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 of the University of Nevada, Reno Panhellenic Council shall be selected by the Nominating Committee comprised of two woman from each Panhellenic Chapter.

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

A. The offices of Vice President of Recruitment, Vice President of Membership, Vice President of Administration and the Vice President of Programming shall also be held in rotation by National Panhellenic Conference fraternity chapter.
B. The offices of the Director of Academics, Director of Public Relations, Director of Member Education, and Director of Philanthropy will be appointed by the newly slated Panhellenic President. Appointed positions will be composed of no more than two people from one chapter. These positions are open to all women who are currently active members in the Panhellenic community and meet the eligibility requirements stated in the constitution. Interested parties will draft letters of intent addressed to the Panhellenic Executive Board who will then interview candidates and fill the positions by no later than 15 days prior to the conclusion of the fall semester.

C. Any executive Panhellenic officers, including Vice President of Recruitment, Vice President of Membership, Vice President of Administration, Vice President of Programming, Director of Philanthropy, Director of Academics and Director of Public Relations will be asked to disaffiliate for formal recruitment at the discretion of the President, Vice President of Recruitment and the approval of the executive officer.

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 Association.
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. Serve as member ex-officio of all Panhellenic committees with voice but no vote.
6. Report as required to the NPC Area Advisor.
7. 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.
8. Perform all other duties usually pertaining to this office.
9. Represent the Association at the annual Association of Fraternal Leadership and Values conference.
10. Meet at least twice per month with the Panhellenic Advisor.
11. Attend Panhellenic Executive Board meetings.
12. Serve as the sorority liaison to university administration and the community.
13. 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.

B. Vice President of Recruitment
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 at least a junior in standing in her chapter at the start of her term.
4. Be eligible to hold an officer position by the standards stated in her chapter.
5. Perform the duties of the President in her absence or inability to serve.
7. 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.
8. Meet at least twice a month with the Panhellenic Advisor, President and Vice President of Membership during spring semester.
9. Attend the annual Association of Fraternal Leadership and Values conference.
10. Maintain availability to be in Reno 14 days prior to the beginning of fall semester.
11. Reside in Reno two weeks prior to the beginning of fall semester.
12. Perform all other duties usually pertaining to this office.
13. Attend Panhellenic Executive Board meetings.
14. 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.

C. Vice President of Administration
1. Be an active member of an NPC member organization.
2. Be eligible to hold an officer position by the standards stated in her chapter.
3. Serve for a one-year term commencing no later than thirty days after the beginning of spring semester.
4. To keep an up-to-date roll of members of Panhellenic and call it at all council meetings.
5. To keep current statistics concerning the number of initiated members and new members of each Panhellenic chapter.
6. 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.
7. Be responsible for all official correspondence made by Panhellenic unless otherwise provided for.
8. Meet with the Panhellenic Advisor at least monthly.
9. Must have experience as a Recruitment Counselor, Panhellenic Executive Board, or chapter Leadership Council or Officer Council.
10. Attend Panhellenic Executive Board meetings.
11. Be responsible for the general supervision of Panhellenic finances.
12. Be responsible for the preparation of the annual Panhellenic budget, and following its approval by Panhellenic provide copies for all member fraternities.
13. Receive all payments due to Panhellenic, collect all dues and give receipts.
14. Be responsible for the prompt payment of all bills of Panhellenic.
15. 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.
16. Sign Panhellenic contracts when authorized to do so.
17. Attend Panhellenic Executive Board meetings.

D. Vice President of Programming
1. Serve for a one-year term commencing no later than 30 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.

E. Vice President of Membership
1. Serve for a one-year term commencing no later than 30 days after the beginning of the spring semester.
2. Oversee the Recruitment Counselors and facilitate Recruitment Counselor training.
3. Be an active member of an NPC member organization.
4. Be eligible to hold an officer position by the standards stated in her chapter.
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.

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. Director of Public Relations
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. 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. Attend Panhellenic Executive Board meetings.
11. Review Panhellenic Woman of the Month nominations and choose a winner.
12. Choose Panhellenic Chapter of the Week.
13. Maintain relations with the Northern Nevada Alumnae Panhellenic.

H. Director of Philanthropy
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. 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 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. 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.

J. Director 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.

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 Recruitment, Vice President of Membership, Vice President of Administration, Vice President of Programming, Vice President of Judicial Affairs, Director of Philanthropy, Director of Academics, Director of Member Education, and Director of Public Relations.
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. STANDING COMMITTEES**

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, one delegate 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.

B. Recruitment Committee

1. The recruitment committee may consist of a chairwoman (Vice President of Recruitment) and a member from each chapter. Alumnae advisers are welcome, and encouraged to attend, but they have no voice and no vote.

2. Duties. This committee shall be responsible for all Panhellenic Council matters related to recruitment.

3. The Panhellenic Advisor (or designee) will be the advisor to this committee.

4. In the event that a chapter violates the fraternity recruitment limitations, the NPC Judicial Board following the NPC judicial procedure will hold the chapter/individual member responsible.

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 humiliation games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not 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. 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 XI. 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 XII. 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 XIII. RULES OF ORDER


ARTICLE XIV. 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.