

# **Bylaws of the University of Kansas Panhellenic Association**

**Revised: April 2, 2024**

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## **University of Kansas Sorority & Fraternity Life**

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## **Article I: Name**

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

## **Article II: Object**

The object of the Panhellenic Association shall be to develop and maintain women's fraternity and sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

- A. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- B. Promote superior scholarship and foundational intellectual development.
- C. Cooperate with NPC member women's fraternities and sororities and the university administration in concern for and maintenance of high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
- E. Act in accordance with the University of Kansas Sorority and Fraternity Life policies, procedures, and community standards.
- F. Act in accordance with University of Kansas Student Conduct and Community Standards policies, procedures, and stances.
- G. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities and sororities.

## **Article III: Membership**

### **Section 1: Membership Classes**

There shall be three classes of membership: regular, provisional and associate.

- A. Regular membership. The regular membership of the University of Kansas Panhellenic Association shall be composed of all chapters of NPC fraternities at the University of Kansas. Regular members of the National Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the University of Kansas Panhellenic Association shall be composed of all newly establishing chapters of NPC fraternities at the University of Kansas. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the University of Kansas Panhellenic Association. The membership eligibility requirements and the process for submitting

an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay the same dues as the regular membership chapters determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if the member is not participating in the formal recruitment process, the individual shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

## **Section 2: Rosters**

Chapters shall submit an updated active and new member roster to the Office of Sorority and Fraternity Life (SFL) at the beginning of each academic term.

Rosters shall follow the format provided in the Active Member Status Change Directions handout. Active rosters shall be submitted by the second Wednesday of the academic term unless requested earlier due to an earlier recruitment process. New member rosters are due within one week following the end of a recruitment process. Failure to do so may result in chapters being listed as temporarily inactive with SFL and may have provided services, advisement and support paused until a completed roster is submitted. Additionally, chapters may face consequences through the Panhellenic Association Rosters provided to SFL will be used to determine campus total, membership dues, and determine compliance with any requirement percentage.

Chapters are expected to provide updates to their roster with SFL as membership changes occur as this will confirm compliance with organization size requirements and aid the office in providing support based on membership numbers as well as provide record of individual membership in the SFL community. Chapter Presidents will have to verify rosters at the end of each semester before academic reports are run.

## **Section 3: Privileges and Responsibilities of Membership**

Duty of compliance: all members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Kansas Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

# **Article IV: Officers and Duties**

## **Section 1: Officers**

The officers of the University of Kansas Panhellenic Association shall be President, Vice President of Operations, Vice President of Health and Safety, Vice President of Public Relations,

Vice President of Recruitment-Programming, Vice President of Accountability, Vice President of Interfraternal Relations and Member Development, Vice President of Recruitment- Personnel, Vice President of Recruitment Counselors, Vice President of Philanthropy and Community Service, Vice President of Equity, Inclusion, Diversity, and Access, and Vice President of Scholarship and Professional Development.

## **Section 2: Eligibility**

- A. Eligibility to serve as an officer shall depend on the class of membership:
  - a. Regular membership. Members from women's fraternities and sororities holding regular membership in the University of Kansas Panhellenic Association shall be eligible to serve as any officer.
  - b. Provisional membership. Members from women's fraternities and sororities holding provisional membership in University of Kansas Panhellenic Association shall not be eligible to serve as an officer.
  - c. Associate membership. Members from women's fraternities and sororities holding associate membership in the University of Kansas Panhellenic Association shall not be eligible to serve as an officer.
- B. In addition to meeting the class of membership requirement, a Panhellenic Association member must meet the following eligibility requirements:
  - a. To be eligible for an office a Panhellenic Association member must:
    - i. Be an active, initiated member in good standing of a University of Kansas Panhellenic Association fraternity. If at any time the member is not in good standing with their respective chapter, their position on the Panhellenic Executive Board can be up for review.
  - b. To be eligible to be a Panhellenic Executive Board officer, a Panhellenic Association member must have completed at least 30 hours from the University of Kansas, or any other institute of higher learning, by the time of the election. The woman must also be a full-time student at the University of Kansas.
  - c. Prerequisites
    - i. To be eligible for Panhellenic President, a Panhellenic Association member must have previously served on their own chapter's Executive Board/Cabinet, or the Panhellenic Executive Board.
    - ii. To be eligible to be Vice President of Recruitment-Programming or Vice President of Recruitment-Personnel, a Panhellenic Association member must have been involved as a chapter member in a minimum of one Fall Formal Recruitment
    - iii. To be eligible to be the Vice President of Recruitment Counselors, a Panhellenic Association member must have previously been a recruitment counselor.
    - iv. Applicants must have a 3.0 cumulative GPA at time of application.
    - v. All exceptions may be appealed to and reviewed by the Panhellenic Council.
  - d. None of the Executive Board officers may hold any position excluding serving on a committee within their own chapter concurrent to their term as a University of

Kansas Panhellenic Association Executive Board officer. Executive Board officers must retire from any Executive Board officer non-committee positions in their respective chapters by December 1st.

### **Section 3: Selection of Officers**

Elections shall proceed as follows:

- A. Each chapter will select two chapter Executive Board or cabinet members to sit on the nominating committee.
  - a. These two members may have previously served as a Panhellenic Executive Board Member or be a current Panhellenic Chapter Delegate, or serve as the Panhellenic Assistant Officer for their chapter.
  - b. Any member who is nominated to serve on the Panhellenic nominating committee cannot be a member of the current Panhellenic Executive Board.
  - c. Any member who is running for a Panhellenic Executive Board position cannot serve on the nominating committee in any capacity.
- B. The nominating committee will review applications and select applicants to present speeches two weeks before the assigned night of elections.
- C. Each speech has a 3 minute maximum
- D. Each question portion has 5 minute maximum
- E. Selecting officers in the following order:
  - a. President, Vice President of Operations, Vice President of Health and Safety, Vice President of Public Relations, Vice President of Recruitment Programming, Vice President of Accountability, Vice President of Interfraternal Relations & Member Development, Vice President of Recruitment Personnel, Vice President of Recruitment Counselors, Vice President of Philanthropy and Community Service, Vice President of Equity, Inclusion, Diversity, and Access, and Vice President of Scholarship and Professional Development.
  - b. The vote threshold to elect an officer to the slate by the nominating committee is a simple majority.
  - c. Nominating committee will present a slate to chapters of ONE candidate per position.
  - d. Chapters have one week from the presentation of the slate to challenge.
- F. If a chapter chooses to challenge the slate, the chapter will need to present their alternate choice(s).
  - a. The alternate choice must also fit the eligibility requirements.
  - b. An alternate choice has 24 hours after the window of challenge has ended to submit an application for the desired position.
- G. The nominating committee will review an alternate choice to check for eligibility.
- H. On the assigned night of elections, chapter delegates will vote on the slate.
- I. All slated candidates should be present the night of elections if possible.
- J. Any alternate choices and the slated candidate will need to be in attendance on the night of elections to present their speech of 3 minutes maximum and answer the

question portion for 5 minutes maximum.

- K. The alternate choice must win by  $\frac{3}{4}$  votes to overturn the original slate.
- L. Nominating committee may be in attendance, but not vote, to answer questions the chapter delegates may have before voting.

#### **Section 4: Office-Holding Limitations**

- A. No more than two of the Executive Board officers may be from the same chapter. Additionally, the Vice President of Recruitment Personnel shall not be a member of the same chapter as the Vice President of Recruitment Programming. The Vice President of Accountability shall not be a member of the same chapter as the Panhellenic President. These will be upheld unless voted otherwise by the council.
- B. Maintain a 3.0 University of Kansas cumulative grade point average throughout the term of office.
- C. Members of chapters found responsible for a policy violation by their national headquarters or KU Student Conduct and Community Standards may not run for a Panhellenic Office until their Chapter sanction has been completed unless otherwise stated by the Panhellenic President.

#### **Section 5: Term**

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon the turnover ceremony.

#### **Section 6: Removal**

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Association Executive Board.
- B. For situations of ineligibility, an officer shall be immediately removed from the position, without a vote by the Panhellenic Association Executive Board.
- C. If a chapter is under investigation by their national headquarters or KU Student Conduct and Community Standards, Panhellenic officer(s) from that chapter may continue to fulfill their role(s). If a chapter is found responsible, the officer(s) must step down pending a vote. If chapters vote  $\frac{2}{3}$  majority, the officer(s) may continue to fulfill their role.

#### **Section 7: Vacancies**

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

#### **Section 8: Duties of Officers**

- A. The *President* shall:
  - a. Preside at all meetings of the Panhellenic Association and Executive board.
  - b. Serve as an ex-officio member of Panhellenic Association committees.

- c. Hold President Roundtables monthly or as needed & communicate effectively with chapter presidents.
- d. Maintain current copies of the correspondence and materials received from the NPC area advisor, all College Panhellenic reports to the NPC, and other pertinent materials.
- e. Be familiar with the NPC Manual of Information and all governing documents of this association.
- f. Ensure that the National Panhellenic Conference Annual Report, AFLV, and other award applications are completed on time.
- g. Maintain communication with the NPC Area Advisor and Panhellenic Advisor.
  - i. Maintain communication among alumnae, campus administration, and campus leadership, professional and student led, as well as other stakeholder groups.
  - ii. Coordinate Panhellenic Executive Officer elections, training, and transition period. Because of the importance of competent, trained officers, the President shall be responsible for overseeing the training of all new officers, including the successor.
  - iii. Coordinate the Panhellenic Executive Officer Installation Ceremony
- h. Be delegated to act as spokespersons and liaison to any media or press on or off campus.
  - i. Serve as liaisons to University Administration.
- j. Oversee and establish the Panhellenic Sponsorship Program
- k. Work with all SFL councils to assign chapter Homecoming partners.
- l. Keep the contact information up to date on Rock Chalk Central and be the Administrator on the account.
- m. Create a bi-monthly Panhellenic newsletter; utilize the Panhellenic Association email (pha@ku.edu) to distribute.
- n. Oversee PNM orientation logistics during Fall Formal Recruitment.
- o. Delegate/change officer duties to other positions as necessary.

B. The *Vice President of Operations* shall:

- a. Perform the duties of the President in the event that the office of President is vacant until which time the vacancy is filled.
- b. Work alongside the President in any capacity necessary, as deemed appropriate by the Panhellenic President and/or SFL Staff.
- c. Be familiar with the NPC Manual of Information and all governing documents of this association.
- d. Shall keep and record all meetings and attendance of Panhellenic Association and Panhellenic Executive Board at the University of Kansas.
  - i. Maintain a complete and up-to-date file that includes the minutes of all

- meetings from the date of organization and current correspondence.
- ii. Act as the main point of contact for all Panhellenic Delegates and ensure all delegates have access to necessary documents.
- iii. Serve as the secretary following Robert's Rules of Order in all University of Kansas Panhellenic General Assembly meetings.
- iv. Shall provide a copy of the meeting minutes following adjournment to the NPC area advisor.
- e. Prepare and supervise both the annual budget and the Fall Formal Recruitment budget finances; after their approval by the Panhellenic Association by April 1st of the spring semester, provide a copy to each University of Kansas Panhellenic Association member fraternity.
- f. Maintain current copies of the following: the Panhellenic Association budget, the Panhellenic Association Formal Recruitment budget, and other financial contracts executed on behalf of the Panhellenic Association.
- g. Send invoices and receive all payments due to the Panhellenic Association, collect all dues.
- h. Pay promptly the annual NPC dues and all bills of the University of Kansas Panhellenic Association.
- i. Work with the PHA Advisor and an accountant to maintain up to date tax records for the organization.

C. The *Vice President of Health & Safety* shall:

- a. Have an understanding of general risk reduction methods which include the laws, rules, and general regulations which govern each fraternity and sorority.
- b. Hold training sessions to educate and inform chapter leaders and individual members of the rules and regulations of their National Policy as well as the Panhellenic Association Policy which each chapter is required to follow.
- c. Help to ensure that the Social Policy is updated and understood by chapter officers. This may include holding workshops or programs to educate members on the policies members are expected to follow.
- d. Host Roundtables with chapter risk-chairs and social chairs.
- e. Partner with campus resources on mental health, alcohol use, and sexual assault prevention training & education.
- f. Create and maintain an accurate database for safe locations for social events.
- g. Serve as a direct liaison and coordinator for the PHA partnership with the University's Sexual Assault prevention and education.
- h. Stay-up-to-date on the University's mental health policies regarding class accommodations.
- i. Plans a PHA-wide Health and Safety event or speaker in the spring
- j. Manage and operate the CARE Companions program including the application, selection, and training process.
- k. Implement health and safety procedures and expectations into FFR programming.



D. The *Vice President of Public Relations* shall:

- a. Be responsible for developing and implementing a comprehensive Public Relations campaign for the Panhellenic Association including promotions, publishing and distributing all Panhellenic Association publications, and social media posts.
- b. Prepare advertisements for the Panhellenic Association and chapter events.
- c. Be responsible for overseeing and updating all social media, including the KU Panhellenic website, Facebook page, and Instagram account.
- d. Provide marketing materials to promote a values based recruitment.
- e. Host roundtables with every chapter's public relations chairs to ensure chapters are keeping all information up-to-date online and through social media, along with promoting Panhellenic and other chapter's events.
- f. Promote information that pertains to chapters in the Sorority and Fraternity Life Community and its sponsors.
- g. Work with the *Vice President of Recruitment Programming* to establish the Guidebook, recruitment marketing materials, and recruitment merchandise.
- h. Establish a communications plan for PNM outreach as it relates to social media both prior to and during Fall Formal Recruitment.
- i. Enforce the recruitment code of conduct with regard to chapters' and chapter members' social media during recruitment.
- j. Uphold and promote the Panhellenic Social Media Policy that will be given to Public Relations Chapters at the beginning of the term.

E. The *Vice President of Recruitment Programming* shall:

- a. Plan, coordinate, and communicate with Panhellenic DOR's on all matters pertaining to fall formal recruitment.
- b. Serve as the liaison between the Panhellenic executive board and chapter DOR's.
- c. Organize and lead monthly DOR roundtables during the semester prior to fall formal recruitment. Discussion during these roundtables includes but is not limited to: accessibility, DEI, recruitment policies, schedule changes, and all other matters pertaining to FFR.
- d. Coordinate and implement schedule logistics for Fall Formal Recruitment Work Week and primary Recruitment.
  - i. Chapter Schedule
  - ii. PNM Schedule
  - iii. Panhellenic Executive Board Schedule
  - iv. Chapter related deadlines
- e. Oversee logistics for the spring Panhellenic Experience Day program.
- f. Review PNM Bill of Rights.
- g. Communicate with RFM Advisor on all matters pertaining to formal recruitment.
- h. Work with the *Vice President of Public Relations* on the recruitment Guidebook, recruitment marketing materials, and all other recruitment merchandise.

F. The *Vice President of Accountability* shall:

- a. Serve as the primary Panhellenic Peer Accountability Officer
  - b. Facilitate, educate, and oversee accountability enforcement procedures for following NPC Unanimous Agreements, Bylaws, Code of Ethics, Standing Rules, and Recruitment Policies utilizing the National Panhellenic Conference Peer Accountability Procedure.
  - c. Enforce and ensure the completion of sanctions and Peer Accountability Procedure.
  - d. Provide chapter presidents and council delegates with written and/or electronic copies of peer accountability procedures.
  - e. Visit chapters as deemed necessary in conjunction with the council to educate the community on social and hazing policies and procedures to follow when violations occur.
  - f. Maintain current (reviewed and approved within the past two years) versions of the University of Kansas council mission statement, code of ethics, position statements and resolutions, policies, bylaws, and other important policy or rules documents.
  - g. Oversee incident reports submitted through Rock Chalk Central, follow the filing process, and respond to the incidents.
  - h. Support chapter recruitment chairs in developing and approving appropriate recruitment plans, videos, outfits, budgets and decorations.
  - i. Hold one roundtable per semester pertaining to the University of Kansas Panhellenic bylaws and recruitment policies.
  - j. Foster a healthy community of peer accountability expectations through education initiatives for all chapter members
- G. The *Vice President of Interfraternal Relations and Member Development* shall:
- a. Serve as a coordinator for joint events with National Pan-Hellenic Council, Multicultural Greek Council, and the Interfraternity Council.
  - b. Be responsible for developing and implementing programs to promote Interfraternal Relations.
  - c. Serve as the coordinator for the Panhellenic Association for the Sorority and Fraternity Life Awards Banquet.
  - d. Serve as the coordinator of New Member Education (or any new member orientation program) each fall, holding at least one New Member Educator advisory roundtable each semester.
  - e. Responsible for collaborating with the Vice President of Scholarship and presiding over the selection committee and awarding selection and awarding the LDST 301 scholarships with the assistance of the advisor.
  - f. Coordinate all logistics and operations pertaining to FFR and COR Bid Day.

K. The *Vice President of Recruitment Personnel* shall:

- a. Serve as the primary point of contact via phone and email for potential new members and families in all matters pertaining to Fall Formal Recruitment and Continuous Open Recruitment.
- b. Serve as the liaison between PNMs and Recruitment Counselors/Chapters.
- c. Manage PNM conflicts, schedule changes, and accommodations during FFR.
- d. Oversee all logistics pertaining to Fall Formal Recruitment registration on My Campus Director.
- e. Collaborate with the Vice President of Recruitment Counselors to make PNM and Recruitment Counselor programming cohesive.
- f. Hold at least one roundtable at the beginning of each semester to discuss continuous open recruitment if applicable.
- g. Plan and implement at least one chapter event for COR at the beginning of each semester as deemed necessary by chapter participation.
- h. Assist in the selection process of recruitment counselors.

L. The *Vice President of Recruitment Counselors* shall:

- a. Be responsible for the development and implementation of the Panhellenic Association Recruitment Counselor Program, including selection and training of Recruitment Counselors.
- b. Serve as the liaison between the chapters and the Recruitment Counselors
- c. Hold at least one in person training session during the spring semester prior to the beginning of Fall Formal Recruitment. These may take place in the spring or summer.
- d. Conduct training for Recruitment Counselors education program during work week.
- e. Create the Recruitment Counselor application; organize and conduct recruitment counselor interviews during the spring semester.
- f. Create summer and fall Recruitment Counselor PNM pairs and groups.
- g. Implement Panhellenic Positive Contact set forth by NPC into the recruitment counselor education programming.

H. The *Vice President of Philanthropy and Community Service* shall:

- a. Be responsible for the organization and implementation of Philanthropy and Community Service Program for the Panhellenic Association, including coordination of philanthropic and community service events sponsored by the Panhellenic Association.

- b. Be responsible for educating incoming community service chairs on the definition of community service and how to accurately approve service hours by providing documentation of approved opportunities.
- c. Hold at least one roundtable a semester to meet with the Philanthropy chairs of each chapter to develop and coordinate a calendar of philanthropies each spring and fall term in order to promote these events.
- d. Approve date and time of chapter philanthropy events prior to the start of the semester.
- e. Keep track of all community service hours for Community Standards purposes.
- f. Serve as a liaison between the Panhellenic Association and the Panhellenic philanthropic beneficiary.
- g. Organize one event each semester to benefit the Panhellenic philanthropic beneficiary and promote knowledge of the organizational values. The planning and execution of the event should have participation from members of each chapter.
- h. Oversee the approval of chapter service events and hours submitted on stop day of each academic semester.
- i. Serve on the advisory board of the Center for Community Outreach.

I. The *Vice President of Equity, Inclusion, Diversity, and Access* shall:

- a. Coordinate at least one speaker during the fall semester of their term to help educate the community on pressing issues regarding equity, inclusion, diversity and access.
- b. Work with the Vice Presidents of Recruitment to oversee recruitment logistics to help make recruitment as equitable as possible.
- c. Create and oversee an Equity, Inclusion, Diversity, and Access Committee to implement and oversee planning of presentations and workshops for chapter members to promote equity, inclusion, diversity, and access.
- d. Hold at least one roundtable per semester with the DEI chairs from each chapter.
- e. Work closely with university programs to provide resources to community members.
- f. Create resources and educational materials for Potential New Members prior to Formal Recruitment.
- g. Develop and distribute an informational newsletter at least three times per semester to be distributed to the Panhellenic community.
- h. Coordinate a PHA-wide EIDA event or speaker during the fall semester.

J. The *Vice President of Scholarship and Professional Development* shall:

- a. Directly supervise the activities of the Scholarship Chairs and hold at least one roundtable per semester with the chapter academic chairs.

- b. Serve as Panhellenic Association liaison to appropriate campus academic organizations.
- c. Coordinate the Scholar of the Month recognition and Panhellenic Honor Roll.
- d. Responsible for presiding over the selection committee and awarding the scholarships from the KU Panhellenic Leadership Development Fund with the assistance of the advisor.
- e. Responsible for providing scholarship/professional development related activities and education each semester.

## **Section 9: Other Officers**

- A. Members of the Panhellenic community may be appointed to hold various positions as needed throughout the year. This will be done on a by-need basis supervised by the Panhellenic President and the Vice President that oversees those matters in question.

## **Section 10: Assistant Positions**

- A. To be eligible to be an Appointed Officer, a Panhellenic Association member must be a full-time student.
- B. Recruitment Marketing Assistant:
  - a. Appointed by the Vice President of Public Relations through an application and interview process held in the Spring semester.
  - b. Recruitment Marketing Assistant shall:
    - i. Work with the Vice President of Public Relations on guidebook, recruitment marketing materials, and recruitment merchandise.
- C. New Member Coordinator:
  - a. Appointed by the Vice President of Interfraternal Relations and Member Development through an application and interview process held in the spring semester.
  - b. New Member Coordinator shall:
    - i. Operate beneath and be appointed by the Panhellenic **Vice President** of Interfraternal Relations and Member Development at the beginning of the Spring semester.
    - ii. Be a New Member of any of the Panhellenic chapters at the time of appointment.
    - iii. Establish educational and current content to be shared with new members, specifically regarding Panhellenic and its relationship with new members, utilizing the social media and a monthly new member newsletter.
    - iv. Oversee a committee of one new member from every chapter that meets once a month.
    - v. Attend one Panhellenic Executive Board meeting and one General Assembly meeting per month.
    - vi. Not participate in Fall Formal Recruitment on the Panhellenic

Executive Board level and instead will work with their chapter.

D. Director of Formal Recruitment:

- a. Appointed by all three Vice Presidents of Recruitment through an application and interview process held in the Spring semester.
- b. Formal Recruitment Assistant shall:
  - i. Work with the recruitment team with a focus on:
    1. GPA and transcripts approval
    2. Rest Stops
    3. Campus Director navigation
    4. Mass Communications
  - ii. All other duties as assigned by the Recruitment Team.

E. Accessibility Coordinator

- a. Appointed by the Vice President of Recruitment Personnel and Vice President of Equity, Inclusion, Diversity, and Access with the interview process held in the Spring semester
- b. Accessibility Coordinator shall:
  - i. Create potential new member accommodation form for fall formal recruitment
  - ii. Host spring roundtable with chapter housing managers
  - iii. Will work to ensure equity, inclusion, and accessibility for individuals with disabilities as they navigate the recruitment process.
  - iv. Not participate in Fall Formal Recruitment on the Panhellenic Executive Board level and instead will work with their chapter.
  - v. Work with TPE and other programs to increase our accessibility to other individuals on our campus that may not fall under fully matriculated students

F. Head Recruitment Counselor:

- a. Appointed by the Vice President of Recruitment Counselors through an application and interview process held concurrently with the Recruitment Counselor application and interview process.
- b. Head Recruitment Counselor(s) shall:
  - i. Work with the Vice President of Recruitment Counselors with a focus on:
    1. Implementing training programs
    2. Communicating with recruitment counselors
    3. Assisting the Vice President of Recruitment Counselors in daily tasks and duties.

G. PHA Senator:

- a. Appointed by the President through an application process the term will begin at the start of each Student Senate term.
- b. Must attend all KU Student Senate and Committee meetings.
- c. Must report to a monthly Panhellenic Executive Board meeting and a monthly General Assembly.
- d. Must present a Student Senate report to the General Assembly.
- e. Must meet the requirements to be a Panhellenic Senator outlined in the KU

## **Article V: The Panhellenic Council**

### **Section 1: Authority**

The governing body of the University of Kansas Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Kansas Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities and sororities. If a group commits an act blatantly detrimental to the University of Kansas Panhellenic Association, the Executive Board holds the right to handle the action accordingly under the Peer Accountability Procedure.

### **Section 2: Composition and Privileges**

The University of Kansas Panhellenic Council shall be composed of one delegate from each regular, provisional, and associate member group at the University of Kansas as identified in Article III. The delegates shall be voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. If a delegate is not present, the vote may be cast by a member of the fraternity, providing their credentials have been presented to the Association President.

### **Section 3: Selection of Delegates**

Delegates to the Panhellenic Council shall be selected by their respective women's fraternity and sorority chapters to serve for a term of one year commencing upon selection by the chapter.

### **Section 4: Role of Delegates**

- A. Panhellenic delegate responsibilities:
  - a. Must attend all Panhellenic Council meetings.
  - b. Must support NPC Unanimous Agreements, policies, and procedures.
  - c. Must understand local Panhellenic policies and procedures.
  - d. Should know when to consult their sorority's chief Panhellenic officer for assistance and advice regarding Panhellenic concerns.
  - e. Should be prepared and knowledgeable about the Panhellenic Association concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
  - f. Should present regular Panhellenic Association reports at chapter meetings.

## **Section 5: Delegate Absences**

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within three weeks and to notify the Panhellenic Association Vice President of Operations of their name before the General Assembly meeting. Exceptions to be decided by the Panhellenic Association President. If a chapter is not represented at General Assembly and does not have prior excusal, the Chapter President will be notified and the Panhellenic Delegate must have an informal discussion with the Vice President of Accountability. If this is a repeated offense, a Peer Accountability Meeting will occur.

## **Section 6: Regular Meetings**

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

## **Section 7: Annual Meeting**

The annual meeting of the Panhellenic Council shall be held during the first two weeks of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

## **Section 8: Quorum**

Two-thirds of the delegates from the member fraternities of the University of Kansas Panhellenic Association shall constitute a quorum for the transaction of business.

## **Section 9: Vote Requirements**

- A. Proposed votes on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a newly establishing chapter plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a two-thirds vote for adoption.

## **Section 10: Philanthropy**

- A. The official philanthropy of the University of Kansas Panhellenic Association for the Fall 2024 to Spring 2026 term will be The Boys and Girls Club of Lawrence.
  - a. The beneficiary will be up for review every two years and reviewed again in the Spring of 2026. The Vice President of Philanthropy and Community Service will propose to renew or change the current beneficiary to the Council, no later than April 1st of the Spring semester.
- B. The Vice President of Philanthropy and Community Service will work with the Panhellenic beneficiary to plan and execute at least one community-wide event per



semester to raise awareness and proceeds for the Panhellenic beneficiary.

- a. Proceeds will go to the Panhellenic beneficiary.

## **Section 11: Roundtables**

- A. Roundtable dates and times will be announced at least two weeks before the meeting date to chapter leadership. Chapters may send a replacement if the pertaining officer is unable to attend. The replacement must be on the chapter executive board or cabinet and the corresponding council member will be notified before the meeting.
- B. If a chapter is not represented at a roundtable, without prior approval from the corresponding council member, the Chapter President will be notified via email notification that an officer was absent. On the second occurrence, a \$20 fine will be issued. If this offense is repeated, a Peer Accountability meeting will occur.

## **Section 12: Panhellenic-Sponsored Events**

- A. Panhellenic will host one event per semester that requires all chapters to have up to 80% of the chapter present. The event and percent of chapter attendance will be decided on by the Panhellenic Executive Board and announced at the first General Assembly of the semester. Chapters can submit a list of members with valid excuses that will not be included in calculating the chapter's total percentage.

# **Article VI: The Executive Board**

## **Section 1: Composition**

The composition of the Executive Board shall be: President, Vice President of Operations, Vice President of Health and Safety, Vice President of Public Relations, Vice President of Recruitment-Programming, Vice President of Accountability, Vice President of Interfraternal Relations and Member Development, Vice President of Recruitment-Personnel, Vice President of Recruitment Counselors, Vice President of Philanthropy and Community Service, Vice President of Equity, Inclusion, Diversity, and Access, and Vice President of Scholarship and Professional Development.

## **Section 2: Duties**

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At regular meetings of the Panhellenic Council, the Vice President of Operations of the Executive Board shall report all action it has taken and record the action in the minutes of that meeting. The Executive Board shall also work with the Panhellenic Association Executive Board and advisor(s) in all matters pertaining to the University of Kansas Panhellenic Association, prepare turnover documents for the next officer, and perform all other duties as assigned. The President shall maintain eight (8) office hours per week; the Vice President of Recruitment Programming and Recruitment Counselors will maintain four (4) office hours per week in the spring, and the

other Vice Presidents shall maintain three (3) office hours per week. Additionally, all Vice Presidents of Recruitment will maintain one (1) office hour during the fall semester.

### **Section 3: Regular Meetings**

Regular weekly meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

### **Section 4: Special Meetings**

Special meetings of the Executive Board may be called by the President when necessary and shall be called by the President upon the electronic or written request of three members of the Executive Board.

### **Section 5: Quorum**

A majority of Executive Board members shall constitute a quorum for the transaction of business.

### **Section 6: Stipends**

- A. The Panhellenic President will receive a stipend of \$512.00 per semester and \$200.00 for the summer while in office. The Vice President of Recruitment Programming and Recruitment Counselors will receive a stipend of \$256.00 during the spring semester while in office.
- B. The Vice Presidents of Recruitment Programming, and Recruitment Counselors will each receive a stipend of \$400.00 for the summer while in office.
- C. The Vice President of Recruitment Personnel will receive a stipend of \$460.00 for the summer while in office.
- D. The Vice President of Public Relations will receive a stipend of \$80.00 for the summer while in office.
- E. The Vice Presidents of Recruitment will receive a stipend of \$64.00 for the fall semester while in office.
- F. All other Vice Presidents will receive a stipend of \$192.00 per semester while in office.
- G. Summer stipends shall be awarded contingent upon an evaluation of the officer's contributions over the summer by the Panhellenic Advisor and Panhellenic President. a. The exception to this is the President, whose summer stipend shall be contingent on evaluation by the Panhellenic Advisor and Panhellenic Vice President of Operations.
- H. The giving of these stipends to each individual on the Panhellenic Executive Board can be put up for review by the Panhellenic President and/or SFL Staff if the requirements of serving on the Panhellenic Executive Board are not met.
- I. All stipend amounts will be up for review during the Fall semester every two years and will be reviewed again in Fall 2025. A committee consisting of the Panhellenic President, the Vice President of Operations, two chapter representatives, and two chapter Presidents will review proposals which will then be submitted to the Council.

## **Article VII: The Panhellenic Advisor**

### **Section 1: Appointment**

The Panhellenic advisor of the University of Kansas Panhellenic Association shall be appointed by the University of Kansas Sorority and Fraternity Life Office.

### **Section 2: Authority**

The Panhellenic advisor shall serve in an advisory capacity to the University of Kansas Panhellenic Association. The Panhellenic advisor shall have a voice but no vote in all meetings of the Panhellenic Council, and Executive Board.

## **Article VIII: Committees**

### **Section 1: Standing Committees**

- A. The standing committees of the University of Kansas Panhellenic Association shall be the Peer Accountability Board, Recruitment Counselors, Equity, Inclusion, Diversity, and Access committee, New Member Development committee, and Recruitment Team.
- B. The standing committees shall serve for a term of one year, ending when members are replaced by their successors.
- C. Membership
  - a. All members must be in good standing in their respective chapters prior to election and maintain it throughout their term.
  - b. Members from women's fraternities and sororities holding regular membership in the University of Kansas Panhellenic Association.

### **Section 2: Appointment of Committee Membership**

The Executive Board shall appoint members and chairpersons of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women's fraternities and sororities as much as possible. The President shall be an ex-officio member of all committees except the Peer Accountability Board.

### **Section 3: Peer Accountability Board**

The Peer Accountability Board must consist of the Vice President of Accountability as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the Panhellenic sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment policies of the University of Kansas College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process

#### **Section 4: Recruitment Counselors**

- A. Membership: Recruitment Counselors shall be overseen by the Vice President of Recruitment Counselors and composed of Recruitment Counselors from every chapter of The University of Kansas Panhellenic Association.
- B. Selection:
  - a. The Vice Presidents of Recruitment, SFL staff, the President, and Vice President of Operations of the Panhellenic Association will conduct the selection of recruitment counselors with the assistance of the entire Panhellenic Executive Board as needed
  - b. Each Panhellenic chapter must have a minimum of 5% of their active chapter members apply for recruitment counselor positions, unless previously discussed and approved with the Vice President of Accountability.
  - c. Failure to submit the required number of applications will result in a Peer Accountability meeting.
  - d. A minimum of two (2) and a maximum of the chapter's required percentage of applicants will be accepted as recruitment counselors, which may include previous recruitment counselors.
    - i. Previous recruitment counselors are required to repeat recruitment counselor training.
  - e. A recruitment counselor must have been involved as a chapter member in a minimum of one (1) Fall Formal Recruitment at the University of Kansas.
  - f. A recruitment counselor must dissociate from their respective chapters in a timely fashion according to NPC policy.
    - i. Recruitment counselors will disassociate from their chapters on social media platforms the day Fall Formal Recruitment Registration opens and completely disaffiliate 30 days prior to the first recruitment event until Bid Day. Recruitment counselors will not communicate with chapter members, chapter advisors, chapter alumnae or any personnel assisting with chapter recruitment about Potential New Members, other chapters, or any other business discussed during recruitment. Recruitment counselors and their chapters will not reveal their chapter affiliations and must remain neutral at all times. Recruitment counselors may not speak unfavorably of any chapter or individual. Recruitment counselors will not attend any chapter recruitment workshops and will not be penalized for not doing so.
  - g. A recruitment counselor must be an active member of a chapter in good

standing.

- h. No current chapter President or chapter Director of Recruitment may be a recruitment counselor.
- i. A recruitment counselor must be a student at the University of Kansas during their entire term.
- j. Recruitment counselors may be students at the KU Medical Center.
- k. Duties:
  - i. It shall be the duty of the Recruitment Counselors to assist Potential New Members from the beginning of registration through the formal recruitment process.
  - ii. After selection, Recruitment Counselors will be given a contract that outlines the expectations, duties, and an accountability process shall the Recruitment Counselor presume to violate the obligations.
  - iii. Recruitment Counselors must abide by the Positive Panhellenic Contact set forth by NPC.
  - iv. Recruitment Counselors must complete two training sessions led by the Vice President of Recruitment Counselors prior to the beginning of Fall Formal Recruitment as well as attending work week training sessions.

## **Section 5: Equity, Inclusion, Diversity and Access**

The Panhellenic Association Equity, Inclusion, Diversity, and Access Committee shall consist of the Vice President of Equity, Inclusion, Diversity, and Access and at least one member from each Panhellenic chapter. The Equity, Inclusion, Diversity, and Access Committee shall operate through weekly meetings conducted by the Vice President of Equity, Inclusion, Diversity, and Access. Committee members are charged with: relaying given educational material to their respective chapters, identifying programs and resources for our leadership and members, keeping our community up to date on current events, and discussing and brainstorming action plans that relate to topics that could be improved on.

## **Section 6: New Member Development**

The New Member Development Committee shall consist of one new member representative from each Panhellenic chapter. The New Member Development Committee shall operate through monthly meetings conducted by the New Member Development Coordinator. Committee members are charged with: informing the New Member Development Coordinator of the current events of their respective chapters, creating a comprehensive New Member schedule complete with each chapter's events and philanthropies for each month of the academic year, and maintaining a line of communication between the New Member Development Coordinator and each of the Panhellenic chapters.

## **Section 7: Recruitment Team**

The Recruitment Team shall consist of the Panhellenic Association President, Vice President of Recruitment Programming, Vice President of Accountability, Vice President of Recruitment Personnel, Vice President of Recruitment Counselors and Formal Recruitment Assistant as appointed. The President shall serve as the chair on the committee. The recruitment team shall collaboratively work together to review and develop all matters pertaining to Fall Formal Recruitment in line with NPC Unanimous agreements on Values Based Recruitment. It is expected that all committee members attend Formal Recruitment Roundtables, trainings, policy reviews, and biweekly meetings as deemed necessary by the Panhellenic Advisor and President. All Vice Presidents of Recruitment will closely work together to establish a cohesive program. Finally, the Recruitment Team shall conduct a post-recruitment evaluation, including recommendations for the following year.

### **Section 8: Other Committees**

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Association.

## **Article IX: Finances**

### **Section 1: Fiscal Year**

The fiscal year of the University of Kansas Panhellenic Association shall be from August 1 to July 31, inclusive.

### **Section 2: Contracts**

Dual signatures of the President and Vice President of Operations shall be required to bind the University of Kansas Panhellenic Association on any contract.

### **Section 3: Checks**

All checks issued on behalf of the University of Kansas Panhellenic Association shall bear the Vice President of Operations or President's signature. The Formal Recruitment account may also be signed by the Vice President of Recruitment-Programming with pre-approval by the Vice President Operations or President.

### **Section 4: Payments**

All payments due to the University of Kansas Panhellenic Association shall be received by the Vice President of Operations, who shall record them. Checks for payments shall be made payable to the University of Kansas Panhellenic Association or KU Panhellenic Recruitment. Chapters shall have 14 calendar days to pay fines incurred.

### **Section 5: Dues**

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council after the budget is finalized.
  - b. The amount of such dues is calculated as the ratio of total budgeted expenses for the academic year to the number of total active members.
  - c. The dues of each Panhellenic Association member fraternity shall be payable annually.
  - d. The Vice President of Operations shall send each chapter an invoice for membership dues, payable by check, which shall be paid within two weeks of receiving the invoice.
- C. Dues shall be calculated as the ratio of total budgeted expenses for the academic year to the total number of active members in the University of Kansas Panhellenic Association, up to \$35 per member.
  - a. The total budgeted expenses shall be set by the Vice President of Operations during the Budget Proposal by April 1 and shall be voted upon by all Chapter Delegates at a meeting of the General Assembly.
  - b. Chapters must send their chapter totals to the Vice President of Operations within two weeks of Bid Day following Fall Formal Recruitment; member dues will be set when chapter totals are received.
  - c. Rosters sent by chapters to the Office of Sorority and Fraternity Life two weeks after bid day will be utilized to determine member dues

## **Section 6: Fees and Assessments**

- A. All fines collected by the Panhellenic Council will be distributed and used towards educational, philanthropic, or scholarship purposes. The Panhellenic Executive Board will formulate a proposal of how to specifically use the money and propose it to the Delegates at General Assembly to be voted on.
- B. Fees, fines, and assessments must be paid in accordance with the timeline set by the Panhellenic Council or the chapter shall be placed under financial probation. Financial probation shall be defined as the chapter losing its vote in council meetings until all outstanding debts are settled. If after two weeks of financial probation standing, the chapter has continually failed to settle debts, the chapter's President and Treasurer must meet with the PHA Vice President of Operations and Vice President of Accountability to determine a payment plan. If the payment plan is not fulfilled, the chapter will be sent to mediation.

## **Section 7: Overspending**

- A. No Executive Board member shall overspend their budget.
  - a. The Budget is defined as the financial allowance for each Vice President created by the Vice President of Operations during the Spring semester and voted on by

the General Assembly.

- B. A budget shall be considered overspent when its total expenditures exceeds the sum of its total line items.
- C. All Vice Presidents are required to check with the Vice President of Operations if they wish to overspend their line item.
- D. No line items shall be overspent by a Vice President unless approved beforehand by the Vice President of Operations and President, and the Vice President has not exceeded other line item expenditures allocated within their budget.
  - a. The Vice President of Operations and President must agree to deduct from other line items of the current Panhellenic Association budget.
- E. The General Assembly may, by a 2/3 vote, allow a Vice President exemption from this policy. Any such exemption must indicate the amount established for overspending, its purpose for the over-expenditure, the exact line item the money will be taken from, and an expiration date for this exemption.

## **Section 8: Misuse of Funds**

- A. Misuse of funds shall be defined as using funds for unauthorized purposes, particularly for personal gain.
- B. Funds to be used outside of line items require pre-approval from the Vice President of Operations and President.
- C. Should any Panhellenic Executive Board member be found to be misappropriating funds, they will be called in for an informal discussion with the President and Vice President of Operations with assistance from the Panhellenic advisor as needed and subject to consequences deemed appropriate for the situation.

## **Article X: Extension**

### **Section 1: Definition**

Extension is the process of adding an NPC member organization. The University of Kansas Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### **Section 2: Voting rights**

Only regular members of the University of Kansas Panhellenic Association shall vote on extension matters.

## **Article XI: Infraction Resolution**

### **Section 1: Infraction**

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic



code of ethics, standing rules and/or membership recruitment regulations of the University of Kansas Panhellenic Association shall be considered an infraction.

### **Section 2: Peer Accountability Process**

The University of Kansas College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the Peer Accountability Process.

### **Section 3: Informal resolution**

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

## **Article XII: Risk Management**

### **Section 1: Hazing**

- A. Per the National Panhellenic Conference Unanimous agreements Panhellenic supports all efforts to eliminate hazing.
- B. The Panhellenic Association, chapters, and its members are expected to abide by the University of Kansas Anti-Hazing Policy.
- C. The University of Kansas policy on and definition of hazing is provided in the Code of Student Rights and Responsibilities, Article 22. Section A # 2, which states:
  - a. “Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.”
- D. Membership Notification Form
  - a. All New Members must complete the SFL Member Notification Form within 48 hours of accepting an invitation to join.
  - b. New Members not having completed this form shall not be added to a chapter’s roster.

### **Section 2: Fire Health & Safety**

- A. Chapters are required to schedule a fire safety presentation by the Lawrence Fire

Department once per academic year. The presentation must be given at a meeting in which all live-in members are present.

- a. All chapter facilities should meet all local fire and health codes and standards.
- b. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is explicitly forbidden.

### **Section 3: Events with Student Organizations and Fraternities**

- A. NPC member organizations agree to advise their collegiate chapters to plan or participate in events with men's fraternities and other student organizations only when those men's fraternities and other student organizations are not suspended for reasons of organizational misconduct and are:
  - a. Men's fraternity chapters or colonies recognized and in good standing with both their inter/national organization and the college/university; or
  - b. Men's fraternity chapters or colonies recognized and in good standing with their inter/national organization, but which have voluntarily withdrawn from recognition by the college/university with no disciplinary action pending, or have had recognition denied or rescinded by the college/university for reasons other than organizational misconduct; or
  - c. Men's fraternity chapters or colonies recognized and in good standing with their inter/national organization, but where the entire Interfraternity Council community lacks recognition from the college/university; or
  - d. Local fraternities and other student organizations are recognized and in good standing with the college/university.
- B. NPC member organizations agree to advise their collegiate chapters that the planning and execution of any event with a men's fraternity or other student organization shall:
  - a. Reflect positively on the sorority experience and support NPC's shared values; and
  - b. Be conducted with men's fraternities and student organizations whose members respect the dignity and safety of the Panhellenic community and its individual members.

### **Section 4: Town and Gown**

- A. We will be good neighbors in our community by practicing good stewardship of our properties, community, neighbors, and the University.
- B. As a matter of respect for the neighborhoods in which our Chapters reside, each Chapter is expected to maintain exteriors of property/facilities in a manner consistent with reasonable community standards. Written concerns regarding property upkeep must be addressed within two business days, and include reasonable measures to rectify the problem.
- C. Chapters are expected to observe community standards regarding noise and other behaviors that impact neighbors (treatment of property, foot traffic, managing gatherings, etc.). Written concerns (e.g neighbor complaints or police reports) regarding problematic behavior must be addressed within two business days.
- D. Whether at a recognized chapter facility, local or remote venue, or location in which

members are construed to represent the organization, members must respect and abide by these expectations.

- E. Additionally, if this policy is violated and dependent on the violation, it will result in a meeting with the Vice President of Accountability.

## **Section 5: Community Standards**

Chapters are expected to abide by the University of Kansas Office of Sorority and Fraternity Life Community Standards Program. Chapters may receive a short-term exemption to any of the Community Standards by the Sorority and Fraternity Life Office. To receive an exemption, reference the Community Standards Program information.

# **Article XIII: Philanthropy and Community Service**

## **Section 1: Philanthropy**

- A. Philanthropy is defined as an event or program where participants raise awareness, money, and/or goods to directly benefit an organization or group of people. Only 20% of the resources collected will be used to cover the cost of the event in any way. Those who plan the event will not use the resources collected for personal disposal. Philanthropy is meant for humanitarian purposes to promote recognition of those receiving the resources, not of the people planning the event.
- B. Philanthropy Event
  - a. Each chapter is expected to hold one philanthropy event per semester with at least 75% of members participating.
  - b. Philanthropy Notification Forms (PNFs) are required for all chapter philanthropy events. The PNF, found on Rock Chalk Central, for your chapter's major philanthropy event must be turned in by the second Friday of the semester. If a chapter chooses to hold other philanthropy events towards organizations other than their main charity, they must turn in the PNF fourteen (14) days prior to the event. The Vice President of Community Service and Philanthropy may make exceptions if a chapter requests an extension before the deadline has passed. The consequence for failing to submit all PNFs and a chosen week for a chapter's Philanthropy week by the deadline will be a \$200 donation from the chapter to the Panhellenic beneficiary and a Peer Accountability Meeting.
    - i. A chapter's major philanthropy event can be defined as the largest philanthropy event that the chapter will hold for the organization that their inter/national office has determined as the chapter's philanthropy.
    - ii. Philanthropy notification forms and chapter Philanthropy weeks will be approved on a first come, first served basis by the Vice President of Philanthropy and Community Service.

- iii. No two chapters will be approved for philanthropy events scheduled for the same day.
- iv. No two chapters will be approved to hold similar philanthropy events within the same week.

## **Section 2: Community Service**

- A. Community service shall be defined as the donation of time and services in the form of volunteering to benefit individuals within a community or the community as a whole. It will always be a hands-on activity where one is directly helping people in some capacity. Those providing service are considered volunteers and will not be paid for their efforts.
- B. Community Service Hours . Each chapter must complete the SFL-determined average of 7 required community service hours per member per semester with 5 out of 7 hours completed within a 50 mile radius of Lawrence.
  - a. Any active members (defined as an undergraduate student attending the University of Kansas, Lawrence campus), will be counted towards this average.
  - b. All community service hours must be completed during the academic semester. Hours completed during Fall, Thanksgiving, and Spring Break will count toward the hours.
  - c. Hours shall not count toward the average if:
    - i. Completed during Summer or Winter Break unless it is a pre-approved service trip.
    - ii. Hours served in a student organization unless hours are spent volunteering at a community service event.
    - iii. Hours spent planning philanthropic or community service events for a student organization community service event.
    - iv. Hours spent volunteering at a Panhellenic philanthropic event (ex. A chapter philanthropy event or the Panhellenic beneficiary) or an exterior organization's philanthropic event.
    - v. Hours spent tabling or flyering for any event. Tabling constitutes raising awareness, which falls under philanthropy.
    - vi. Hours spent toward preparing for, practicing, or participating in Rock Chalk Revue.
    - vii. Hours spent writing letters for community service will only be accepted if done with the campus Letters of Love organization.
- C. The Vice President of Community Service and Philanthropy will provide a list of all acceptable community service activities at the beginning of each semester. This will also include activities that will not count towards community service hours.
- D. The Vice President of Community Service and Philanthropy may make exceptions to the above provisions
- E. Alternative Breaks and Service Trips
  - a. Individuals who participate in Alternative Breaks shall receive up to 20 community service hours for participating in Alternative Breaks, even though the

hours may not have taken place in Douglas County or been completed during an academic semester. Any community service hours completed during winter or summer break will count towards the following academic semester.

- F. Blood Drive
  - a. Individuals can volunteer at a blood drive event or volunteer to help set up for a blood drive event to receive community service hours for the blood drive. A donation of blood or bone marrow shall not count for community service hours, as it is a tangible donation and is considered philanthropic.
- G. All chapter hours must be approved or denied by chapter service chairs on chapter Rock Chalk Central pages by a predetermined date found in the KU SFL Community Standards Program.
  - a. Failure to meet this expectation shall result in a Peer Accountability Meeting.
- H. A maximum of 25 service hours will be credited to the chapter average for an individual member. If a member completes more than 25 service hours, the hours still count toward the chapter's total.
- I. For any chapters that do not complete the required number of hours (based on the 5 hours per member rule), the following educational outcomes will occur.
  - a. First Semester that hours are not completed: A donation of \$1/hour missed to the Panhellenic beneficiary.
  - b. Second consecutive semester that hours are not completed: In addition to a donation of \$1/hour missed and a mandatory all chapter community service event with 75% chapter attendance is required.
  - c. Third and above consecutive semesters that hours are not completed: a donation of \$1/hour missed, a mandatory all chapter community service event with 75% chapter attendance, and an additional hour must be completed by every member of the chapter the following semester.
  - d. The Vice President of Accountability may make exceptions to any of the above provisions based on communication with chapter leadership.

### **Section 3: Event Regulation**

There shall be no use or association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter or council community service or philanthropic event.

### **Article XV: Parliamentary Authority**

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

### **Article XVI: Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the University of Kansas Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been

announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

## **Article XVII: Dormant Organization Status Requirements**

- A. Any sorority wishing to be placed on a dormant status by the Office of Sorority and Fraternity Life (SFL) must:
  - a. Be in good standing with the University and the Panhellenic Association at the time of request
  - b. Express intent to recruit within one academic year of dormant status
  - c. Provide a timeline for plans to reactivate
  - d. Receive approval from their respective national organization
- B. Chapters must submit their request no later than Stop Day prior to the requested time frame. Requests should be sent to the Office Director of SFL as well as the President of the Panhellenic Association. A meeting will be set up to discuss the submitted plans to reactivate before approval is granted.

## **Article XVIII: Dissolution**

This Association shall be dissolved when only one regular member exists at University of Kansas. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

# **STANDING RULES**

## **Article I: Position Statements, Policies, Resolutions**

### **Section 1: Public Displays of Inappropriate Behavior**

WHEREAS, The current risk management policy does not provide a stance against public displays of inappropriate behavior.

WHEREAS, While inappropriate behavior in the community is degrading to those specific chapters, it is also degrading to the SFL community's view as a whole.

WHEREAS, SFL members should behave responsible and always keep in mind that they are representing themselves, their values-based organizations, and the entire University of Kansas Sorority and Fraternity Life Community and should refrain from these actions.

THEREFORE BE IT RESOLVED, That the University of Kansas Panhellenic Association

strongly discourages any form of public display of inappropriate behavior and encourages individual Panhellenic sororities to hold its members accountable if those members engage in public displays of inappropriate behavior. This includes but is not limited to chapter serenades, Rock Chalk Revue performances and/or serenades, philanthropic performances/serenades, and/or any performance or song at a chapter social event. Any inappropriate behavior can be defined as that which makes a member feel uncomfortable, is deemed discriminatory in any manner and/or does not align with the values of the Panhellenic community.

## **Section 2: Social Functions on Weeknights**

WHEREAS, The current risk management and scholarship policies do not provide a stance against hosting social functions on weeknights.

WHEREAS, The SFL Community's values hold scholarship and academic success as a main priority.

WHEREAS, Hosting a social function on a weeknight contradicts this value by potentially encouraging members to disregard their academic success for social reasons.

THEREFORE BE IT RESOLVED, that the University of Kansas Panhellenic Association discourages chapters from scheduling social functions on weeknights (Sunday-Wednesday nights), especially around Midterm and Final testing periods, or on religious holidays.

## **Section 3: New Member Class GPA Requirement**

WHEREAS, The current scholarship policy does not provide a stance on New Member Class GPA requirements.

WHEREAS, scholarship is a pillar of the University of Kansas Panhellenic Association and our goal is to instill this pillar into the New Member Classes so that they can achieve academic success.

THEREFORE BE IT RESOLVED, That the University of Kansas Panhellenic Association strongly encourages chapters to adopt a minimum 2.5 GPA for New Member Classes.

## **Section 4: Minimum GPA Requirement for Chapter Officers**

WHEREAS, The current scholarship policy does not require chapter officers to maintain a minimum GPA requirement that is equal or exceeding the All-Women's average.

WHEREAS, The SFL Community holds scholarship to be an essential value and chapter leadership should also hold and embody this value.

THEREFORE BE IT RESOLVED, We strongly encourage chapters to have an officer minimum 3.0 GPA.

### **Section 5: Panhellenic Chapter Responsibilities in the Interfraternity Alcohol Policy**

WHEREAS, Panhellenic members are often guests at registered KU fraternity chapter properties. As such, they have individual and organizational responsibility to follow the 2015 Interfraternity Council bylaw which bans the possession and consumption of hard alcohol (13% or higher) while on the fraternity's property.

WHEREAS, While this behavior may be handled internally by the individual chapters, it does reflect poorly on the Panhellenic Community.

Whereas, Chapter leadership has a duty to hold their members accountable for their behavior, recognizing that their lack of care to follow the policy will reflect poorly on the entire Panhellenic Community.

WHEREAS, Panhellenic Sororities have a duty to educate and encourage their members to abide by the IFC Hard Alcohol Policy as well as their national membership organizations event guidelines. Organizations have a duty to be proactive in creating a healthier culture around drinking and alcohol use.

THEREFORE BE IT RESOLVED, That the University of Kansas Panhellenic Association supports that if Panhellenic members have contributed to a violation of the IFC Hard Alcohol Policy by possessing or consuming hard alcohol in a fraternity chapter house or on fraternity chapter property, a report of such violation may be made to the Panhellenic Vice President of Accountability, the officer will take no disciplinary action upon receiving a violation report, but may forward the violation report to the Panhellenic Sorority that is the subject of the violation report. Therefore The Panhellenic Executive Board will strongly recommend that individual chapters create formal policies that outline the actions that can be taken to discourage these activities. Furthermore, the Panhellenic Vice President of Accountability may ask for follow-up information from the chapter regarding the violation report; chapters are encouraged to provide such information if doing so does not violate the chapter's duties of confidentiality to its members.

**Panhellenic Executive Board Responsibilities On the Interfraternity Hard Alcohol Policy**  
WHEREAS, The Vice President of Interfraternal Relations shall serve as the coordinator of New Member Education (or any new member orientation program) each fall.

WHEREAS, The Vice President of Health and Safety shall hold training sessions to educate and inform chapter leaders and individual members of the rules and regulations of their National Policy as well as the Panhellenic Association Policy which each chapter is required



to follow.

THEREFORE BE IT RESOLVED The Vice President of Health and Safety and Interfraternal Relations will work jointly to educate new members about the IFC Alcohol Policy and the alcohol culture at the University of Kansas. These positions will work jointly with the IFC councils to help maintain the level of education across all new members and councils.

## **Section 6: Discriminatory Behavior**

WHEREAS the University of Kansas Panhellenic Association supports the National Panhellenic Conference statement against discrimination that was adopted in 2014, this statement being: “The National Panhellenic Conference (NPC), one of the world’s largest organizations advocating for women, is the umbrella group for 26 inter/national sororities. Federal law recognizes the right of college fraternities and sororities to maintain their single-sex membership policies. Consistent with that right, the 26 NPC sororities are organizations of women. NPC member organizations do not discriminate in membership selection on any basis prohibited by law.”

WHEREAS the University of Kansas complies with all applicable laws prohibiting discrimination, which are outlined in the University’s nondiscrimination notice available <https://policy.ku.edu/IOA/nondiscrimination>. The University of Kansas prohibits discrimination on the basis of race, color, ethnicity, religion, sex\*, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, gender identity, gender expression and genetic information in the University’s programs and activities. \*Pursuant to 20 U.S.C. 1681(a) (6) (A), social fraternities and sororities may limit membership on the basis of sex."

WHEREAS the University of Kansas Panhellenic Association desires to build a community that reflects diversity, equity, and inclusion within our sorority chapters. We strive to make our campus stronger through our commitment to promoting diversity and creating positive change within the Sorority and Fraternity Life community. Individuals of all backgrounds make up the University of Kansas Panhellenic Association and each individual is celebrated for their perspectives, ideas and contributions to their organization and to our entire community.

THEREFORE BE IT RESOLVED the University of Kansas Panhellenic Association does not condone racism, homophobia, transphobia, xenophobia, classism, ableism, and other discriminatory behaviors and attitudes. Individual sororities are encouraged to educate (e.g. annual implicit bias training) and hold its members accountable if those members exemplify such behavior(s). If members become privy to any violation of this policy, it is their responsibility and duty to fellow Panhellenic members to report the violation to Student Conduct & Community Standards at the University of Kansas.

# **Article II: Panhellenic Association Social Event Best Practices**

## **Section 1: Statement**

- A. In accordance with the expressly stated position of the National Panhellenic Conference, it is not the place of the University of Kansas Panhellenic Association (PHA) to set or enforce policies or procedures regarding safety, risk management, and social policy. Instead, these responsibilities fall on each member chapter's inter/national organization.
- B. Therefore, the practices outlined in this Article of the Standing Rules of the University of Kansas Panhellenic Association are strongly advised by PHA, but cannot and will not be enforced or adjudicated by PHA. These practices are stated here solely to provide chapters with guidance in the interest of the safety and values of the Panhellenic community at the University of Kansas.
- C. If any statements, ideas, or sentiments appearing here ALSO appear in these Bylaws outside of Standing Rules Article II, KU PHA Recruitment Policies/Code of Ethics, NPC Unanimous Agreements, or any other documents that govern KU PHA, then any violations of such statements WILL be adjudicated by the Vice President of Accountability.
- D. All Panhellenic Association member chapters shall operate in a manner consistent with all University, local, state, and federal laws and policies concerning the sale, purchase, serving or consumption of alcohol.

## **Section 2: Purpose**

- A. To promote responsible attitudes and behaviors at SFL social functions.

## **Section 3: Definitions**

- A. Non-member: any person excluding new members, initiated members, and those members currently of alumnae status.
- B. Potential New Member: Any person not a member of a said fraternity or sorority or any persons not currently enrolled as a student at the University of Kansas who is seeking membership to a Panhellenic or Interfraternity Council chapter.
- C. Member: Any person that is a new member, initiated member, or of alumni status of a said fraternity or sorority.
- D. Social Event: Any chapter sponsored or co-sponsored event (i.e. functions and date parties) or at any other event an observer would associate with the fraternity or sorority that may involve the consumption, sale, possession or use of alcoholic beverages. It must be in compliance with any and all applicable laws of the state and a chapter's respective bylaws.
- E. Event (SFL definition): Any event, program, or activity in which members are construed to represent the organization while on chapter premises or during a sorority or fraternity

gathering, in any situation sponsored or endorsed by the chapter, or at any event a reasonable objective observer would associate with the organization. This could include any social, philanthropy, community service, events on or off campus, or on chapter property.

- F. Host: Any chapter or organization that plans, pays for, is invited to attend as a whole and/or participates in as a whole.
- G. Good Standing: When a PHA chapter is in compliance with all requirements outlined in the SFL Community Standards program (i. e. has no outstanding fines, does not have an outstanding mediation and is not on any type of probation with PHA, their International Organization, or the University of Kansas and has completed their student organization registration with the SILC office).
- H. Guest List: A list of members and/or guests invited to attend the event, including their names, indication of legal drinking age (i.e. yes or no), and any other relevant information.

#### **Section 4: Event Management Guidelines**

- A. NPC member organizations should continue to review risk management policies to encourage the hosting of chapter events that are consistent with the values of the respective organization.
- B. NPC recommends that College Panhellenics support and encourage chapters to have alcohol-free events with student organizations as well as men's fraternity chapters.
- C. No chapter funds should be used for the purchase of alcohol.
- D. Every participating Panhellenic chapter is equally responsible for the event regardless of the location. For joint events, non-Panhellenic organizations will be responsible for handling any incidents involving their members.
- E. No bulk quantity of common source alcohol should be purchased by the chapter (i.e. kegs or cases)
- F. The purchase of alcohol should in no way be undertaken or coordinated by members on behalf of the chapter. Each member that is 21 years of age, or older, should purchase alcohol for only himself/herself.
- G. Any function where the proceeds from the sale of alcohol are donated to a charitable organization, philanthropy or to the chapter itself are disadvised.
- H. Open Events, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are disadvised.
- I. A third party vendor or an off-premise location (i.e. bar, restaurant, hotel, bowling alley, etc.) should provide the "cash bar" service where the individual of-age consumer pays for each individual drink.
- J. Regarding guests:
  - a. Non-members should receive a specific invitation to attend the event. Their specific invitation is by means of being placed on a guest list.
  - b. There will be no joint guest lists between chapters.
  - c. No potential new member should be present.
  - d. No potential new member shall be present at any event with alcohol.
  - e. Co-Sponsoring events shall consist of no more than four chapters. Events with

- five or more chapters are disadvised.
- f. Sober Monitors are recommended at all types of events (alcoholic and non-alcoholic).
- g. For any social event involving alcohol, safe transportation should be provided for all members and guests from the specified meeting location, venue and back. i. Safe transportation should be provided from the chapter house or designated chapter meeting location to and from the event for all chapter members and guests.
- K. The Office of Sorority and Fraternity Life requests that chapters notify the office of all events (socials, philanthropy, community service, events off campus, off chapter property, etc.) prior to the event occurring.

### **Section 5: Guidelines Specific for Events With Alcohol**

- A. Panhellenic Chapters should not co-sponsor a social function with alcohol at any Interfraternity Council chapter facility.
- B. Chapters should check identification before or upon entering the venue location and designate those who are of legal drinking age from those who are not (i.e. with wristbands).

### **Section 6: Appearance**

- A. Items will not be displayed that can be considered as racial, sexist, or insensitive by any ethnic group. All images, marketing, and communication must be consistent with Panhellenic values and portray an overall positive image. These items include but are not limited to: banners, t-shirts, billboards, signs, house party themes, website material, etc.

### **Section 7: Third Party Vendor Event Guidelines**

- A. When an event utilizes a third party vendor/caterer, the host chapter(s) should ensure in accordance with their inter/national organization(s) that the third party is responsible for matters including, but not limited to:
  - B. Providing proper licensing by the appropriate state or local authority.
  - C. General liability insurance bond/policy.
  - D. Agreeing in writing to cash sales only for drinks at market value, collected by the vendor, during the event.
  - E. Assume in writing all the responsibilities that any purveyor of alcoholic beverages would assume in the normal course of business.
  - F. Checking for age 21 identification and clearly marking those of legal drinking age with a wristband.
  - G. Not serving minors.
  - H. Not serving individuals who appear intoxicated.
  - I. Maintaining control and distribution of all alcoholic beverages.
  - J. Removing all remaining alcohol at the end of the event.
  - K. Removing all alcohol from the premises.

## **Section 8: Security**

- A. Paid, professional security guards are recommended in the following ratio:
  - a. 1 security guard recommended for 1-99 people
  - b. 2 security guards for 100-200 people
  - c. 3 security guards for 201-300 people
  - d. 4 security guards for 301-400 people
  - e. 5 security guards for 401-500 people
  - f. 7 security guards for 501-600 people
  - g. 8 security guards for 601-700 people

## **Section 9: Sober Monitor Guidelines**

- A. Sober Monitors should remain sober before, during and after the event.
- B. Sober Monitors are recommended in the following ratio:
  - a. 1 sober monitor recommended for 1-99 people
  - b. 2 sober monitors for 100-200 people
  - c. 3 sober monitors for 201-300 people
  - d. 4 sober monitors for 301-400 people
  - e. 5 sober monitors for 401-500 people
  - f. 7 sober monitors for 501-600 people
  - g. 8 sober monitors for 601-700 people

## **Section 10: Food and Non-Alcoholic Beverages**

- A. A reasonable quantity of non-alcoholic beverages and food shall be provided in a visible location through the duration of the function.

## **Section 11: Guest Lists**

- A. All events should have a guest list.
  - a. A guest list is prepared prior to the event and contains the names of all members and guests attending the event.
  - b. A guest list is not a sign-in list. The student directory is not a guest list. A chapter membership list is not a guest list.
  - c. The purpose of the guest list is to limit attendance to those persons who know a member and to have a witness list in the event something does occur which may end up in court two or more years later.
- B. A copy of the “guest list” of invited individual guests' names should be maintained and monitored at the door or entry to the function.
- C. Only persons on the “guest list” should be granted admission into a function where alcohol is present. Each individual guest’s identity should be verified with an appropriate ID. Persons who will be consuming alcohol at the function must demonstrate that they are of legal drinking age with a government issued ID.

## **Article III: New Member Education**

## **Section 1: LDST301**

- A. The University of Kansas Panhellenic Association will mandate New Member Education in the form of a university course titled LDST 301: It's On Us: Gender Based Violence Prevention.
  - a. LDST 301 is a small, group discussion based course addressing the individual and societal impacts of gender based violence, including: consent, alcohol safety, and social justice.
  - b. LDST 301 is an 8-week one credit hour course; however, it can be taken for zero credit at no cost to a new member if there is a financial need.
  - c. Individuals participating in Fall Formal Recruitment will have two semesters to enroll in the course: the fall semester they go through recruitment and the spring semester directly following. However, classes in the spring will be limited.
  - d. Individuals participating in Continuous Open Recruitment have two semesters to enroll in the course, these being the two semesters directly following the semester in which they accepted a bid to their respective chapter.

## **Section 2: Completion Requirement**

- A. The Panhellenic Association requires that at least 80% of each chapter's new members must complete LDST 301 with a grade of B- or above.
- B. New members who are exempted by the Care Coordinator will not be included in calculating a chapter's percentage.
- C. If a chapter fails to meet this requirement, they will have a Peer Accountability meeting.

## **Section 3: Exemption**

- A. For members unable to take LDST 301, an explanation must be submitted to KU's Care Coordinator.
  - a. For potential new members participating in Fall Formal Recruitment, this must be submitted by stop day of the Fall Semester. For potential new members participating in Continuous Open Recruitment, this must be submitted by Stop Day the semester they accept a bid.
  - b. Exemptions will be taken into consideration on a rolling case by case basis.