

Bylaws of the Panhellenic Council

at

Minnesota State University, Mankato



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ARTICLE I

NAME, MISSION, DEFINITIONS

SECTION I-NAME

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

SECTION II-MISSION OF THE GREEK COMMUNITY

The Fraternities and Sororities at Minnesota State University, Mankato takes pride in serving the university and the greater Mankato area. We are a community of campus leaders committed to excellence in scholarship and to promoting dynamic personal growth of members, focusing on the development of experiential leadership and the fostering of lasting relationships.

SECTION III-NON-DISCRIMINATION CLAUSE

The organization shall not restrict or determine Membership based on and individual's race, sex, color, creed, religion, age, national origin, disability, marital status, socioeconomic status, status with regard to public assistance, sexual orientation, gender identity, gender expression or familial status, except as allowed for college fraternities and sororities, and thereby their governing bodies, by Title IX.

SECTION IV-DEFINITIONS

NPC - NPC shall refer to the National Panhellenic Conference, the governing body of all sororities at Minnesota State University, Mankato.

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

Panhellenic Council - The Panhellenic Delegates from each chapter.

Panhellenic Executive Council - The Executive Board Members.

Greek Office - The Greek Office is located in the Student Activities Office, Centennial Student Union in 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.

Community service hours - Time spent in which an individual provides service which directly benefits either people experiencing poverty, discrimination, abuse, poor health, old age, and/or physical-mental limitations; or the protection of animals or the environment for which one does not receive financial compensation.

ARTICLE II FINANCES

SECTION I – FISCAL YEAR

The budget year of the Minnesota State University, Mankato Panhellenic Council shall coincide with Minnesota State University, Mankato School Year (August 1 to July 31).

SECTION II – 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 III – 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 IV – 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 Panhellenic Council or MSU PHC. Funds may also be transferred from a chapter's on-campus account to the Minnesota State University, Mankato Panhellenic Council's account.

SECTION V – MEMBERSHIP DUES

- 5.1 Amount.** The dues of each Panhellenic Association member fraternity shall be an assessment per chapter, member and new member.
 - A. Two Hundred (\$200.00) per semester per member fraternity.
 - B. Sixteen dollars (\$16.00) per semester (per initiated and new members) (Last Updated 2018)
- 5.2 Fees**
 - A. Forty dollars (\$40.00) per spring semester per member fraternity. (dues for NPC)
 - B. One-time fee of thirty dollars (\$30.00) at the time a new member submits her Recruitment Acceptance/Binding Agreement card to the Panhellenic Advisor.
 1. Until August 1st a potential new member can sign up for Formal Recruitment at a discounted rate of \$20.00.
- 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, based on chapters submitted roster and any new member additions.
- 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 the second council meetings for October and February. 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 I – REGULAR MEETINGS

The Minnesota State University, Mankato Panhellenic Council shall hold weekly meetings on Thursdays, at a time and 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 V).

- 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 II – 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 III – 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 IV – ADVISOR MEETINGS

Each elected Panhellenic Officer should have regularly scheduled meetings with the Greek Advisor of Minnesota State University, Mankato and with their counterpart on the Interfraternity Council.

SECTION V – 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 VI – 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. 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 VII – 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 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 Greek Advisor.
- 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 I – ELECTED OFFICERS

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

SECTION II – APPOINTED OFFICERS

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

SECTION III – ELIGIBILITY

Elected and Appointed officers must meet and maintain the following requirements to be elected and to continue to hold office:

- 3.1** Initiated members, who are in good standing with their chapter. The Chapter must be holding regular membership in the Panhellenic Council.
- 3.2** 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
- 3.3** To be eligible to run for President, member must have served as an elected Panhellenic officer or have previously served as a Chapter President.

- 3.4 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.
- 3.5 If no candidate meets eligibility for a particular office, the Panhellenic Council shall vote to allow any number of individual candidates to run for the office.

SECTION IV – 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 by the deadline set by the Executive Board.
A. Candidates not meeting this deadline shall not be allowed to run for office, except as specified in section 4.6.
- 4.3 During the election meeting, each candidate shall present a brief, no longer than 3-minute speech, with time being monitored by the Vice President of Council Management, on their qualifications during that stated meeting.
- 4.4 Each delegate will be allowed to cast one vote per office.
- 4.5 In order to be elected, a candidate must receive greater than 50% of the number of votes cast.
- 4.6 If no candidate receives the required number of votes, the office will remain open and the Panhellenic Executive Board will accept new applications and continue voting until an election is made.

SECTION V – 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 If the candidate does not meet the requirements their election is up to the discretion of the Panhellenic Executive Board.
- 5.3 Her application will be reviewed and voted on by the Panhellenic Executive Board.
- 5.4 The entirety of Article IV Section V excludes Panhellenic Recruitment Counselors.

SECTION VI- REMOVAL OF AN OFFICER

- 6.1 To remove an officer from her position, a written request for removal must be brought to the Panhellenic Council President with a signature from at least one chapter delegate as providing a consensus on this written request.
A. If there is a request to remove the Panhellenic Council President from office, a written request for removal must be brought to the Vice President of Council Management with signatures from all chapter delegates as providing a consensus on this written request.
- 6.2 The report must be detailed with substantial evidence for her removal from office; reasons may include failure to fulfill her duties or violating the Code of Ethics.
- 6.3 If the Panhellenic Council executive board finds the case credible, then the Panhellenic Council President will bring the matter to the next council meeting. If the board does not find the case credible, the author of the written request will be notified within two weeks of the initial proposal.
- 6.4 If the Panhellenic Council executive board does find the case credible, then the officer in question will have a chance to defend his/her case with an oral presentation of 5 minutes or less. This includes a question and answer period. Delegates of chapter representatives may offer comments concerning the qualification of the officer at this time. The author of the written request will also have a chance to defend his or her case with an oral presentation of 5 minutes or less including a question and answer period. When one party is presenting her or her case to the council, the opposite party must wait outside.
- 6.5 The delegates will then vote on the removal of the officer. A two-thirds vote is needed to remove an officer. Only chapter delegates, proxies, or chapter representatives will be allowed to participate in this process.

ARTICLE V

EXECUTIVE BOARD

SECTION I – 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.
- 1.7 Officers responsible for hosting round tables must do so within the first eight weeks of the semester.
- 1.8 Officers of the Panhellenic Council must be trained as Sober Monitors during the Vice President of Risk Management's Sober Monitoring Training.

SECTION II – OFFICER DUTIES

2.1-THE PRESIDENT OF THE PANHELLENIC COUNCIL

The President shall have the following duties:

- A. Have overall responsibility for the operation of the Panhellenic Council at Minnesota State University, Mankato.
- B. 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.)
- C. Preside over all regular meetings of the Panhellenic Council and call and preside over its special meetings.
 - i. Know and properly use Robert's Rules of Order to execute efficient business meetings.
- D. Serve as a head Panhellenic Recruitment Counselor alongside with the Vice President of Recruitment and Panhellenic Marketing and Public Relations during any formal Panhellenic sponsored membership selection (recruitment) processes.
- E. Review all Panhellenic Association checks and contracts as provided for in Article I.
- F. Serve as member ex-officio of all Panhellenic Council Committees.
- G. Coordinate officer and delegate retreats and other similar events when needed in conjunction with the Interfraternity Council President and the Greek Advisor.
- H. Communicate regularly with the National Panhellenic Conference Area Advisor.
- I. Maintain a complete and up-to-date President's file which will include a copy of:
 - i. The current Minnesota State University, Mankato Panhellenic Council Constitution
 - ii. The current Minnesota State University, Mankato Panhellenic Council Bylaws
 - iii. The current Panhellenic Council budget
 - iv. The current NPC Manual of Information and related materials
 - v. Current correspondence and materials received from the NPC Area Advisor
 - vi. Copies of the College Panhellenic Reports to the Area Advisor
 - vii. The Minnesota State University, Mankato Panhellenic Annual Report due April 1st
 - viii. Other pertinent materials.
- J. Serve as the representative of the Panhellenic Council to the University community.
- K. Meet regularly with each officer individually if applicable.
- L. Meet regularly with the Greek Advisor, and Interfraternity Council President.
- M. Maintain current member fraternity president and advisor contact information.

- N. Maintain a minimum of two office hours each week to be available and posted in the Greek Office. One of these hours are with the IFC counterpart.
- O. Perform all other duties pertaining to this office.

2.2-THE VICE PRESIDENT OF COUNCIL MANAGEMENT

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

- A. Perform the duties of the President in her absence, inability to serve, or at her call.
- B. Schedule and make arrangements for all meetings of the Minnesota State University, Mankato Panhellenic Council.
- C. Call and preside over all Panhellenic Council Executive Board meetings.
- D. 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 Maverick Greeks website, PHC Portal on Engage, and sent to all member fraternity delegates and fraternity presidents via electronic mail.
- E. 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.
- F. 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.
- G. 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.
- H. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- I. Be responsible for the general supervision of the finances of the Minnesota State University, Mankato Panhellenic Council.
- J. Be responsible for the preparation of the annual budget. Following its approval by the Panhellenic Council, a copy will be provided to each Chapter.
- K. Send out invoices two (2) weeks prior to payment due date.
- L. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- M. Be responsible for the prompt payment of all bills of the Minnesota State University, Mankato Panhellenic Association.
- N. 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.
- O. Review all Panhellenic Association checks and contracts as provided for in Article I.
- P. Organize calendars submitted by member fraternities and compile them for presentation to the Panhellenic Council for review at the start of the semester.
- Q. Be responsible for one (1) Panhellenic Council Delegate workshop per semester.
- R. Perform all other duties usually pertaining to this office.
- S. Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.
- T. Shall oversee Off-Week Meeting activities and Greek Week Chair (co-chairs).

2.3-THE VICE PRESIDENT OF RECRUITMENT

The Vice President of the Recruitment:

- A. Coordinate all aspects of formal and informal membership selection (recruitment) processes sponsored by the Minnesota State University, Mankato Panhellenic Association.
- B. Coordinate the selection and training of Recruitment Counselors.
- C. Review and develop membership selection (recruitment) rules, submit them to the Panhellenic Council for discussion and approval.
- D. Distribute copies of membership selection (recruitment) rules to member fraternity delegates, recruitment chairs and Alumnae Advisors at the beginning of each semester.

- E. Be responsible for one Panhellenic Association recruitment workshop per semester. This shall be announced three weeks in advanced.
- F. 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.
- G. Follow National Panhellenic Council Recruitment Rules and Guidelines.
- H. Responsible for conveying the National Panhellenic Council recruitment rule(s) to all member fraternities.
- I. VP of Recruitment and Panhellenic President may establish fines ranging from fifteen (15) to fifty (50) dollars for each minor and moderate recruitment infractions. Any major infractions shall be addressed according to the Panhellenic Council Conference Manual of Information.
- J. Perform all other duties usually pertaining to this office.
- K. Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

2.4-THE VICE PRESIDENT OF MEMBERSHIP DEVELOPMENT AND EDUCATION

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

- A. Actively participate in educational outreach programs for member fraternities and new members.
- B. 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
- C. Provide ample opportunities for the recognition of excellence in individual and overall member fraternity academic achievement.
- D. Provide ample opportunities for the recognition of superior member fraternity educational programs.
- E. Facilitate the following events:
 - A. Scholarship Roundtables (1 per semester)
 - B. Member Education Roundtables (1 per semester)
 - C. New Member Workshops (2 per semester)
 - D. Emerging Leaders
 - E. Fraternal Values Society
- F. Plan Pie for Pi and the Greek Graduation Ceremony for All Greek.
- G. Plan a leadership conference for the fall semester.
- H. Perform all other duties usually pertaining to this office.
- I. Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

2.5- VICE PRESIDENT OF PUBLIC RELATIONS AND MARKETING

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

- A. Assist with the planning and execution of all Panhellenic sponsored membership selection (recruitment) processes and make sure events are being given sufficient marketing.
- B. Assist with Recruitment Counselor selection and training.
- C. Assist with the organization and presentation of at least one recruitment skills workshop per semester.
- D. Serve as a head Panhellenic Recruitment Counselor alongside with the Vice President of Recruitment and Panhellenic President during any formal Panhellenic sponsored membership selection (recruitment) processes.
- E. 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.
- F. Update material on Greek website and keep it current.

- G. Maintain a file (photos, notes, etc.) of events and activities sponsored and attended by members of the Panhellenic Association and its member fraternities
- H. Prepare and distribute a newsletter as least once per semester.
- I. Coordinate the presentation of a program/event-planning workshop for the entire Minnesota State University, Mankato Panhellenic Council.
- J. The Vice President of Public Relations and Marketing shall serve as the Panhellenic Council representative to the following event planning committees:
 - A. Homecoming
 - B. Family Weekend
 - C. Welcome Week
- K. Assist in the development and maintenance of the Minnesota State University, Mankato Panhellenic Association web site.
- L. Perform all other duties usually pertaining to this office.
- M. Maintain a minimum of two (2) office hours per week as posted in the Greek Office. One of these hours are with the IFC counterpart.

2.6 – THE VICE PRESIDENT OF COMMUNITY SERVICE AND PHILANTHROPY

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

- A. The Vice President of Community Service and Philanthropy shall serve as the Panhellenic Council representative to the following event planning committees:
 - i. Blood Drive
 - ii. Dance Marathon
 - i. This particular event will be ongoing after the term of a council member is complete. The Vice President of Community Service and Philanthropy is to carry on and fulfill all their duties required with this event even after their term is complete, until this event is complete and passed on to the new council member.
- B. Coordinate the presentation of a program/event-planning workshop for the entire Minnesota State University, Mankato Panhellenic Council.
- C. Shall plan, lead, or assist with, if needed, the following events:
 - i. All Greek Community Service
 - ii. All Greek Philanthropy
 - iii. Campus and Greek Community Involvement
- D. Perform all other duties usually pertaining to this office.
- E. Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

2.7 – THE VICE PRESIDENT OF RISK MANAGEMENT

THE VICE PRESIDENT OF RISK MANAGEMENT SHALL HAVE AS THE FOLLOWING DUTIES:

- A. Coordinate the presentation of a program/event planning workshop for the Risk Management chairs of each member fraternity within the first two weeks of each semester
- B. Provide ample opportunities for the recognition of superior member fraternity alcohol-free social events.
- C. Present at least one risk management program for the Greek community each semester.
- D. Shall determine if social planning forms are approved or denied. Chapter representative will be notified via Maverick Greeks Portal or PHC Portal on Engage if forms are approved or denied.
- E. Educate the Minnesota State University, Mankato Panhellenic Council on all University and National Panhellenic Conference policies concerning hazing, alcohol, and other health issues.
- F. Perform all other duties usually pertaining to this office.
- G. Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

2.8 – THE VICE PRESIDENT OF CONDUCT REVIEW

THE VICE PRESIDENT OF CONDUCT REVIEW SHALL HAVE THE FOLLOWING DUTIES:

- A. Serve as Conduct Review Board Chairman.
- B. Supervise the review and revision of the Minnesota State University, Mankato Panhellenic Council Constitution and Bylaws as needed.
- C. Shall conduct Conduct Review processes according to the National Panhellenic Conference Manual of Information.
- D. Coordinate the training of the Conduct Review Board members with the Panhellenic Advisor and hold a special round table for chapters on the Conduct Review Process within the first two weeks of each semester
- E. Implement the NPC UNANIMOUS AGREEMENT VII, the College Panhellenic Conduct Review Procedure.
- F. Enforce and ensure the completion of any and all sanctions deemed necessary as the outcome of Conduct Review hearings or mediations.
- G. Determine if any collegiate Conduct Review Board members need to be excused (relieved) from serving because of a conflict of interest.
- H. Provide involved chapter(s) with a copy of the “College Panhellenic Conduct Review Board Guidelines and Procedure”. Shall also have a copy for them.
- I. Preside over all Conduct Review hearings.
- J. 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.
- K. Shall review and revise all policies of the Panhellenic Association of Minnesota State University, Mankato.
- L. Perform all other duties usually pertaining to this office.
- M. Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

2.9- The Vice President Of Diversity and Outreach

THE VICE PRESIDENT OF DIVERSITY AND OUTREACH SHALL HAVE THE FOLLOWING DUTIES:

- A. Attend weekly executive council meetings
- B. Attend all Panhellenic and Interfraternity council meetings
- C. Assist the VP of Community Service and Philanthropy with outreach in the Greater Mankato Area
- D. Assist the VP of Member Education and Development in the paring of educational and leadership programing
- E. Assist the VP of Risk Management with awareness weeks
- F. Connect with Office of Institutional Diversity and other departments on campus to reach out to underrepresented student populations
- G. Host one roundtable per semester discussing ways to approach diversity
- H. Create relationships with other RSOs and departments on campus and within the Greater Mankato area
- I. Assist Greek Community efforts to be involved with other on campus activities.

ARTICLE VI

APPOINTED CHAIRS RESPONSIBILITIES

SECTION I – 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 determining the membership of the committee
- 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 II – GREEK WEEK CHAIR (CO-CHAIR)

The Greek Week Chair (co-chair) shall:

- 2.1 Coordinate Greek Week activities.

SECTION III – Panhellenic Recruitment Counselor

3.1 The selection of Panhellenic Recruitment Counselors will follow the Recruitment Rulebook

The Panhellenic Recruitment Counselor shall:

- 3.2 Aid Vice President of Recruitment in formal recruitment activities.

ARTICLE VII

ADMINISTRATION OF MEMBERSHIP SELECTION (RECRUITMENT)

SECTION I – FORMAL RECRUITMENT

An early fall formal membership recruitment session shall be held.

SECTION II – 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 III – BIDDING

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

SECTION IV – 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 V – 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 VI – 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 VII – CAMPUS TOTAL

- 7.1 Panhellenic will review Total annually, raising Total to the median chapter size 72 hours after Formal Recruitment (Updated Fall 2015).

ARTICLE VIII NEW MEMBER ELIGIBILITY AND INITIATION

SECTION I – NEW MEMBER ELIGIBILITY

A woman must be a regularly matriculated student to be eligible for membership selection (recruitment) and to become a member of a sorority at Minnesota State University, Mankato.

- 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 II – INITIATION

A new member may be initiated whenever she has met the requirements of the member fraternity to which she has been extended a bid.

ARTICLE IX NATIONAL PANHELLENIC CONFERENCE

SECTION I – 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 II – 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.
- 2.2 The Minnesota State University, Mankato Panhellenic Association will not interfere with such organization's right to organize on campus.
- 2.3 The Minnesota State University, Mankato Panhellenic Association prohibits chapters from creating or becoming a part of either a little brother or little sister auxiliary group in any Panhellenic or Interfraternity chapter.

ARTICLE X

RISK MANAGEMENT AND SOCIAL EVENTS POLICIES

SECTION I – 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 II – 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 III – POLICIES AND PROCEDURES GUIDE

All chapters are subject to and required to abide by the most current version of the “Risk Management and Social Events Policies and Procedures Guide of the Minnesota State University, Mankato Fraternity & Sorority Community.”

ARTICLE XI

VIOLATIONS AND CONDUCT REVIEW POLICY

SECTION I – NATIONAL PANHELLENIC CONFERENCE MANUAL OF INFORMATION

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

SECTION II – THE CONDUCT REVIEW BOARD

- 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.
 - C. One delegate representing each fraternity holding Regular membership in the Minnesota State University, Mankato Panhellenic Association
 - D. The Panhellenic Advisor (ex-officio member) non-voting
 - a. The Panhellenic Advisor shall serve as an ex-officio member of the Conduct Review Board.
 - b. If the Panhellenic Advisor is unable to attend a meeting, a non-collegiate representative will be appointed by the Panhellenic Advisor
- 2.2** A Panhellenic Conduct Review Board member must be an initiated undergraduate member with a minimum cumulative GPA of 2.5 and must be in good standing according to the definition of her respective member fraternity, at the time of appointment and through her term.

SECTION III – DUTIES OF THE CONDUCT REVIEW BOARD

The Conduct Review Board shall not handle issues of individual conduct. These shall be referred to the Chapter or to the University's Student Conduct Office. The Conduct Review Board will investigate all violations submitted by any student, faculty, administrator, community resident or fraternity/sorority provided violation is formally submitted via incident report form no later than 30 days later than incident in question.

The Minnesota State University, Mankato Panhellenic Conduct Review Board shall:

- 3.1** Handle all alleged violations of:
 - A. NPC UNANIMOUS AGREEMENTS,
 - B. Minnesota State University, Mankato Panhellenic Constitution and Bylaws,
 - C. Minnesota State University, Mankato Membership Recruitment rules/guidelines
 - D. College Panhellenic Standing Rules.
 - E. Policies and Resolutions
- 3.2** Educate member fraternities about the Panhellenic Conduct Review Procedure.
- 3.3** Participate in training designated to educate Conduct Review Board members about the purpose of the Conduct Review Board, the rules and regulations the Conduct Review 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 Conduct Review Board members following the NPC UNANIMOUS AGREEMENTS VII, Minnesota State University, Mankato Panhellenic Conduct Review Procedure
- 3.5** Sanctions are granted and imposed based upon the seriousness of the violation and serve both as a deterrent and an educational tool. Sanctions relate to the offense whenever possible.
- 3.6.** Maintain confidentiality throughout and upon completion of the Conduct Review process. (UA VII)
- 3.7** 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 IV—JUDICIAL PROCESS OVERVIEW

- 4.1** Fraternities are encouraged to resolve alleged infractions as soon as possible through informal discussion with the involved parties before an infraction is filed.
- 4.2** Should the informal discussions be unsuccessful the judicial process will be set in motion by the filing of a College Panhellenic Violation Report Form for an alleged infraction. An infraction can only be filed against a chapter and not against any individual(s). Violations must be reported in the following manner:
 - A. Timing- The College Panhellenic Violation Report shall be completed and presented to the VP of Conduct Review in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks).

B. The VP of Conduct Review shall review the violation report to ensure it has been filled out completely, including proper signatures and indication of rule(s)/guideline(s) violated. An incomplete report shall be returned to the reporting party for completion before proceeding.

C. Proper Reporting Authority- Infractions, excluding recruitment infractions, may only be reported and signed by one of the following: The president of a chapter on behalf of her chapter executive officer/board member of a chapter, or College Panhellenic officer. Recruitment infractions may only be reported and signed by one of the following: The president of a chapter on behalf of her chapter, College Panhellenic officer in charge of recruitment or a recruitment counselor, or Potential new member.

D. Receipt of Infraction- The following steps should be taken to make certain an infraction is properly received by the VP of Conduct Review: The College Panhellenic Violation Report is retained by VP of Conduct Review and is available upon request by the accused fraternity.

E. Notification of Chapter- The VP of Conduct Review shall notify the accused fraternity in writing by delivering the Notice of Infraction to that chapter president within seven days of receiving the Incident Report. If the president of the accused fraternity is unavailable, delivery may be made to another appropriate chapter fraternity officer or advisor. The record of delivery shall be documented on the report.

F. Response to Receipt of Infraction- Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the VP Conduct Review within seven days to schedule a judicial hearing. If the Notice of Infraction is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

G. The VP of Conduct Review will, after scheduling a time for a judicial hearing, notify the accused fraternity's advisors and if necessary, national headquarters of hearing date, time, and specific charges.

H. After holding of judicial hearing, written/and or e-mail notification of decisions rendered, sanctions levied, and notification of completion of sanctions will be delivered to the accused fraternity, and if necessary, their advisors and national headquarters. (If sent via e-mail, notification will be sent to the chapter president's university e-mail address, all advisors on file, and to the organization's executive director.

I. After each Judicial Hearing, public access to results of hearing will be provided up to a three-year period.

J. The established judicial process calls for email notification to those involved on the incident report after a hearing notifying them of the results of that hearing (email notifications are sent to the members' university email addresses on file).

SECTION V – APPEAL

5.1 The decision of the Conduct Review board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee.

5.2 An appeal shall be filed with the VP of Conduct Review, using the process referenced in the judicial resource section in the Manual of Information and on the appeal form, within seven days of the decision.

5.3 The Judicial Appeals Committee shall reverse or uphold the decision of the College Panhellenic Association judicial board. The Judicial Appeals Committee may also dismiss or modify sanctions as the committee deems appropriate.

5.4 Any penalty shall begin only after all properly filed appeal(s) decisions have been rendered. If a sanctioned fraternity wants to fulfill all or part of the sanctions pending the outcome of a filed appeal(s), the fraternity shall have that option.

5.5 If the NPC College Panhellenic's Judicial Appeals Committee is unable to resolve the appeal, the Judicial Appeals Committee chairman shall be responsible for the further conduct of the case. All data regarding the appeal shall be submitted in the following order, as needed, until resolution can be determined:

- 1). Inter/national presidents of the fraternity(s) involved.
- 2). NPC Executive Committee.
- 3). NPC Board of Directors. The decision of the NPC Board of Directors shall be final.

ARTICLE XII AMENDMENTS

SECTION I - POLICIES

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
11/7/19

President of the Panhellenic Council: Catherine Nelson

Vice President of Council Management: Courtney Kranz

Vice President of Conduct Review: Lynsey Rohlfing

Greek Advisor: John Bulcock

Graduate Advisor: Anna Sunderman