CONSTITUTION OF
JOHNSON & WALES UNIVERSITY
PANHELLENIC ASSOCIATION

ARTICLE I.

NAME

The name of this organization shall be the Johnson & Wales University Panhellenic Association.

ARTICLE II.

OBJECT

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

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. Promote high levels of community service

4. Cooperate with member fraternities and the University administration in concern for the maintenance of high social and moral standards.

5. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.

6. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III.

MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

1. The REGULAR membership of the Johnson & Wales University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Johnson & Wales University.
2. The **ASSOCIATE** membership of the Johnson & Wales University Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies.

3. Associate members may be voted into regular membership without full membership by a quorum vote.

**ARTICLE IV.**

**OFFICERS**

1. The officers of the Johnson & Wales University Panhellenic Association shall be President, Vice President, Recruitment Chairperson, Treasurer, Recording Secretary, and Sergeant at Arms.

2. The officers shall be delegates from fraternities holding regular membership in the Johnson & Wales Panhellenic Association. Delegates from fraternities holding associate membership shall not be eligible to hold office.

3. The officers shall serve for a term of one year, the term of office being from the beginning of February to the end of the following January.

4. Any officer unable to perform her duties as outlined shall resign and a successor be designated as provided in Article VI, Section 3.

**ARTICLE V.**

**MEETINGS**

1. **Regular.** The Johnson & Wales University Panhellenic Association shall hold at least one regular meeting weekly.

2. **Special.** A special meeting of the Johnson & Wales University Panhellenic Association may be called by the President when necessary and shall be called by her upon written request of any regular or associate member fraternity at Johnson & Wales University.

3. The delegate from each regular and associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Johnson & Wales University Panhellenic Association.

**ARTICLE VI.**

**THE PANHELLENIC COUNCIL**
It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Johnson & Wales University Panhellenic Association and to compile rules governing the Panhellenic Association, including recruitment and new member processes, which do not violate the sovereignty, rights and privileges of member fraternities.

1. **MEMBERSHIP.** The Johnson & Wales University Panhellenic Council shall be composed of one voting delegate and one non-voting delegate from each National Panhellenic Conference fraternity chapter at Johnson & Wales University and from such National Panhellenic Conference colonies.

2. **SELECTION OF DELEGATES.** Delegates to the Panhellenic Council shall be selected by their representative fraternity chapters to serve a term of one year. Whenever possible, the non-voting delegate of one year shall be the delegate for the succeeding year.

3. **DELEGATE VACANCIES.** When a voting delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within one week to notify the Panhellenic Council Recording Secretary of her name, address and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate in all cases of the fraternity concerned shall fulfill the duties of the delegate.

4. **OFFICERS.** The officers of the Johnson & Wales University Panhellenic Association shall serve as the officers of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Johnson & Wales University Panhellenic Association.

5. **MEETINGS.** Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each college term. Currently meetings are held at 4:30 every Wednesday in the CBCSI.

   **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 member’s delegate of the Panhellenic Council.

   **QUORUM.** Two-thirds of the member fraternities shall constitute a quorum for transaction of business.

6. **VOTING.**

   a. The voting body of the Johnson & Wales University Panhellenic Association shall be its Panhellenic Council.

   b. The voting members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the vote of her fraternity shall be cast by an alternate. If both delegate
and alternate are absent, the vote may be cast by a member of the fraternity, who is in place of the other two delegates.

c. Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules, and to establish Total Chapter Size to set for recruitment and to add a chapter. A majority vote shall be required to carry all other questions.

7. **VOICE.** The non-voting delegates and associate members shall have voice but no vote. The Panhellenic officers have no vote except for the President. The president will only cast a vote if there is a tie as a result of a regular voting by delegates.

**ARTICLE VII.**

**THE PAHELLENIC ADVISOR**

1. The Panhellenic Advisor shall be the Greek Program Advisor

2. The advisor shall serve in advisory capacity to the Johnson & Wales University Panhellenic Association and its Council.

**ARTICLE VIII.**

**COMMITTEES**

1. Standing Committees shall be presided over by an executive officer. Membership and duties of such committees will be clearly stated (see Bylaws article V)

2. Standing committees and special officers as may be necessary to carry out the work of the Johnson & Wales University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

**ARTICLE IX.**

**UNANIMOUS AGREEMENTS AND POLICIES**

1. All members of the Johnson & Wales University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions and the Jurisdiction of a College Panhellenic Council.)
2. All Johnson & Wales University Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

**ARTICLE X**  
**VIOLATIONS**

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

2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

**ARTICLE XI.**  
**AMENDMENTS**

This Constitution may be amended by two-thirds vote of the voting members of the Johnson & Wales University Panhellenic Council, provided notice of proposed amendment has been given in writing at the preceding regular meeting.
BYLAWS

ARTICLE I
FINANCE

1. FISCAL YEAR. The fiscal year of the Johnson & Wales University Panhellenic Association shall be from the beginning of February to the end of the following January.

2. CHECKS. The President and Treasurer shall sign all checks issued on behalf of the Johnson & Wales University Panhellenic Association and Panhellenic Council.

3. PAYMENTS. All payments due to the Johnson & Wales University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments should be made payable to the Johnson & Wales University Panhellenic Council.

4. MEMBERSHIP DUES.
   a. Amount. The dues of each Panhellenic Association member fraternity shall be an assessment per member and new member. The amount of such dues shall be determined annually by Panhellenic Council at its first meeting. Currently the dues are $5 per member and new member.
   b. Time of Payment. The dues of each Panhellenic Association member fraternity shall be payable on or before the second regular meeting of each trimester.
   c. A late fee of $20 will be assessed for every week that an organization is delinquent in their membership dues.

ARTICLE II
SELECTION OF OFFICERS

1. The office of President of the Johnson & Wales University Panhellenic Association shall be held in rotation by each National Panhellenic Conference fraternity chapter in order of its installation at Johnson & Wales University. The President should have served on the Panhellenic Council for at least one year. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity if order of rotation. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.
2. The offices of Vice President, Treasurer, Recording Secretary, Sergeant at Arms, and Recruitment Chair also shall be held in rotation by each National Panhellenic Conference fraternity chapter.

ARTICLE III
OFFICER DUTIES

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.

2. Call and preside at all regular and special meetings of the Johnson & Wales University Panhellenic Association.

3. Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.

4. Call and preside at all meetings of the Panhellenic Council Executive Board meetings.

5. Review, approve and sign all Panhellenic Council checks and transactions involving the Johnson & Wales University Panhellenic Association.

6. Report as required to the National Panhellenic Conference Area Advisor.

7. Maintain complete and up to date President's files which will include a copy of the current Johnson & Wales University Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor and other pertinent materials.

8. Perform all other duties usually pertaining to this office.

The Vice President shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.

2. Serve as chairman of the Judiciary Committee.

3. Perform all other duties pertaining to this office.
The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Johnson & Wales University Panhellenic Association.

2. Be responsible for the preparation of the annual budget and, following its approval of the Panhellenic Council, for providing a copy to each Johnson & Wales University Panhellenic Association member fraternity.

3. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.

4. Be responsible for the prompt payment of all bills of the Johnson & Wales University Panhellenic Association.

5. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.

6. Perform all other duties usually pertaining to this office.

The Secretary shall:

1. Keep a current role of the members of the Panhellenic Council and call it at council meetings.

2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.

3. Keep full minutes of all meetings of the Johnson & Wales University Panhellenic Association, the Panhellenic Council and a record of all actions taken by the Executive Board.

4. Maintain a complete and up to date file which will include the minutes of the meetings of the Johnson & Wales University Panhellenic Association and its Panhellenic Council from date of its organization.

5. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.

6. Read the previous meeting's minutes for approval by PC at the beginning of each regular meeting

7. Perform all other duties usually pertaining to this office.
ARTICLE IV
THE EXECUTIVE BOARD

The Executive Board shall:

(1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.

(2) 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.

(3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.

ARTICLE V
STANDING COMMITTEES

The Standing Committees of the Johnson & Wales University Panhellenic Council shall be: Judiciary, Public Relations, Scholarship, Social, Fundraising, and Community Service.

Committees to be considered depend upon the size and the needs of each Panhellenic Council.

The Standing Committees shall serve for a term of one year. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee members.

(1) Judiciary Committee.

(a) Membership. See National Panhellenic Conference “Judicial Procedures” handbook for the composition of the Judicial Board.

(b) Duties. It shall be the Judiciary Committee’s duty to deal with violations of the Constitution, Bylaws, Standing Rules and Membership Recruitment regulations of the Johnson & Wales University Panhellenic Association.

(2) Public Relations Committee
(a) Membership. The Public Relations Committee shall consist of the Recruitment Chairperson and two delegates.

(b) Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Johnson & Wales University Panhellenic Association. This Committee shall work closely with the Executive Board and all Committees to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member fraternities.

(3) Scholarship Committee.

(a) Membership. The Social Committee shall consist of the President and two delegates.

(b) Duties. The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.

(4) Social Committee.

(a) Membership. The Social Committee shall consist of the Sergeant at Arms at two delegates.

(b) Duties. The Social Committee shall be responsible for planning and supervising all social activities of the Johnson & Wales University Panhellenic Association. The Social Committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council member fraternities and of all major campus events.

(5) Fundraising Committee.

(a) Membership. The Fundraising Committee shall consist of the Treasurer and two delegates.

(b) Duties. The Fundraising Committee shall be responsible for planning and supervising all fundraising activities of the Johnson & Wales University Panhellenic Association. The Fundraising Committee shall be responsible for keeping a current calendar of all fundraising events of the Panhellenic Council member fraternities.

(6) Community Service Committee
(a) Membership. The Community Service Committee shall consist of the Secretary and two delegates.

(b) Duties. The Community Service Committee shall be responsible for planning and supervising all community service activities of the Johnson & Wales University Panhellenic Association. The Fundraising Committee shall be responsible for keeping a current calendar of all fundraising events of the Panhellenic Council member fraternities.

ARTICLE VI

ADMINISTRATION OF MEMBERSHIP RECRUITMENT

(1) A formal membership recruitment period shall be held after the first term.

(2) All rules and regulations regarding recruitment published by the National Panhellenic Conference shall be adhered to unless otherwise noted.

(3) The National Panhellenic Conference Quota-Total system shall be followed.

(4) The preferential bidding system shall be used

(5) Except during the formal membership recruitment period, Continuous Open Bidding shall be in effect during the school year (fall through spring) for all eligible women. Continuous Open Bidding for freshmen shall not begin until the formal recruitment period has ended.

(6) Chapters that do not fill basic Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even though reaching Quota puts them over Total.

(7) Informal membership recruitment events shall be held on or off school grounds. Formal membership recruitment events shall be held in campus facilities.

(8) Every regularly enrolled new member, initiate, or affiliate of a chapter shall be counted in Chapter Total.

(a) A list of pledged, initiated, and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each term.
(b) Any depleding, termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

ARTICLE VII

PLEDGING AND INITIATION

(1) A woman must be a regularly matriculated student to be eligible for membership recruitment and pledging. In addition, she must have completed one full term and have a cumulative G.P.A. of no less that 2.25 at Johnson & Wales University or another accredited college or university.

(2) A Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a woman during any school recess.

(3) A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged. A new member must be initiated within eight weeks of being formally pledged to her fraternity, and all new members must be initiated before the week of final exams. In addition, no new member may be initiated who has a cumulative G.P.A. below 2.0.

ARTICLE VIII

HAZING

All forms of hazing, pledge day and/or pre-initiation activities which are defined as hazing shall be banned.

Hazing is defined as any action situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment, or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.

Such activities include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally worn in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities, late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or regulations and policies of the member fraternity or educational institution. And all member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.
ARTICLE IX
EXTENSION

(1) When all NPC chapters at Johnson & Wales University are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter.

(2) Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.

(3) Consideration should be given to NPC fraternities that have previously had chapters on the campus and those NPC fraternities which have filed letters expressing an interest in the campus. (See UNANIMOUS AGREEMENTS-College Panhellenic Association Judicial Procedures.)

ARTICLE X
VIOLATIONS

(1) Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through mediation.

(2) If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary Committee.

(3) If the decision of the Judiciary Committee is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to Panhellenic Council President. All requirement as stated in the NPC Manual of Information shall be met. (See UNANIMOUS AGREEMENTS-The College Panhellenics Agreement.)

ARTICLE XI
RULES OF ORDER
The Johnson & Wales University Panhellenic Association and its Panhellenic Council shall be governed by Robert’s Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

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

Each year at the Johnson & Wales University Awards Banquet, Panhellenic Council will present the Fraternity Man of the Year Award in honor of three Tau Kappa Epsilon brothers who lost their lives in 1994.

AMENDMENT II

Each year at the Johnson & Wales University Awards Banquet, the Panhellenic Council will present the Holly Normoyle Sorority Woman of the Year Award in honor of this Phi Sigma Sigma sister who lost her life in 1998.