ARTICLE I. FINANCE

A. FISCAL YEAR. The fiscal year of the University of Nevada, Reno Panhellenic Association shall be from July 1 to June 30.
B. CONTRACTS. The approval of the Panhellenic President or the Vice President Administration shall be required to bind the University of Nevada, Reno Panhellenic Association. The Panhellenic Advisor’s signature will be required in addition to the President and Vice President Administration. The council will follow the rules, regulations, and procedures of the University of Nevada, Reno and the Nevada System of Higher Education.
C. CHECKS. All checks issued on behalf of the University of Nevada, Reno Panhellenic Association shall be approved by the President and Vice President Administration.
D. PAYMENTS. All payments due to the University of Nevada, Reno Panhellenic Association shall be given to the Vice President Administration, who shall record them. Checks for payments shall be made payable to the Board of Regents.
E. MEMBERSHIP DUES
   1. Amount. The dues of each Panhellenic Association member fraternity shall be an assessment of fifteen dollars ($15.00) per member and new member each semester, within thirty (30) days of the beginning of the semester. The Panhellenic Council shall determine the amount of such dues. Continuous Open Bid (COB) members will pay dues upon being approved.
   2. Time of Payment. The dues of each Panhellenic Association member fraternity shall be made payable on or before March 31 for the spring semester and October 1 for the fall semester. The bills will be determined annually by the Panhellenic Council.

ARTICLE II. SELECTION OF OFFICERS

The office of President, Vice President of Administration, Vice President of Recruitment, Vice President of Membership, the Vice President of Programming, Vice President of Judicial Affairs, and Vice President of Member Education, Vice President of Academics, Vice President of Public Relations, and Vice President of Philanthropy of the University of Nevada, Reno Panhellenic Council shall be slated by the Nominating Committee and approved by a majority vote of the Panhellenic Council.

Delta Delta Delta 1913
Pi Beta Phi 1915
Kappa Alpha Theta 1922
Delta Gamma 2001
Sigma Kappa 2006
Alpha Omicron Pi 2015

A. Application Procedure. Eligible applicants for positions of the PHC Executive Board shall fill out the ‘PHC Executive Board Application’.
B. Nominating Committee. The Nominating Committee shall consist of two (2) members from each Panhellenic chapter, the outgoing Panhellenic Council President, and Fraternity and Sorority Life Advisor.
   a. The outgoing Panhellenic Council President shall serve as the chairwoman of the Nominating Committee.
   b. The Fraternity and Sorority Advisor shall serve as an ex-officio member of the Nominating Committee.
C. Nomination Procedure. Each applicant shall be interviewed by the Nominating Committee. Following interviews, the Nominating Committee shall slate qualified candidates for elected officers, proposing at least one name for each elected officer position. The Nominating Committee will then present the slate for approval of the Panhellenic Council.
D. Office-Holding Limitations. No more than 2 members from the same organization shall hold office during the same term.

ARTICLE III. OFFICER DUTIES

Serve for a one-year term commencing no later than 30 days after the beginning of the spring semester.
A. Be an active member of an NPC member organization.
B. Attend all Panhellenic Executive Board meetings.
C. Be eligible to hold an officer position by the standards stated in her chapter.

Position Descriptions
A. President
   1. Have overall responsibility for the operation of the Panhellenic council.
   2. Call and preside at all regular and special meetings of the UNR Panhellenic Council.
   3. Call and preside at all meetings of the Panhellenic Executive Board.
   4. Review and approve all Panhellenic checks and contracts involving Panhellenic, as provided in Article I.
   5. Report as required to the NPC Area Advisor.
   6. Maintain a complete and up-to-date President’s file which will include a copy of the current Panhellenic Constitution; Bylaws and Standing Rules; current Panhellenic budget; current NPC Manual of Information and related materials; current correspondence and materials received from her NPC advisor and other pertinent material.
   7. Perform all other duties usually pertaining to this office.
   8. Represent the Association at the annual Association of Fraternal Leadership and Values conference.
   9. Meet at least twice per month with the Panhellenic Advisor.
   10. Attend Panhellenic Executive Board meetings.
   11. Serve as the sorority liaison to university administration and the community.
   12. Must have prior leadership experience related to council, chapter, or group management, including but not limited to experience as a Panhellenic Council Recruitment Counselor, Panhellenic Executive Board Officer, or a leadership or officer role within their respective chapter.
B. Vice President of Administration
1. Serve for a one-year term commencing no later than thirty days after the beginning of spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Perform the duties of the President in her absence or inability to serve.
5. To keep an up-to-date roll of members of Panhellenic and call it at all council meetings.
6. To keep current statistics concerning the number of initiated members and new members of each Panhellenic chapter.
7. Maintain a complete up-to-date file which will include the minutes of the meetings of Panhellenic meetings, copies of all contracts made by Panhellenic and current correspondence.
8. Be responsible for all official correspondence made by Panhellenic unless otherwise provided for.
9. Meet with the Panhellenic Advisor at least monthly.
10. Must have experience as a Recruitment Counselor, Panhellenic Executive Board, or chapter Leadership Council or Officer Council.
11. Attend Panhellenic Executive Board meetings.
12. Be responsible for the general supervision of Panhellenic finances.
13. Be responsible for the preparation of the annual Panhellenic budget, and following its approval by Panhellenic provide copies for all member fraternities.
14. Receive all payments due to Panhellenic, collect all dues and give receipts.
15. Be responsible for the prompt payment of all bills of Panhellenic.
16. Maintain up-to-date financial records; give financial report at each Panhellenic meeting and an annual report at the close of her term of office.
17. Sign Panhellenic contracts when authorized to do so.

C. Vice President of Recruitment
1. Serve for a one-year term commencing no later than thirty days after the beginning of the spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Be at least a junior in standing in her chapter at the start of her term.
5. Maintain a complete and up-to-date file which shall include the following: Recruitment stats for the past five years; recruitment rules; pamphlets; programs, bulletins, evaluations, party schedules, and any other pertinent recruitment materials. It will also include a copy of the current Constitution and Bylaws, Recruitment Rules and Procedures.
6. Meet at least twice a month with the Panhellenic Advisor, President and Vice President of Membership during spring semester.
7. Attend the annual Association of Fraternal Leadership and Values conference.
8. Maintain availability to be in Reno 14 days prior to the beginning of fall semester.
9. Reside in Reno two weeks prior to the beginning of fall semester.
10. Perform all other duties usually pertaining to this office.
11. Attend Panhellenic Executive Board meetings.
12. Must have prior leadership experience related to sorority recruitment, including but not limited to experience as a Panhellenic Council Recruitment Counselor, Panhellenic Executive Board Officer, or a leadership or officer role within their respective chapter.

D. Vice President of Membership
1. Serve for a one-year term commencing no later than thirty days after the beginning of the spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Oversee the Recruitment Counselors and facilitate Recruitment Counselor training.
5. Maintain a complete and up-to-date Recruitment file, including copy of the Panhellenic Constitution and Bylaws, Recruitment Rules & Other pertinent recruitment information.
6. Assist in Bid Day Planning.
7. Maintain availability to be in Reno 14 days prior to the beginning of fall semester.
8. Attend Panhellenic Executive Board meetings.
9. Attend the annual Association of Fraternal Leadership and Values conference.
10. Must have prior leadership experience related to sorority recruitment, including but not limited to experience as a Panhellenic Council Recruitment Counselor, Panhellenic Executive Board Officer, or a leadership or officer role within their respective chapter.

E. Vice President of Programming
1. Serve for a one-year term commencing no later than thirty days after the beginning of spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Maintain a complete and up-to-date Programming file and copy of the Panhellenic Constitution and Bylaws.
5. Head all Panhellenic event planning committees.
6. Plan and execute one educational program per semester.
7. Help sorority activity chairs with traditional weeks such as Homecoming, Mackay Week, and Greek week and act as a liaison between sororities and the ASUN Department of Programming.
8. Organize and plan Greek Week, All Greek Ball, with the IFC and MGC counterparts.
9. Meet with IFC and MGC counterparts once a month to discuss upcoming events.
10. Meet at least monthly with the Panhellenic Advisor.
11. Attend Panhellenic Executive Board meetings.

F. Vice President of Judicial Affairs
1. Serve for a one-year term commencing no later than 30 days after the beginning of the spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Attend Panhellenic Executive Board meetings.
5. Follow judicial standards as prescribed in the NPC Manual of Information.
6. Call and preside over all meetings of the PHC Judicial Board.
7. In conjunction with the PHC advisor, train board members to serve on the board.
8. Adhere to the NPC Unanimous Agreements when conducting business.
9. Conduct an annual review of the Panhellenic bylaws, in accordance with NPC guidelines.
10. Meet at least monthly with the Panhellenic Advisor.
11. Must have prior leadership experience related to standards and accountability, including but not limited to experience as a Panhellenic Council Recruitment Counselor, Panhellenic Executive Board Officer, chapter standards board representative, or a leadership or officer role within their respective chapter.

G. Vice President of Member Education
1. Educate and spread awareness on issues regarding physical, mental, or emotional health (alcohol and other drugs, sexual misconduct, hazing, body image, etc.)
2. Organize at least one event each semester to promote awareness or prevent situations that are pertinent throughout the Panhellenic Community regarding members’ physical, mental, or emotional health.
3. Collaborate with other Panhellenic Council Executive Officers, including Vice President of Programming and Director of Academics, when appropriate.
4. Meet at least monthly with the Panhellenic Advisor.

H. Director of Public Relations
1. Serve for a one-year term commencing no later than thirty days after the beginning of the spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Work closely with the Executive Board and all committees and member Sororities to keep news media informed of all favorable publicity about Panhellenic and its member Sororities (this includes but is not limited to all chapter philanthropy events, neighborhood cleanup, good deeds, etc.).
5. Maintain a complete and up-to-date PR file, which will include all media correspondence, a list of publicity contacts, and an up-to-date copy of the Panhellenic Constitution and Bylaws.
6. Design all necessary fliers, posters and promotional t-shirts for Greek Week, All Greek Ball, Recruitment and all Panhellenic Events.
7. Attend Panhellenic Executive Board meetings.
8. Meet with her IFC and MGC counterparts at least once per month to discuss positive promotion for Greek life in the media.
9. Report on the Director of Communications progress and work done back to the PHC Executive Board.
10. Review Panhellenic Woman of the Month nominations and choose a winner.
11. Choose Panhellenic Chapter of the Week.
12. Maintain relations with the Northern Nevada Alumnae Panhellenic.

H. Director of Philanthropy
1. Serve for a one-year term commencing no later than thirty days after the beginning of the spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Work closely with the Executive Board and all committees and member Sororities to organize at least one major philanthropy project and one major service event each year (Campus Cleanup does not constitute a major philanthropy).
5. Meet at least monthly with the Panhellenic Advisor.
6. Attend Panhellenic Executive Board meetings.

I. Director of Academics
1. Serve for a one-year term commencing no later than thirty days after the beginning of the spring semester.
2. Be an active member of an NPC member organization.
3. Be eligible to hold an officer position by the standards stated in her chapter.
4. Promote academic success among the sororities.
5. Coordinate helpful seminars to promote academic success.
6. Coordinate with the IFC and MGC counterparts for a large system-wide project.
7. Meet at least monthly with the Panhellenic Advisor.
8. Attend Panhellenic Executive Board meetings.

ARTICLE IV. OTHER COUNCIL OFFICERS AND THEIR DUTIES

A. Committee Representatives
1. Serve for a one-year term commencing no later than thirty days after the beginning of the spring semester.
2. Be appointed by their chapters.
3. Serve on a Panhellenic Committee and help with the duties of the committee as needed.
4. The chairmanship will be offered to the delegates according to the set rotation schedule.
5. Perform all other duties usually pertaining to this office.

B. Panhellenic Delegates
1. Serve for a one-year term commencing no later than thirty days after the beginning of spring semester.
2. It is recommended she be of at least sophomore standing in the chapter at the time of election.
3. Must attend all Panhellenic meetings. If lack of participation and/or attendance is shown by a delegate, the fraternity may elect a new delegate.
4. Represent her fraternity when voting.
5. Must support the NPC Unanimous Agreements, policies and procedures.
6. Must understand local Panhellenic policies and maintain an up to date file including current Constitution and Bylaws, an NPC manual and all other related materials.
7. Should know how to consult the NPC Area Advisor for assistance and advice regarding Panhellenic concerns and should know when to consult own NPC delegate regarding chapter concerns.
8. Be responsible for presenting regular Panhellenic reports at chapter meetings.
9. Submit any required lists of chapter personnel or other information to the President of the Panhellenic Council.
ARTICLE V. THE EXECUTIVE BOARD

The Executive Board Shall:
1. Be composed of the Panhellenic President, Vice President of Administration, Vice President of Recruitment, Vice President of Membership, Vice President of Programming, Vice President of Judicial Affairs, Vice President of Membership Education, Director of Public Relations, Director of Philanthropy, and Director of Academics.
2. Appoint the next set of Directors.
3. Appoint all Standing and special committees and their Chairwoman and, in making these appointments, recognize representation from all member sororities/fraternities.
4. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.
5. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Vice President of Administration and record the action in the minutes of that meeting.
6. Shall have at least monthly meetings to plan and coordinate the leadership of the Council.

ARTICLE VI. THE JUDICIAL BOARD

The Standing Committees of the University of Nevada Reno Panhellenic Council shall be the Judicial Board and the Recruitment Committee.

A. Judicial Board
1. Duties. The College Panhellenic Judicial Board shall:
   a. Adjudicate violations of NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules and membership recruitment regulations of the University of Nevada Panhellenic Association.
   b. Infractions will be adjudicated using the MOI Judicial Procedure.
   c. Educate member fraternities about the Panhellenic Judicial Procedure.
   d. Maintain confidentiality throughout and upon completion of the judicial process.
   e. Conduct a fair closed-hearing with impartial Judicial Board members following the NPC UNANIMOUS AGREEMENT VII, College Panhellenic Judicial Procedure.
2. Membership. The Judicial Board is composed of collegiate members and the Panhellenic Advisor (ex-officio member). The Chairwoman (Vice President, Judicial), Director of Communications, two delegates from each Panhellenic sorority (Chapter President or otherwise) and the Panhellenic Advisor (ex-officio member) will compose the Judicial Board.
   a. Panhellenic Executive Board appoints, through application and/or interview process, all board members.
   b. The Vice Chairwoman will assume the duties and responsibilities of the Chairwoman in cases where the Chairwoman must be recused because of a conflict of interest.
c. A member of the Judicial Board will serve as secretary and be responsible for taking minutes of hearings and mediations.

ARTICLE VII. NEW MEMBERSHIP PROCESS AND INITIATION

A. A woman must be a regularly matriculated student to be eligible for recruitment and pledging.
B. A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.
C. A new member may be initiated whenever she has met the requirements of the fraternity to which she is joining.
D. All forms of hazing on formal pledging day and/or pre-initiation activities which are defined as hazing shall be banned.

ARTICLE VIII. HAZING

Hazing is defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing, publicity, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are no consistent with the regulations and policies of the educational institution. For the purposes of enforcement of this Article, hazing will be defined according to federal, state, and local law and the university code of conduct.

ARTICLE IX. EXTENSION AND CHAPTER TOTAL

Extension
A. When all NPC chapters at the University of Nevada, Reno are close to or over total, the Panhellenic Council shall consider raising total or adding another chapter.
B. Such a chapter shall be organized through colonization by a NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.
C. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.

ARTICLE X. ASSOCIATE MEMBERSHIP

Section A. Membership Requirements
1. In order to be an associate member group, the chapter must have a minimum membership of five (5) women.
2. No women in the associate member group may be members of any other group currently in the Panhellenic Council.
3. A woman who went through Primary Recruitment and received a bid may reject the bid and accept membership into an associate member group instead.

Section B. Policies
The associate member group’s policies and practices with respect to risk management (including alcohol policies, social functions, and hazing) must comply with the requirements of the Panhellenic Council’s risk management and new member education policies.

Section C. Application for associate member status
To apply for associate member status, a chapter must:
1. Write a letter of introduction to the Panhellenic Council Executive Board.
2. Give a presentation to the Panhellenic Council.
3. Write a letter of intent to the Panhellenic Council.
4. Meet with each the Fraternity and Sorority Life Advisor and Panhellenic Council President.
5. Attend a minimum of three council meetings.
   a. Completion of the above prerequisites will result in a vote being put to the full-status Panhellenic Council members to approve or disapprove of the associate member status application.
      i. A ¾ vote by all Panhellenic full-status member fraternities is necessary for the Panhellenic Council to approve applications for Associate Member status.

Section D. Membership Responsibilities
1. Must send two delegates to the Panhellenic Council meetings.
2. Complete Panhellenic service hours.
3. Pay Panhellenic membership dues.
4. Participate in Panhellenic and Fraternity and Sorority Life Programming.
5. Have the option to participate in Primary Recruitment.

ARTICLE XI. VIOLATIONS
Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be adjudicated through the Judicial Board and NPC judicial procedure.

ARTICLE XII. INTRAMURALS
Sororities that are recognized by Panhellenic who decide to participate in Intramural Sports and have a team under their organization must abide by the following terms.
A. Only active members and members who have signed a bid are eligible to play.
B. All participants must be in good standing with their chapters.
C. All participants must adhere to the regulations established by the Intramural Sports Board for all intramural athletics.
D. Any member that is alumna of their chapter can participate in intramural sporting events, for up to one year after becoming alumna.
ARTICLE XIII. NONDISCRIMINATION

The Panhellenic Council does not discriminate with respect to membership on the basis of race, color, creed, religion, national origin, age, socio-economic status, physical or mental impairment, or sexual orientation.

ARTICLE XIV. RULES OF ORDER


ARTICLE XV. AMENDMENTS

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