly registered event occurs, the alleged violation(s) shall be referred to the appropriate council's Conduct Review process.

6.3 The Vice President of Risk Management for each council shall have initial authority to approve or to not approve Social Planning Forms. If a Social Planning Form is not approved, a chapter has the option to make appropriate changes, to cancel/postpone the event, or to appeal the decision of the Vice President for Risk Management to the governing council. A decision made by the Vice President for Risk Management may be overturned by a three-fourths vote of the chapters in the respective council.

6.4 Definitions

- a. "Fraternity," "Sorority," or "Chapter" is defined to include the actions of initiated members, new members, and alumni/alumnae.
- b. "Alcoholic Beverages" is defined to include intoxicating spirits, malt liquors, beer, and 3.2% beer.
- c. A chapter "event" is defined as activity a reasonable person would conclude to be related to a fraternity or sorority. "Events" may include, but are not limited to retreats, banquets, formals, exchanges, parties, fund-raisers and community service projects. Criteria which may be used to determine whether or not an "event" has taken place include, but shall not be limited to:
 - i. The event was pre-planned or pre-meditated 24 hours prior to its occurrence
 - ii. A chapter officer planned the event
 - iii. A majority of chapter members knew about and/or were present at the event
 - iv. Chapter funds were used to pay for any part of the event
 - v. Ten or more non members were present at the event.
- d. "Guest" shall be defined as any person invited to be present at an event and included on a guest list for events with alcohol present.

6.5 Dry Events (events without alcohol present)

- a. Exchanges and other events at which alcohol is not present should be in good taste and should not be offensive in nature. Events should not have themes or activities deemed to be belittling, offensive, insensitive, or otherwise inappropriate.
- b. Events poking fun at or mocking alcohol consumption and/or simulating drinking games, unless part of a risk management program, should not occur.

6.6 Events with Alcohol

- a. All social events with alcohol present require a guest list that must be submitted at least 48 hours prior to the event. Guest lists are not a sign in list, any form of directory, or chapter membership list. The purpose of a guest list is to limit attendance to those who know and who were invited by a member. No persons not appearing on the submitted guest list will be permitted into the event or on the premises.
 - i. Final guest lists reflecting attendance shall be submitted to the appropriate council's Vice President of Risk Management on the business day following an event.
 - ii. Alumni who attend a function, without prior notice being provided to the chapter, will be noted on the final guest list which will be turned in.
- b. Open Parties, meaning those with unrestricted access by non-members of the chapter, without specific invitation, where alcohol is present, are forbidden.
- c. During any chapter sponsored event, the hosting chapter is responsible for checking the identification of guests for legal drinking age, and for verifying that all attendees are over

the age of 18 or current MSU students, excluding PSEO students. The chapter must also provide a way to distinguish those of legal drinking age.

- d. The total number of people in attendance at a social function must not exceed 75 people or two guests per member of the chapter, whichever is greater, nor may the number of attendees exceed the fire code for the facility in which the event is taking place. Requests for social events with more than 75 people in attendance may be made, but require verification that the facility at which the event is hosted can accommodate such a number of people. Additional hired security may be required for events with large attendance.
- e. Any guest or chapter member who is visibly intoxicated shall not be permitted to consume additional alcoholic beverages at any event.
- f. **BYOB (Bring your own beverage) Events**
 - i. No kegs or common sources of alcohol are permitted at any event that is sponsored by a fraternity or sorority unless the event is catered by a third-party vendor with a current liquor license and general liability insurance coverage of not less than \$1 million, and unless beverages are sold individually (i.e. no events at which an unlimited number of drinks may be purchased for one price).
 - ii. Any guest of legal drinking age may bring up to a maximum of 12 12-ounce cans of beer or 12 12-ounce wine coolers unless a lower number is specified by the chapter.
 - iii. A punch card system must be used for the distribution of alcoholic beverages.
 1. Alcoholic beverages must be checked at the door.
 2. A punch card shall reflect the number and type of beverage brought.
 3. Beverages are to be distributed, one at a time, by a member of the host chapter, who has the responsibility of abstaining from alcohol during the event.
 - iv. Hard alcohol or spirits will not be permitted.
 - v. Beverages brought in glass bottles must be poured into cups before consumption.
 - vi. Alternative or non-alcoholic beverages, served in cups distinguishable from those used for alcoholic beverages, and non-salted food must be supplied and visibly available by the hosting chapter during the duration of the event. These items shall be made available to attendees at no charge.
 - vii. All BYOB events require a minimum of one sober monitor per 25 attendees (including chapter members) expected, in addition to one door monitor responsible for verifying guests' identification. He/she is accountable for distinguishing minors from guests of legal drinking age (i.e. wristbands, mark or stamp on hand, etc.) Sober monitors and door monitors may switch responsibilities during the course of the event, but they must be present and sober, abstaining from alcohol consumption, for the duration of the event.
 - viii. There will be no distribution of alcohol after 1:00 AM. Guests shall not be permitted to leave an event with unconsumed beverages after this time.

6.7 Third-Party Vendor Events

- a. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

- b. Third party vendors and/or the locations at which third-party vendor events are held must have a minimum of \$1 million general liability insurance coverage and a current liquor license. It is the responsibility of the host chapter(s) to obtain this verification and submit it a minimum of 48 hours prior to the event.
- c. Chapters are responsible for providing a minimum of one sober monitor per 25 attendees (including chapter members) expected, in addition to one door monitor who shall be responsible for ensuring that those entering the functions are on the guest list submitted prior to the function.
- d. While third-party vendors should bear the liability for verifying that those served alcoholic beverages are of legal drinking age, the hosting chapter also bears responsibility for adhering to all state, federal, and local laws. Chapters shall not permit those under the legal drinking age to consume alcohol at events they host.

ARTICLE XII

VIOLATIONS AND JUDICIAL POLICY

SECTION 1 – NATIONAL PANHELLENIC CONFERENCE MANUAL OF INFORMATION

All judicial matters shall be addressed according to the National Panhellenic Conference Manual of Information. (Green Book)

SECTION 2 – THE JUDICIAL BOARD

The Judicial Board is composed of four (4) collegiate members and the Panhellenic Advisor (ex-officio member).

2.1 Members Include:

- A. Chairman (may be elected or appointed) voting member
- B. Vice Chairman (may be elected or appointed) voting member
 - 1. The Vice Chairman will assume the duties and responsibilities of the Chairman in cases where the Chairman must be relieved of her responsibilities because of a conflict of interest.
 - 2. Four (4) members representing fraternities holding Regular membership in the Minnesota State University, Mankato Panhellenic Association
 - 3. The Panhellenic Advisor (ex-officio member) non-voting
 - a. The Panhellenic Advisor shall serve as an ex-officio member of the Judicial Board.
 - b. If the Panhellenic Advisor is unable to attend a meeting, a noncollegiate representative will be chosen by a majority vote of the Judicial Board

- 2.2** A Panhellenic Judicial Board member must be an initiated undergraduate member in good standing according to the definition of her respective member fraternity, at the time of appointment and through her term.

SECTION 3 – NATIONAL PANHELLENIC CONFERENCE

The Minnesota State University, Mankato Panhellenic Judicial Board shall:

3.1 Handle all alleged violations of:

- 1. NPC UNANIMOUS AGREEMENTS,
- 2. Minnesota State University, Mankato Panhellenic Constitution and Bylaws,
- 3. Minnesota State University, Mankato Membership Recruitment rules/guidelines
- 4. College Panhellenic Standing Rules.
- 5. Policies and Resolutions

3.2 Educate member fraternities about the Panhellenic Judicial Procedure.

3.3 Participate in training designated to educate Judicial Board members about the purpose of the Judicial 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.

3.4 Conduct a fair hearing with impartial Judicial Board members following the NPC UNANIMOUS AGREEMENTS VII, Minnesota State University, Mankato Panhellenic Judicial Procedure v. Maintain confidentiality throughout an upon completion of the judicial process. =(UA VII)

3.5 Create and maintain proper documentation. Documentation should be retained by the Vice President of Risk Management or Chairman and the Panhellenic Advisor for a period of three years. (UA VII).

SECTION 4 – APPEAL

If the outcome of the arbitration process is not acceptable, the matter may be appealed. Notice of intention to appeal shall be given to the Vice President of Judicial Review.

ARTICLE XVII

AMENDMENTS

The Bylaws of the Minnesota State University, Mankato Panhellenic Council may be amended by two-thirds vote of the voting delegates of the Minnesota State University, Mankato Panhellenic Council, provided notice of the proposed amendment has been discussed at the preceding regular meeting.

Last Revised
04/14/2011

President of the Panhellenic Council: Lani Petrulo

Vice President of Council Management: Marinda Phandanouvong

Greek Advisor: John Bulcock