

Constitution and Bylaws
of the
Emory University Panhellenic Council (EPC)

Article I. Name

The name of this organization shall be the Emory Panhellenic Council (EPC).

Article II. Objective

The objective of this Panhellenic Council shall be to develop and maintain women's fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rules established by Emory Panhellenic Council (EPC) as to not violate the sovereignty, rights, and privileges of member fraternities.
6. The Emory Panhellenic Council is dedicated to the Emory University equal opportunity policy, which provides that applicants will not be discriminated against on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, veteran's status, or any factor that is a prohibited consideration under applicable law.

Article III. Membership

Section 1. Membership classes

There are two classes of membership: Regular and Associate

1. The REGULAR membership of the Emory Panhellenic Council shall be composed of all chapter members in good standing with National Panhellenic Conference fraternities at Emory University.
2. The ASSOCIATE membership of the Emory Panhellenic Council shall be composed of all probationary members in good standing with National Panhellenic Conference colonies or pledged chapters.

Article IV. Officers

Section 1. Officers

The officers of the Emory Panhellenic Council shall be President, Vice President of Programming, Vice President of Community Engagement, Vice President of Standards, Vice President of Communications, Vice President of Finance, Vice President of Education and Vice President of Recruitment.

Section 2. Eligibility

- A. Eligibility to serve an officer shall depend on the class of membership:
 - 1. Regular membership. Members from women's fraternities holding regular membership in the Emory Panhellenic Council shall be eligible to serve as any officer.
 - 2. Associate membership. Members from women's fraternities holding associate membership in the Emory Panhellenic Council shall not be eligible to serve as an officer.
- B. A Panhellenic officer must be an initiated member of her chapter for a minimum of one semester before taking office.
- C. A Panhellenic officer must remain on active status and in good standing in her chapter throughout her term of office.
- D. All officers must be enrolled in nine credit hours in fall and spring semesters.
- E. Panhellenic officers must attend all regularly scheduled Panhellenic Association and Panhellenic Executive Board meetings.
- F. All Panhellenic Executive Board Members shall disassociate from their chapters beginning on the date specified by the VP Membership until the distribution of bids in formal recruitment.

Section 3. Selection of Officers

- 1. The officers of the Emory Panhellenic Council Executive Board shall be:
 - A. President
 - B. Vice President of Programming
 - C. Vice President of Community Engagement
 - D. Vice President of Education
 - E. Vice President of Standards
 - F. Vice President of Finance
 - G. Vice President of Communications
 - H. Vice President of Recruitment
- 2. The Selection of Officers
 - A. All officers are encouraged to have had previous experience on the Council.

- B. However, any woman who wishes to run for a position on the executive board must satisfy the following requirements:
 - i. Must be a member of a chapter that holds “Regular Membership” status within the Panhellenic Council
 - ii. Must have been a member of her chapter for at least one (1) year, effective February 1st.
- C. Any initiated member of any sorority (Regular or Affiliate), regardless of length of membership, will be eligible to submit a letter of intent for any chair position.
- D. An officer shall not serve as a sorority delegate and shall have no vote except in the cases specified.
- E. Planning for elections for EPC officers shall take place as follows:
 - i. Delegates shall inform their chapters of these dates and inform members interested in running for EPC offices of the procedures for nominating and election.
- F. Election of Emory Panhellenic Council officers shall take place as follows:
 - a. Elections for all officers shall occur prior to the beginning of Winter Break, with official transition occurring at the conclusion of EPC Spring Recruitment.
 - b. There will be a transition period between the old and new boards from the end of Spring Recruitment until the first meeting of the new Executive Boards.
 - c. Any sorority woman interested in running for office in the Panhellenic Council may submit an application to the Emory Panhellenic Council by the dates designated by the Executive Board.
 - d. The current members of the Executive Board, Panhellenic Delegates, and Chapter Presidents meet to decide on a recommended slate.
 - e. The slate will be filled in the following order: President, Vice President of Programming, Vice President of Community Engagement, Vice President of Education, Vice President of Standards, Vice President of Finance, Vice President of Communications, Vice President of Recruitment.
 - f. The recommended slate will be presented to Panhellenic Delegates and Chapter Presidents within one (1) week of the creation of the slate at a designated EPC meeting.
 - g. Each Panhellenic delegate shall submit their chapter vote on the slate at the regular EPC meeting, two (2) weeks after the presentation of the slate.
 - h. A two-thirds (2/3) majority of the voting members shall be required to adopt the slate.

- i. In the event a slate fails to pass, a meeting shall be held with chapter Presidents, Panhellenic Delegates, the current EPC Executive Board, and all interested participants. At this meeting:
 - a. Nominations shall be taken from the floor for each position.
 - b. Each chapter President and the current Panhellenic Council Executive Board member shall have one vote.
 - c. The order of selection will be the same as in part (e).
 - d. The Panhellenic Advisor shall count votes and announce the winner, position by position.

3. Campaigning

A. Campaigning shall be considered the solicitation of votes in any way. No applicant, candidate, or chapter member may campaign for Executive Office, except as outlined in the procedures in Article II, Section 2, Part F.

- i. EPC does not support negative comments toward candidates. This qualifies as a campaign violation.
- ii. The Director of Sorority and Fraternity Life, the EPC President, and the VP Standards shall handle all discipline for campaign infractions.
 - a. Penalties for campaign infractions may include, but are not limited to:
 - i. The individual may lose the privilege of running as a candidate.

4. The Resignation of Officers

- A. Any officer or committee chair who wishes to resign from her elected office shall send a letter of resignation to the Panhellenic Advisor and to the Council President. If the President is the officer involved, the VP Programming shall act in her stead.
- B. This letter of resignation shall be read at the next meeting of the EPC. The Council shall then vote on its acceptance.

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 officer installation, no later than six weeks before the end of the college year.

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

1. All members of the Executive Board (President, Vice President of Programming, Vice President of Community Engagement, Vice President of Education, Vice President of Communications, Vice President of Finance, and Vice President of Recruitment) shall:

- Attend all Panhellenic Council functions,
- Attend regular and special Panhellenic Council and Executive Board meetings,
- Create or fold Special Committees as necessary; appoint chairs of such committees,
- Administer routine business between meetings of the Panhellenic Council and other business approved for action by the Panhellenic Council vote,
- Report all action taken by the Executive Committee to the next regular meeting of the Panhellenic Council,
- Be aware of the concerns of the sororities and their members,
- Work closely with the Greek Advisor(s) in the Office of Sorority and Fraternity Life,
- Attend Southeastern Panhellenic Conference,
- Promote positive image of Greek women to the University and the community.
- All members of the Executive Committee shall be neutral during Formal Recruitment.
- An effective President and Vice President should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Emory Panhellenic Council.

A. The President shall:

1. Hold overall responsibility for the operation of the Panhellenic Council and its activities related to the Emory Panhellenic Council; this includes the day-to-day business and functions of the Council as well as supervising and promoting activities of each officer.
2. Call and preside at all regular and special meetings of the Emory Panhellenic Council, and Executive Board,
3. Review, approve, and sign all Panhellenic Council check and contracts involving the Panhellenic Council,
4. Serve as an Ex-officio member of all Panhellenic Council committees,
5. Report to the National Panhellenic Area Advisor,
6. Work closely with the Director of Greek Affairs and the Office of Fraternity & Sorority Life,

7. Maintain complete and up-to-date Panhellenic files which will include a copy of the current Panhellenic Council, Constitution, By-Laws and standing rules; the current Panhellenic Council budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the college Panhellenic reports to the Area Advisor and other pertinent materials,
8. Attend College Council and SGA President's meetings. Attend all such meetings/activities as a representative of the Emory Sororities and Panhellenic Council,
9. Promote positive campus image of all sororities and Panhellenic Council,
10. Promote sorority unity,
11. Promote and work to improve Intersorority/Interfraternity relations,
12. Meet monthly with Presidents of each sorority,
13. Promote campus wide events and positive Panhellenic Council programming,
14. Mediate Recruitment violations,

B. The Vice President of Programming shall:

1. Serve as a member of the Executive Board,
2. Direct the activities of the Activities chair and any special committees,
3. Hold regular meetings with the above mentioned committee chairs,
4. Oversee all weekly, monthly, and/or annual events coordinated by the Emory Panhellenic Council including, but not limited to, Greek Week, Progressive Dinners, Wonderful Wednesdays, Women Leadership Forum and all other events determined by the EPC.
5. Act on behalf of the EPC President when she is unable to fulfill her duties.

C. The Vice President of Community Engagement shall:

1. Serve as a member of the Executive Committee,
2. Act as a liaison between IFC, NPHC, MGC and the EPC,
3. Attend at least one IFC, NPHC, and MGC General Body Meeting per month; attend all such meetings/activities as a representative of the Emory NPC chapters and Panhellenic Council
4. Act as a liaison between the College Council and the Student Government Association and the EPC; attend all such meetings/activities as a representative of the Emory NPC chapters and Emory Panhellenic Council
5. Be responsible for organizing the Greek Week's Day of Service
6. In charge of coordinating Campus Kitchens as EPC's Community Wide Service initiative
7. Direct activities in collaboration with Volunteer Emory

D. The Vice President of Education shall:

1. Serve as a member of the Executive Board,
2. Responsible for overseeing the Sorority Network Liaison (SNL) Program and working with the Office of Health Promotion and the Respect Program to ensure its continuation and its upkeep.
3. Responsible for organizing and implanting the Women Leadership Forum
4. Oversee and/or act as a liaison for all activities that directly affect or involve members of the sorority community including, but not limited to, Homecoming, Dooley's Week, the President's Commission on the Status of Women, Family Weekend, and any other activities that the EPC deems necessary,

E. The Vice President of Standards shall:

1. Serve as a member of the Executive Committee,
2. Serve on the Sorority and Fraternity Life Review Board, including participating in hearings, assigning sanctions and educational proceedings
3. Enforce, update, and regulate the EPC By-Laws, Constitution, Code of Ethics and other official documents,
4. Deal appropriately with standards concerns, and mediate all Recruitment violations and other violations throughout the year
5. Attend all formal Recruitment events and work with the Vice President of Recruitment on Sisterhood Round Video Review, Recruitment Rules, Recruitment violations and other Recruitment events
6. Remain neutral during Sorority Recruitment and all official EPC/Recruitment events
7. Preside over meetings of risk managers and social chairs
8. Be familiar with the policies of all of the member organizations of the EPC

F. The Vice President of Finance shall:

1. Serve as a member of the Executive Committee,
2. Take responsibility for the general supervision of the finances of the Emory Panhellenic Council,
4. Prepare the budget and review it with the Greek Advisor regularly,
5. Receive all payments due to the Panhellenic Council,
6. Be responsible for assessing and collecting fines
7. Collect all dues and keep careful and accurate records of all transactions,
8. Take responsibility for prompt payment of bills,
9. Maintain up-to-date financial records and give a full financial report,
10. Take responsibility for any Emory Panhellenic Council financial request to College Council, this shall include but not be limited to writing the bill, attending budget committee meetings and the College Council General meeting where the bill is being presented,
11. Meet regularly with the SGA staff assistant to review University books and

- perform all other College Council/Panhellenic Council (financial) duties,
12. Work with IFC Treasurer on financial matters concerning joining IFC/EPC efforts,
 13. Be responsible for all purchases on the EPC Purchasing Card (P-Card)
 14. Responsible for maintaining the EPC Grant Program.

G. The Vice President of Communication shall:

1. Serve as a member of the Executive Committee,
2. Hold responsibility for general correspondence of the Panhellenic Council,
3. Type and send out minutes from all Panhellenic Council meetings and send minutes to NPC Area Advisor,
4. Take roll at general Panhellenic Council meetings,
5. Keep an up-to-date roll of all members of the Panhellenic Council and send out notices to said members for all meetings,
6. Maintain a complete up-to-date general file, which includes minutes and other correspondence,
7. Formulate and enforce attendance policy and promote efficient communication among sororities,
8. Create a monthly newsletter to go to all sorority women and potential new members and update the EPC website and OrgSync page
9. Create weekly email to go to all EPC organizations outlining the events for the upcoming week

H. The Vice President of Recruitment shall:

1. Serve as a member of the Executive Committee
2. Direct the activities of the Vice President of Recruitment Counselors, Recruitment Assistant(s) and the Recruitment board
3. Take responsibility for publicity to all potential new members
4. Take responsibility for programming to promote Greek System throughout the fall semester, including all social functions directed toward potential new members
5. Take responsibility for preliminary and final registration of new members, publicity of procedure and deadlines, compilation of statistics, supervision of all reimbursements with the Treasurer and evaluation of the Recruitment process
6. Supervise the running of the computer program
7. Plan all EPC Recruitment events, including but not limited to Sorority 411, Novemberfest, convocation and formal recruitment
8. Hold regular meetings with the sorority Recruitment Chairs,
9. Be familiar with all recruitment and intake policies for all member organizations of the Panhellenic Council
10. Work with the VP Standards on the revision and implementation of Recruitment rules

11. Remain sorority-neutral in her position until the completion of recruitment and the announcement of her sorority affiliation.

I. The Vice President of Recruitment Counselors shall:

1. Serve as a member of the Executive Board

Work with VP of Recruitment to develop Pi Chi program

2. Plan and hold regular Pi Chi meetings

3. Plan and run the Pi Chi Retreat, taking place at the beginning of September

4. Help VP of Recruitment design and order Recruitment apparel

5. Assist VP of Recruitment in publicity of all Recruitment events to all potential new members, the planning of such events, and overseeing Recruitment registration

6. Be familiar with all Recruitment and intake policies for all member organizations of the Emory Panhellenic Council,

7. Shall remain sorority-neutral in her position until the completion of Recruitment and the announcement of her sorority affiliation

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Emory University Panhellenic Council 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 Emory University Panhellenic Council 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 intake rules, as well as New Member Education. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The Emory Panhellenic Council shall be composed of one delegate from each regular and associate member group at Emory University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. If the delegate is absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

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

the chapter.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association VP of Administrative Affairs of her name, address, and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held weekly on Wednesdays at 6:30 PM, taking place at rotating locations, unless otherwise specified by the Panhellenic President and Greek Advisor.

Section 6. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of any regular or associate member of the Emory Panhellenic Council. The delegate from each regular or associate member chapter shall be responsible for notifying her chapter members of all regular and special meetings of the Emory Panhellenic Council.

Section 7. Quorum

Two-thirds of the delegates from the member fraternities of the Emory Panhellenic Council shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required for all business.
- C. The Presidents of chapters, alternate delegates, and alumnae advisors to the Council shall have voice, but not vote.

Article VI. The Executive Board

The administrative body of the Panhellenic Council shall be the Executive Board. It shall be the duty of the Executive Board to administer all business related to the overall welfare of the Panhellenic Council and to compile rules governing the Panhellenic Council, including recruitment and new member education, which do

not violate the sovereignty, rights, and privileges of NPC chapters in good standing with the Panhellenic Council.

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Programming, Vice President of Community Engagement, Vice President of Standards, Vice President of Education, Vice President of Communications, Vice President of Finance, and Vice President of Recruitment.

Section 2. Duties

- A. 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 the next regular meeting of the Panhellenic Council through the VP of Administrative Affairs, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.
- B. The Executive Board shall appoint Standing and Special Committees and their chairmen.
- C. All officers will participate in Novemberfest and Formal Recruitment and perform all duties as required by their office.

Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held immediately following regular council meetings.

Section 4. Special Meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the 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

Article VII. Council Advisor

- 1. The Panhellenic Council Advisor shall be chosen by:
 - a. The Administration or
 - b. The Panhellenic Council and the Alumnae Advisory Council or
 - c. The Alumnae Advisory Council (See “HOW TO” for “COLLEGE PANHELLENICS”).

2. This person shall serve in an advisory capacity to the Emory Panhellenic Council and its Council. (It is desirable that this person experience as a Panhellenic advisor or be a member of a Greek-lettered organization).
3. This person shall have voice but no vote.

Article VIII. Standing and Special Committees and Chairs

1. The Executive Board as may be necessary to carry out the work of Emory Panhellenic Council shall create such Standing and Special Committees.
2. The Emory Panhellenic Council shall elect the Chairs of the Standing Committees.
3. The Executive Board shall appoint the Chairs of the Special Committees.
4. The Executive Board from the delegates from each fraternity shall appoint the membership of such Standing and Special Committees.
5. The Chair from the membership of the Emory Panhellenic Council shall select additional Committee members.

Section 5. President's Council

The President's Council shall consist of the Panhellenic President and the President from each regular, provisional and associate member group at Emory University as identified in Article III. The committee shall meet no less than monthly to promote good relations among their chapters, discuss relevant issues, and exchange ideas. They will sponsor resolutions or pertinent issues to the Panhellenic Association, and each member should attend AFLV in the Spring Semester.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Emory Panhellenic Council shall be from September through May inclusive.

Section 2. Contracts

The signature of the VP Finance or other officer appropriate shall be required to bind the Emory Panhellenic Council.

Section 3. Checks

All checks issued on behalf of the Emory Panhellenic Council will be issued by Emory University. Emory Panhellenic Council will not have an account outside the University.

Section 4. Payments

All payments due to the Emory Panhellenic Council shall be submitted to the VP Finance who shall record them. Checks for payments shall be made payable to the Emory Panhellenic Council.

Section 5. Dues

- A. The dues of each Panhellenic Council chapter shall be evaluated by the VP Finance at the beginning of each semester. Panhellenic Association membership dues shall be an assessment per member and new member based on the previous semester's totals at the roster due date.
- B. The dues of each Panhellenic Council member fraternity shall be payable at the beginning of each semester as the VP Finance specifies.

Article X. Extensions and Expansions

1. Extensions or expansions for all groups must follow the Expansion Policy of the Office of Sorority and Fraternity Life
2. All Extensions for NPC groups must follow the NPC Rules as stated in the NPC Manual of Information.
3. All other interested non-NPC groups must first meet with the EPC President and the EPC advisor and demonstrate that they fulfill the following criteria:
 - a. The chapter in question must have a National Headquarters.
 - b. The chapter in question must demonstrate that there is a need for their chapter on campus.
 - c. The chapter in question must provide a detailed action plan that outlines their goals for recruitment, scholarship, service and philanthropy, finances, and any other information that may help the EPC President make a presentation to the executive board.
4. Process of approval
 - a. See NPC guidelines and policies on Expansion and Extension.
5. The decisions of the Senior Vice President for Campus Life, the EPC Executive board and the EPC member organizations are final.

Article XI. Violation Resolution

Section 1. Violations

Violation of any regulations of the Constitution or its related bylaws, of recruitment rules, of rules concerning matters other than recruitment, of the National Panhellenic Council UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council) shall be the occasion for penalties established by the Emory Panhellenic Council in conformity with those recommended by the National Panhellenic Conference

Section 2. Judicial Process

When a violation unrelated to recruitment occurs, it will be referred to the Sorority and Fraternity Life Review Board (SFLRB), which will impose appropriate sanctions when necessary.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Amendments

These bylaws may be amended at any regular or special meeting of the Emory 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.

Any amendments or changes of the Constitution shall be reported to the Vice President of Standards within seven days.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Emory University. 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.

Revised February 1992

Revised September 1995

Revised November 2002
Revised September 2004
Revised December 2005
Revised December 2010
Revised September 2011
Revised April 2015
Revised April 2016