BYLAWS OF THE PANHELLENIC COUNCIL
THE UNIVERSITY OF TENNESSEE, KNOXVILLE

ARTICLE I - NAME

The name of this organization shall be the University of Tennessee Panhellenic Council.

ARTICLE II - OBJECT

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

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women’s sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member 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 [name of institution] Panhellenic Association shall be composed of all chapters of NPC sororities at [name of institution]. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Provisional membership. The provisional membership of the [name of institution] Panhellenic Association shall be composed of all colonies of NPC sororities at [name of institution]. 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 sorority.

C. Associate membership. Local sororities or inter/national or regional women’s non-NPC member organizations may apply for associate membership of the [name of institution] 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 dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

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Section 2. Privileges and responsibilities of membership
A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Tennessee Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

ARTICLE IV - OFFICERS AND DUTIES

Section 1. Officers
The officers of the University of Tennessee Panhellenic Council shall be President, Vice President of Internal Affairs, Vice President of Communications, Vice President of Finance, Vice President of Member Development, Vice President of Scholarship, Vice President of Philanthropy and Community Service, Vice President of Recruitment, and Vice President of Recruitment Counselors.

Section 2. Eligibility
A. Eligibility to serve as an officer shall depend on the class of membership:
   a. Regular membership - Members from women’s sororities holding regular membership in the University of Tennessee Panhellenic Council shall be eligible to serve as any officer.
   b. Provisional membership - Members from women’s sororities holding provisional membership in the University of Tennessee Panhellenic Council shall not be eligible to serve as an officer.
   c. Associate membership - Members from women’s sororities holding associate membership in the University of Tennessee Panhellenic Council shall not be eligible to serve as President, Vice President of Internal Affairs, Vice President of Recruitment, or Vice President of Recruitment Counselors.
B. All candidates must have a cumulative GPA of 3.0 or higher.

Section 3. Office-holding limitations
A. Executive Board applicants must have experience as a former Chapter Executive Board member, Panhellenic Council director, Recruitment Counselor, Panhellenic Delegate, or Panhellenic Executive Board officer.
B. Panhellenic President applicants must have experience as a former Chapter President, Panhellenic Council director, Recruitment Counselor, Panhellenic Delegate, or Panhellenic Executive Board officer.
C. No more than 2 members from the same women’s sorority shall hold office during the same term.
D. The offices of Vice President of Recruitment, Assistant Vice President of Recruitment, Vice President of Recruitment Counselors, and Assistant Vice President of Recruitment Counselors shall not consist of any members of the same chapter.

Section 4. Term

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The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the spring semester.

Section 5. Vacancies
If a position on the Executive Board becomes vacant, it would be left to the discretion of the current Executive officers in addition to the Advisor and Graduate Assistant to decide within two weeks to either fill the vacancy or proceed with the election process.

ARTICLE V – ELECTION PROCEDURES

Section 1. Election Dates and Procedures
The election dates and procedures will be announced no later than four weeks prior to the time for elections by the Panhellenic Council.

Section 2. Applications
All applicants must complete and return application forms to the office before the stated deadline.

Section 3. Panhellenic Executive Board Elections
A. Applications for executive positions must be screened by means of an interview style process by a committee consisting of a representative from each sorority. The Panhellenic Advisor, President and all outgoing Executive Board members shall serve as ex-officio members of the committee.
B. Each representative will be given the application and pre-voting sheet for each applicant prior to beginning interviews.
C. After the screening, the committee shall present a written slate to the Panhellenic Council at the next Panhellenic meeting. No sorority shall be represented more than once on the screening committee; each member of the screening committee is required to stay for the full duration of the screening process. No member of the committee shall be applying for office.
D. The slate, as decided upon by the nominating committee, will be read during Panhellenic meeting, upon which delegates are required to present this information with to their chapters and vote on the presented slate at the proceeding Panhellenic meeting.
E. The election will be held during a Panhellenic Council meeting, and the official Delegates shall vote for their chapters. Each chapter shall have one vote. All voting will be by secret ballot. The votes shall be counted by the Vice President of Internal Affairs, President, and the Panhellenic Advisor. No candidate shall help count. A candidate must receive a simple majority to be elected.
F. Within five days after elections, a list of new officers will be sent to each chapter.

Section 4. Panhellenic Directors Elections
A. Applications for director positions must be screened by means of an interview style process by a committee consisting of each member of the Executive Board.
B. Each representative will be given the application and pre-voting sheet for each applicant prior to beginning interviews
C. After the screening, the committee shall vote for each of the directorship positions. These results will be announced at the proceeding Panhellenic meeting.

Section 5. Campaigning
Signs, posters, flyers, and other printed material may not be used for campaigning purposes. Candidates may not spend money campaigning. Printed material may be used for informational purposes only during the time of the interview process.

ARTICLE VI - THE PANHELLENIC ADVISOR

Section 1. Appointment
The Panhellenic advisor of the University of Tennessee Panhellenic Council shall be appointed by The University of Tennessee administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the University of Tennessee Panhellenic Council. The Panhellenic advisor shall have voice but no regular vote in all meetings of the Panhellenic Council. The Panhellenic Advisor will have executive veto under extenuating circumstances.

ARTICLE VII – STANDING COMMITTEES AND DIRECTORS

Section 1. Standing committees
The standing committees of the University of Tennessee Panhellenic Council shall be the Executive Board, Judicial Board, Recruitment Task Force, President’s Roundtable
   A. The executive board shall consist of the President, Vice President of Internal Affairs, Vice President of Communications, Vice President of Recruitment, Vice President of Recruitment Counselors, Vice President of Finance, Vice President of Member Development, Vice President of Philanthropy and Community Service, and Vice President of Scholarship.
   B. The Judicial Committee shall consist of the Vice President of Internal Affairs and one representative from each chapter appointed by the chapter. No sorority shall be represented more than once.
   C. The Recruitment Task Force shall consist of the Panhellenic Recruitment Team, the chapter Presidents, and the recruitment chairperson and an advisor from each chapter.
   D. The President’s Roundtable shall consist of the Panhellenic President and all chapter Presidents.

Section 2: Directors
There shall be the following appointed Directors of the University of Tennessee Panhellenic Council: Assistant Vice President of Recruitment, Assistant Vice President of Recruitment Counselors, Campus Liaison, Sorority and Fraternity Life Liaison, Director of Junior Panhellenic, Lipsync Director, and Co-Philanthropy Directors.

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Section 3: Term.
The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 4. Other committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

ARTICLE VIII – JUNIOR PANHELLENIC

An auxiliary organization of the Panhellenic Council will be known as the Junior Panhellenic Council.

A. The Junior Panhellenic Director shall supervise the activities of the Junior Panhellenic Council.

B. The Junior Panhellenic Council officers and their duties, meetings, committees, voting and regulations shall be in accordance with the Panhellenic Constitution and Bylaws as approved by the Panhellenic Council.

ARTICLE IX - FINANCES

Section 1. Panhellenic Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. Panhellenic Dues: The Vice President of Finance shall determine the bi-annual dues for each Panhellenic Council member fraternity on a per capita basis. Due to price inflation and the rising costs of services, dues shall be assessed once the upcoming fiscal year’s budget has been approved. Dues per capita shall be determined by the projected budget needs for the upcoming year. Chapters shall be invoiced by the Vice President of Finance during the start of each academic semester.
   a. Chapter members shall include all active students at the University of Tennessee and those studying abroad as determined by final rosters. Collegians who have permanently become alumni of the chapter or graduates of UT are not subject to Panhellenic dues.
   b. Collegiate Panhellenic Groups on UT’s Campus are:
      Alpha Chi Omega, Alpha Delta Pi, Alpha Omicron Pi, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Zeta, Kappa Delta, Kappa Kappa Gamma, Phi Mu, Pi Beta Phi, Sigma Kappa, and Zeta Tau Alpha

Section 2. Invoices
The due date for remittance of an invoice shall be two weeks from the date of its creation. If circumstances require, VP Finance may shorten or lengthen this remittance period and indicate such a change on the invoice.

Section 3. Checks

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All checks issued on behalf of the University of Tennessee Council Association shall be signed by one of the following: the Vice President of Finance, Panhellenic President, Advisor and/or Graduate Assistant, or the Vice President of Recruitment for only the recruitment account.

Section 4. Credit Cards
There will be one credit card for each Panhellenic account, Council and Recruitment. Credit cards may be used only by those assigned to the accounts: the Vice President of Finance, Panhellenic President, Advisor and/or Graduate Assistant, or the Vice President of Recruitment for only the recruitment account. These credit cards are only to be used for large purchases or online orders when a check cannot be used or the spender cannot be reimbursed. All receipts and order forms must be kept and filed with the Vice President of Finance.

Section 4. Chapter Payment
Chapters will pay directly to the Vice President of Finance the amount provided on their invoice. Cash or individual member checks will not be accepted.

Section 5. Individual Checks
Individual checks will be accepted only in the case of sales made to Gamma Chi class or Panhellenic purchases. This exception holds on the grounds that no chapter intermediary is involved in the transaction.

Section 6. Fees and assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

A. There shall be a $20 fee assessed to any chapter who is insufficient for funds.

Section 7. Sales
Any council member (Director, Delegate, Exec) who deals with selling (tickets, t-shirts, etc) must give the VP Finance a tally of total purchases and the cost per item by chapter for the purposes of preparing invoices.

Section 8: Dissolution
In the event of the dissolution of the University of Tennessee Panhellenic Council, funds remaining after all current debts are paid will be donated to a philanthropy chosen by the University of Tennessee Panhellenic Council.

Section 9: Deposits
Vice President of Finance will deposit all checks received within two weeks of submission.

Section 10: Budgets
Vice President of Finance shall prepare a Council and Recruitment budget at the start of each calendar year congruent to officer needs and available funds. This budget will be voted on by the Council.

Section 11: Officer Responsibility

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Each officer is responsible for effectively using her budget for the greater good of Panhellenic. Any amount spent over the approved budget will be an out of pocket expense. Panhellenic will not reimburse for anything above that office's budget. Prior council approval can be obtained for unforeseen costs not budgeted.

Section 12: Check Requests
All check requests must be made with either a vendor invoice or preferably a check request form. This request must be submitted with a receipt, invoice, or other viable document detailing total costs.

A. Completed check requests will be submitted to the mailbox of Vice President of Finance. A check will be remitted to requesting officer one week from submission. Checks may not be expected earlier than this date due to the required time for processing.

B. Advance requests may be made for large purchases. These should also be submitted at least one week prior to the date required. Preliminary documentation must be included with the request. This could include a purchase order or email from vendor detailing the total. Following the purchase an official receipt must be submitted to Vice President of Finance within one week or costs will be charged back to the requesting officer.

ARTICLE X – PLEDGING AND INITIATION

Section 1. Eligibility
A. Eligibility for pledging requires these prerequisites:
   a. Matriculation at the University of Tennessee, Knoxville, as a full time undergraduate student without condition or probation.
   b. Registration with the Panhellenic Affairs Office and payment of the Panhellenic Recruitment Registration Fee for the formal recruitment period.
   c. Signing a preference card or open recruitment agreement shall be binding for both the sorority and the individual for one calendar year from the date of signing. Once the card is handed over to Panhellenic the card cannot be changed or withdrawn.
   d. Not having affiliated as a new member at The University of Tennessee, Knoxville campus within the past calendar year, and not having been an initiated member of an NPC or NPHC sorority at any time.

B. Eligibility for initiation requires the following: Having been pledged by the respective sorority at The University of Tennessee, Knoxville.

Section 3. Initiated Members
When members are initiated within a sorority, the Panhellenic Affairs office should be informed of the new status.

ARTICLE XI - HAZING

Section 1. Definition
The word HAZING is any action taken or situation created, involving or resulting in abusive
physical contact or mental harassment to a new member/associate member, or initiated member,
whether on or off sorority premises, campus, or other places where chapters meet, designed to
cause or resulting in excessive mental or physical discomfort, embarrassment, or harassment.

**Section 2. Hazing Activities**

Hazing activities and situations include, but are not limited to:

a. Paddling in any form.
b. Creation of excessive fatigue.
c. Physical or psychological shocks.
d. Morally degrading or humiliating activities.
e. Late work sessions which interfere with scholastic activities.
f. Any other activities that is inconsistent with either fraternal law, or the regulations
   and policies of the University, or State and Federal Law.

**Section 3. Disciplinary Action**

Any Panhellenic Council members or chapters who cause infractions are subject to disciplinary
action by the Panhellenic Judicial Board.

**ARTICLE XII - EXTENSION**

**Section 1. Conditions for Extension**

When and only when all National Panhellenic Conference sororities represented at The
University of Tennessee College Panhellenic Council are at or above chapter total will the
College Panhellenic consider adding another NPC sorority chapter to this campus.

  A. If such conditions exist, the College Panhellenic will write to the NPC sororities
     not currently represented and invite them to apply for colonization.
  B. A selection committee will narrow down the colonization requests, giving priority
     to NPC sororities that have previously been represented on campus.
  C. The screening committee will present their choices to Panhellenic Council, who
     will then vote to invite several NPC groups to make a presentation.
  D. After presentations are made to Panhellenic Council, the Council will vote to
     extend a bid to the sorority of its choice.

**Section 2. Extension Procedure**

A sorority wishing to colonize or receive official university recognition must go through the
following channels:

  A. Contact the Panhellenic Affairs Office and establish a timetable for submitting the
     necessary materials.
  B. Send the following information to the Panhellenic Affairs Office:
      1. A copy of the National Constitution and Local Bylaws, as well as
         descriptive material on any projects of the national organization and any
         national organization of which the group may be a member (such as NPC
         or NPHC).
      2. Any regional organizations of which the group is a member.
      3. A statement of purpose and goals.

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4. An indication of financial stability and/or financial support from national or regional organizations.
5. Programming plans for the coming year.
6. Amount of local alumnae interest and support.
7. An indication of significant student interest in seeing a chapter established.
8. Membership requirement plans for meeting spaces on campus.

C. Review the University of Tennessee Panhellenic Constitution and Bylaws.

Set up an interview with the Panhellenic Executive Board.

ARTICLE XIII – STATEMENT OF NON-PARTICIPATION

Panhellenic Council member chapters shall not participate in any activities with National Interfraternity Conference fraternities not officially recognized or on probation by the University of Tennessee Interfraternity Council or Office of Student Judicial Affairs. Violation of this policy will result in disciplinary action by the Panhellenic Judicial Board.

ARTICLE XIV – ADMINISTRATIVE RESPONSIBILITIES

Chapters must complete all necessary paperwork to be current with the Panhellenic Office. Chapters will not be allowed to reserve or utilize the Multipurpose Room or upstairs facilities if outstanding paperwork is due to the Panhellenic Affairs Office. This includes: Chapter Officer form, Advisor form, National Organization form, or Chapter Rosters. All forms must be updated each semester or as changes occur. Deadlines will be announced through written correspondence and at Panhellenic Council Meetings.

ARTICLE XV – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the University of Tennessee Panhellenic Council when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Tennessee Panhellenic Council may adopt.

Article XVI – CONSTITUTION AND BYLAWS

A. The Constitution and Bylaws shall be printed annually and distributed to each chapter.
B. The Constitution and Bylaws shall be reviewed each spring.
C. The Bylaw Committee consists of the President, Vice President of Communications, Vice President of Internal Affairs, two delegates, and two directors.

ARTICLE XVII – AMENDMENT OF BYLAWS

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

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ARTICLE XVIII - DISSOLUTION

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

STANDING RULES
A College Panhellenic Council may wish to adopt additional rules that pertain to the administration of the Council. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.