

**CONSTITUTION OF THE TENNESSEE
TECHNOLOGICAL UNIVERSITY
PANHELLENIC ASSOCIATION
(Last Revised March 21, 2017)**

ARTICLE I: NAME

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

ARTICLE II: OBJECT

The object of the Panhellenic Association shall be to develop and maintain sorority life and inter-sorority relations at a high level of accomplishment and in doing so:

1. Consider the goals and ideals of members 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 administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and polices.
5. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights, and privileges of member fraternities.

ARTICLE III: MEMBERSHIP

There shall be three classes of membership: Regular, Provisional, and Associate.

1. The REGULAR membership of the Tennessee Tech University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at Tennessee Tech University.
2. The PROVISIONAL membership of the Tennessee Tech University Panhellenic Association shall be composed of all chapter members in good standing of the National Panhellenic Conference colonies and pledged chapters at Tennessee Tech University.
3. The ASSOCIATE membership of the Tennessee Tech University Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the Tennessee Tech University Panhellenic Association.

a. Criteria for Associate Membership

- i. Prospective Associate members must maintain minimum of fifteen members. No woman in the prospective Associate member group may be a member of any other group currently in the Panhellenic Association.
- ii. Prospective Associate members shall have internal governance policies to be granted Associate membership status. This includes, but is not limited to, policies in regard to risk management (including policies on alcohol, social functions, and hazing) that comply with the requirements of Tennessee Tech University Panhellenic Association and Tennessee Tech University policies and applicable laws.
- iii. Prospective Associate members shall adhere to all policies and procedures for chartering a student organization at Tennessee Tech University. These policies may be found in the Student Organization Manual and the Student Handbook. The Student Affairs committee shall approve prospective Associate members before they are eligible to apply for Associate members status in the Panhellenic Association.
- iv. The vote necessary for Tennessee Tech University Panhellenic Association to approve applications for Associate member status will be two-thirds vote of existing member fraternities of the Panhellenic Association.

b. Privileges and Responsibilities

- i. Associate members of the Tennessee Tech University Panhellenic Association will abide by all NPC UNANIMOUS AGREEMENTS and be subject to the Tennessee Tech University Panhellenic Association Constitution and Bylaws, recruitment rules and risk management policies.
- ii. Associate members shall have voice and vote in Panhellenic except in matters of extension.
- iii. Associate members shall be allowed to serve on committees, but will not be eligible for officer positions on the Tennessee Tech University Panhellenic Council.
- iv. Associate members shall be allowed to participate in any or all-Panhellenic and Greek Programming such as Greek Week, Homecoming, awards programs, and seminars.

- v. Associate members shall be subject to judiciary proceedings.
- vi. Associate members shall not participate in the formal recruitment process set forth by the National Panhellenic Conference though they may recruit members through informal recruitment processes or continuous open bidding.

ARTICLE IV: OFFICERS

1. The officers of the Tennessee Tech University Panhellenic Association shall be President, Vice President of Executive and Financial Affairs, Vice President of Membership, Vice President of Programming, Vice President of Philanthropy, Vice President of Public Relations, and Vice President of Recruitment Counselors.
2. The officers of the Tennessee Tech University Panhellenic Association shall be delegates from fraternities holding Regular membership in the Panhellenic Association.
3. Officers of the Tennessee Tech University Panhellenic Association shall serve for a term of one year, the term of office to begin no later than six weeks from the beginning of the school year.
4. Any officer who fails to perform her duties as outlined shall be discussed to be removed from her office by majority vote of the active council and a successor shall be designated in the manner provided in Article VI, Section 5.
5. If an officer is unable to complete her term, her successor shall be designated in the manner provided in Article VI, Section 5.

ARTICLE V. MEETINGS

1. Regular. The Tennessee Tech University Panhellenic Association shall hold at least one regular meeting annually.
2. Special. A special meeting of the Tennessee Tech University Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any Regular or Associate member sorority at Tennessee Tech University.
3. The delegate from each regular, provisional, or associate member sorority shall be responsible for notifying her chapter members of all regular and special meetings of the Tennessee Tech University Panhellenic Association.
4. If a delegate is unable attend a Panhellenic meeting the chapter must send a

representative. She must be an active member of the chapter she is representing and shall not be a member on the active Panhellenic council.

5. If a chapter is not represented during meeting a fine of \$100 will be given to the chapter not in attendance.

ARTICLE VI: THE PANHELLENIC COUNCIL

The administrative body of the Tennessee Tech University Panhellenic Association shall be the Tennessee Tech University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Tennessee Tech University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

1. **MEMBERSHIP.** The Tennessee Tech University Panhellenic Council shall be composed of one delegate and one assistant or alternate delegate from each Regular, Provisional, or Associate member group at Tennessee Tech University as identified in Article III.
2. **SELECTION OF DELEGATES.** Delegates to Panhellenic Council shall be selected by their respective sorority chapters to serve for a serve of one year commencing no later than six weeks from the beginning of the school year.
3. **DELEGATE VACANCIES.** When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement within two weeks and to notify the Panhellenic Council Vice President of Executive and Financial Affairs of her name, email address, and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the sorority concerned shall fulfill all the duties of the delegate in all cases, except that of President. The Vice President of Executive and Financial Affairs shall fulfill the duties of President.
4. **OFFICERS.** The officers of the Tennessee Tech University Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Tennessee Tech University Panhellenic Association.
5. **OFFICER VACANCIES.** If the President of the Panhellenic Council is unable to complete her term, the Vice President of Executive and Financial Affairs will assume the office of President. If any other member of the Executive Board is unable to complete her term, the remaining Executive Board members, in conjunction with the Panhellenic advisor, will select a replacement through an application and slating process.

6. **MEETINGS.** Regular meetings of Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester. ~~80%~~ 90% of each Panhellenic Sorority will be required to attend at least one (1) Panhellenic meeting each semester. The attendance from each event will be combined before 90% is determined.

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 delegate of the Panhellenic Council.

QUORUM. Four-Fifths (4/5) of the member sororities shall constitute a quorum for the transaction of business.

DRESS CODE. Every member attending Panhellenic meetings will be required to dress in pin/badge attire as designated by your individual chapter.

7. **VOTING.**

- a. The voting body of the Tennessee Tech University Panhellenic Association shall be its Panhellenic Council.
 - b. The voting members of the Panhellenic Council shall be the delegates of each sorority holding Regular membership and must have been initiated for at least one semester prior to her appointment. The delegate from each group holding Associate membership shall be a voting member if the right is granted by the College Panhellenic Council as outlined in Article III. If a delegate is absent, the vote of her sorority shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented in writing to the Council President prior to the meeting.
 - c. A four-fifths (4/5) vote of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to set the date for pledging, to add a chapter, and to carry all other questions.
8. **VOICE.** The alternate delegates and members of each sorority's Executive Council shall have voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by the Tennessee Tech University administration.
2. The Panhellenic Advisor shall serve in an advisory capacity to the Tennessee Tech University Panhellenic Association and its Council.

ARTICLE VIII. STANDING COMMITTEES

The Panhellenic Council Executive Board shall appoint standing committees to carry out the work of the Panhellenic Council and Association.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the Tennessee Tech University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
2. All Tennessee Tech University Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by Three-Fourths (3/4) vote of the voting members of Tennessee Tech University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

TENNESSEE TECHNOLOGICAL UNIVERSITY
PANHELLENIC ASSOCIATION
BY-LAWS
(Last Revised March 31, 2014)

ARTICLE I. FINANCE

1. **FISCAL YEAR.** The fiscal year of the Tennessee Tech University Panhellenic Association shall be from July 1 to June 30 inclusive.
2. **CONTRACTS.** The signature of the Vice President of Executive Affairs and Finance and Panhellenic Advisor shall be required to bind Tennessee Tech University Panhellenic Association.
3. **CHECKS.** All checks issued on behalf of the Tennessee Tech University Panhellenic Association shall be signed by the Vice President of Executive and Financial Affairs and/or the Panhellenic President and the Panhellenic Advisor.
4. **PAYMENTS.** All payments due to the Tennessee Tech University Panhellenic Association shall be made to the Vice President of Executive and Financial Affairs, who shall record them. Checks for payments shall be made payable to the Tennessee Tech University Panhellenic Association.
 - a. Due dates will be set by Panhellenic Vice President of Executive and Financial Affairs.
 - b. Every 7 days after a Panhellenic payment is late there will be an additional 5% charge added to the original balance.
5. **DUES.**
 - a. NPC College Panhellenic dues are paid yearly each semester as invoiced by the NPC Office.
 - b. Panhellenic Association membership dues shall be an assessment per member and new member in Fall and Spring academic semesters.
 - c. The amount of such dues shall be \$10 per member and \$5 per new member.
 - d. The dues of each Panhellenic Association member sorority shall be payable within four weeks from the beginning of each academic semester.
6. **RECRUITMENT SUPPLEMENT FEE**
 - a. Each chapter will be billed \$250 for additional recruitment and recruitment counselor expenses.

ARTICLE II. SELECTION OF OFFICERS

1. Panhellenic Council will be selected by a slating committee comprised of the previous year's Executive Officers and the Panhellenic advisor and elected by

TTU Panhellenic Association

the Panhellenic Association members holding regular membership status. Applicants must meet the minimum qualifications set forth in sections two (2) through four (4).

2. The Vice President of Membership must have one calendar year of membership in her sorority and experience with Formal Recruitment. The Vice President of Membership may not hold the office of Recruitment Chairman of her sorority during the same term.
3. No individual shall be permitted to hold the offices of President, Vice President of Executive and Financial Affairs, Vice President of Membership, Vice President of Programming, Vice President of Philanthropy, Vice President of Public Relations, and Vice President of Recruitment Counselors while maintaining a position as President, any titled Vice President, executive office, or Recruitment chair of their respective chapter.
4. All applicants for Panhellenic Council will be interviewed by the slating committee. The committee will slate the council and present the potential officers to the Panhellenic voting delegates. Delegates will be given one week to present the slate to their chapters. Each sorority can accept or reject the slate. The voting delegate will return to the next scheduled Council meeting and vote accordingly.

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 Tennessee Tech 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 Panhellenic Council Executive Board meetings.
5. Serve as member ex-officio of all Panhellenic Council Committees.
6. Complete the NPC Annual Report and send it to the NPC Area Advisor.
7. Communicate regularly with the NPC Area Advisor.
8. Maintain a complete and up-to-date President's file, which will include a copy of the current Tennessee Tech 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 material received from the NPC Area Advisor; copies of the College Panhellenic reports to the Area Advisor and other pertinent materials.

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

The Vice President of Executive and Financial Affairs shall:

1. Perform the duties of the President in her absence, inability to serve or at her call.
2. Serve as Chairman of the Judicial Committee.
3. Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
4. Be responsible for the general supervision of the finances of the Tennessee Tech University Panhellenic Association.
5. Keep full minutes of all meetings of the Tennessee Tech University Panhellenic Association, the Panhellenic Council and a record of all action taken by the Executive Board. The minutes taken during the meeting must be sent out to each chapter delegate by 4:30 pm the following Tuesday.
6. Maintain a complete and up-to-date file that will include the minutes of meetings of the Tennessee Tech University Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.
7. Send meeting minutes to the NPC Area Advisor.
8. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Tennessee Tech University Panhellenic Association member sorority.
9. Maintain up to date financial records. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
10. Be responsible for the prompt payment of the annual NPC dues and all bills of the Tennessee Tech University Panhellenic Association.
11. Perform all other duties usually pertaining to this office.

The Vice President of Membership shall:

1. Preside over Membership Recruitment.
2. Enforce the membership recruitment rules and regulations adopted by the Panhellenic Council and member chapters.
3. Be responsible for training recruitment counselors.

4. Responsible for clear and accurate communication between the Panhellenic Council, the Panhellenic Advisor, and Recruitment directors from each member chapter.
5. Perform all other duties as described in ARTICLE XIII- FORMAL RECRUITMENT RULES or as directed by the Panhellenic advisor.

The Vice President of Programming shall:

1. Plan no less than one mandatory membership development program each semester for the Panhellenic Association.
2. Serve as liaison to the Interfraternity Council and the National Pan-Hellenic Council.
3. Serve as co-chair of the Greek Week committee.
4. Perform all other duties as directed by the Panhellenic Advisor.

The Vice President of Philanthropy shall:

1. Be responsible for planning and executing a philanthropy event for all of Panhellenic.
2. Promote Circle of Sisterhood within the Panhellenic community and to other campus organizations.
3. Perform all other duties as directed by the Panhellenic Advisor.

The Vice President of Public Relations shall:

1. Be responsible for promoting the activities of the Panhellenic Association through the official Tennessee Tech Panhellenic social media accounts.
2. Keep an up-to-date website for the Panhellenic Association.
3. Be responsible for all promotions of Panhellenic activities on campus (ex. Emailing Tech Times, contacting the Oracle, flyers in campus buildings, etc.).
4. Plan all promotional giveaways on behalf of the Panhellenic Association.
5. Perform all other duties as directed by the Panhellenic Advisor.

The Vice President of Recruitment Counselors

1. Be responsible for the training, selection, and supervision of the recruitment counselors (Pi Chis).
2. Maintain close contact with the Vice President of Membership to ensure a smooth recruitment process.
3. Serve as the liaison between potential new members and the Executive Council.
4. Be responsible the acquiring of all recruitment counselor merchandise purchased.

5. Perform all other duties as directed by the Panhellenic Advisor.

The Executive Board of the Panhellenic Council 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 Vice President of Executive Affairs, and record the action in the minutes of that meeting.
4. Be required to serve no less than two (2) office hours per week in the Greek Life office during the spring and fall semesters. Executive officers will arrange a schedule with the Panhellenic advisor and inform the delegates of their office hours.

ARTICLE IV. STANDING COMMITTEES

The Standing Committees of Tennessee Tech University Panhellenic Council shall be Judicial, Membership Recruitment, Public Relations, Academic Excellence, and any other committees depending on the size and needs of the Panhellenic Council.

The Standing Committees shall serve for a term of one year. Such term of offices is to begin no later than six weeks before the end of the school year. A committee chairman or member may be appointed to serve for a further term of office. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairmen and members.

1. Judicial Board
 - a. Membership. (See National Panhellenic Conference Judicial Procedure for the composition of the Judicial Board.)
 - b. Duties. It shall be the Judicial Board's duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules and membership recruitment regulations of the Tennessee Tech University Panhellenic Association.

2. Membership Recruitment Committee

- a. Membership. The membership recruitment Committee shall consist of a chairman and no fewer than five collegiate members.
- b. Duties. This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distributing copies of them when approved to the delegates of the member fraternities. Following each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

3. Public Relations Committee

- a. Membership. The Public Relations Committee shall consist of a chairman and members.
- b. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Tennessee Tech University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member fraternities.

4. Academic Excellence Committee

- a. Membership. The Academic Excellence Committee shall consist of a chairman and members.
- b. Duties. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement. (Include programs such as Month of the Scholar and Academic Challenge.)

ARTICLE V. NEW MEMBER EDUCATION

The New Member Education program of the Panhellenic Association shall be called GreekU. The program is co-sponsored by the Interfraternity Council. GreekU will follow a syllabus created by the joint collaborations of the Panhellenic and Interfraternity Councils before the start of each semester.

1. **REQUIREMENTS.** All new members (100%) of Panhellenic Association chapters are required to attend GreekU sessions as outlined in the syllabus for GreekU given to the chapters at the beginning of each semester. If a new member cannot attend a required GreekU session, a written excuse must be turned in to the Greek Life Office (RUC room 119) BEFORE the session being missed begins. The excuse's approval is at the discretion of the Panhellenic Advisor.
2. **VIOLATIONS.** If any new member cannot attend a GreekU session and does not have an approved excuse, then a monetary fine of \$50 for each new member's unexcused absence will be assessed to the new member's chapter.

ARTICLE VI. PANGELENIC INVOLVEMENT EVALUATION

1. Purpose

- a. To create a positive, proactive framework for sorority excellence and achievement based on the values outlined in the Pangeletic Creed.
- b. To create a more positive, proactive approach toward promoting the values and ideals of Pangeletic and the respective chapters.
- c. To create a framework where Pangeletic programming efforts help chapters meet and exceed their individual and national standards, guidelines, and expectations.
- d. To standardize the Pangeletic award system.
- e. To award chapters who go above and beyond the minimum standard for Greek Life.
- f. To elevate the visibility of our Pangeletic sororities in the community through: Leadership, Service, and Campus Involvement.

2. Areas of Evaluation

- a. Leadership
- b. Service
- c. Campus Involvement

3. Administration

- a. This optional awards evaluation program will be administered by the Pangeletic Executive Board and qualifying materials will be outlined in a document for the sorority membership early each semester.
- b. Pangeletic delegates from each chapter are responsible for turning in the evaluated materials to the Pangeletic Executive Board.
- c. All materials will be due on the date set by the Pangeletic Executive Board at the end of each semester.
- d. The Pangeletic Involvement Evaluation award will be presented at the Greek Awards Banquet in the spring semester and at the end of the fall semester.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP RECRUITMENT

1. Formal Recruitment

- a. The Panhellenic Association shall conduct Fully Structured Membership Recruitment.
- b. Formal Membership Recruitment shall be completed before the fourth week of the fall academic semester.
- c. All members of the Panhellenic Association are responsible for observing the Formal Recruitment Rules referenced in **ARTICLE XIII**.

2. Informal Recruitment

- a. Informal recruitment or Continuous Open Bidding (COB) is a process that allows chapters to fill vacant membership spaces to reach Quota and/or Total.
- b. Continuous Open Bidding (COB) will begin immediately following Formal Recruitment bid acceptance.
- c. Vacancies in Quota created through Formal membership recruitment may be filled through Continuous Open Bidding. The COB process may continue until the next Formal Recruitment period.
- d. Vacancies under Chapter Total may be filled through Continuous Open Bidding.
- e. Women participating in COB need not have registered for Formal Recruitment, but must meet the Formal Recruitment participation requirements.
- f. Any chapter eligible Informal recruitment or Continuous Open Bidding must register their activities with the Panhellenic advisor.

3. Total

- a. Total is the total allowable chapter size as determined by the Panhellenic Association.
- b. Total includes both new members and active initiated members.
- c. Each semester, the Panhellenic Council, in conjunction with the Panhellenic advisor, will conduct a total review. Total for fall semester will be calculated by the mean chapter size. Total for the spring semester will also be calculated by the mean chapter size.

- d. A unanimous vote of the voting members of the Panhellenic Council shall be required to determine total chapter size.
- e. Panhellenic total is currently 106.

ARTICLE VIII. PLEDGING AND INITIATION

- 1. A woman must be a regularly matriculated student with no less than a 2.0 grade point average to be eligible for membership recruitment and pledging.
- 2. A Panhellenic Association member sorority 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 sorority to which she is pledged.
- 4. Any depledging, termination or other change in membership shall be reported to the Panhellenic Advisor no later than 24 hours after it has occurred. Any bio cards turned in for a potential member not registered in ICS will result in a \$50 fine per potential new member.

ARTICLE IX. HAZING

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

Hazing is defined as any action or situation with or without consent that 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 that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally 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 that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or regulations and policies of the member sorority or the educational institution. 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 X. EXTENSION

1. When all NPC chapters at Tennessee Tech 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 sorority or through organization of a local sorority, which may petition an NPC sorority for a chapter.
3. Consideration should be given to NPC fraternities that have previously had chapter on the campus and to those NPC fraternities which have files letters expressing an interest in the campus. (UNANIMOUS AGREEMENTS – Agreement on Extension.)
4. Only Regular members of the College Panhellenic Council shall vote on extension matters.

ARTICLE XI. VIOLATIONS

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the Tennessee Tech University Panhellenic Bylaws as adopted on March 19, 2007.

ARTICLE XII. RULES OF ORDER

The Tennessee Tech 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 this Constitution, Bylaws and Standing Rules.

ARTICLE XIII. AMENDMENTS

These Bylaws may be amended by four-fifths (4/5) vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.

ARTICLE XIV. FORMAL RECRUITMENT RULES

The dates of formal recruitment are **September 5-10, 2017**. The following rules are to be observed from the day after graduation until Bid Day.

A. Pre-Recruitment Events

1. Orientation Events: These include events and activities sponsored by the Office of Orientation.
 - a. The purpose of Orientation is to introduce new students to Tennessee Tech University; therefore Greek members are expected to promote all aspects of student life.
 - b. Sorority women may attend and wear letters to Orientation events.
2. Open Mixer: There will be a Panhellenic mixer prior to recruitment. The guidelines are as follows:
 - a. Must be open to non-affiliated students, administrators, or anyone affiliated with Tech. The mixer will be monitored by Pi Chis.
 - b. The mixer may be advertised with flyers printed out by the Greek life office.
 - c. Chapter members may only “pass out” flyers supplied by the Greek Life Office at the students Organization Mix n’ Mingle- Flyers may only be posted on designated boards in campus buildings by the Greek Life office.
 - d. Sororities may not have closed mixers until the completion of the recruitment period.
 - e. The mixer will have a three hour time limit, and will include the Sorority information session and the suite tours. All PNMs and recruitment counselors MUST leave the multipurpose room at the conclusion of the mixer.
 - f. Each chapter must follow the guidelines set forth by the Greek Life office regarding the decorations for the mixer.
 1. All decorations must be limited to table coverings, scrapbooks, informative posters, one set of wooden letters, etc.
 2. All decorations must be sitting on the table with the exception of once set of wooden letters.
3. Fraternity Events: These include events and activities sponsored or hosted by fraternities.
 - a. Sorority women are welcome to attend fraternity sponsored activities and events.
 - b. Sorority women are expected to uphold and maintain the contact rules. Reference D. Contact.
 - c. Sorority women must follow and comply with the NPC Unanimous Agreement X which states:
 1. The women’s fraternities of the National Panhellenic Conference have the right to confine their membership to women and shall defend their right to exist as single-sex organizations.
 2. Auxiliaries. Each College Panhellenic shall denounce the participation of undergraduate Panhellenic women in auxiliary groups to men’s fraternities.

3. Men's Recruitment. Each college Panhellenic shall denounce the participation of Panhellenic women in men's fraternity events where the primary purpose in recruitment.

B. Advertisement

1. General Policies

- a. All advertisements must promote Panhellenic spirit. You can say "Go (your org.)" and use open mottos or sayings
- b. Absolutely no advertisement that is demeaning or "puts down" another organization will be tolerated.
- c. All advertisements must be in keeping with Panhellenic spirit and promote Panhellenic, Greek Life, and Tennessee Tech University.

2. University Center

- a. Each sorority may hang two (2) posters on the ground floor of Roaden University Center to promote Panhellenic recruitment and/or the open mixer.
- b. Each sorority may have a banner at TTU Bookstore (with permission of the manager). You may also use illustrations such as your mascot on the window.

3. Off Campus

- a. Sorority women may have no deliberate off campus contact with potential new members. Reference D. Contact.

4. Shirts

- a. Sorority women may wear letters at any activity or event.

5. Facebook

- a. Sorority women must set their Facebook, Myspace, Twitter, Instagram profiles, and any other social networking sit accounts to the "private" setting beginning on Graduation Day until Bid Day.
- b. Sorority members may not add or request any new potential new members on Facebook or any other social networking sites as of the day after graduation.
- c. Sorority members may not "comment" on, or "like" any posts of any previously added Potential New Members.
- d. The Panhellenic council will have a Facebook group devoted to sorority recruitment where potential new members can join and receive recruitment information and updates.
- e. Only recruitment directors, standards chairs, presidents, recruitment counselors, and PNMs may join the Panhellenic Facebook group.

- f. Failure to set all accounts to private will result in fines. The guidelines for fines are as follows:
 1. Failure to set social accounts to private within 48 hours of spring graduation will result in a \$50 fine for each account that is not private per member who failed to comply with the bylaws. Failure to address the issue after being notified for the first time, the fine will be doubled every seven days.
 2. Failure to comply will all of the D. Contact during this period will result in further punishment on a per issue basis.

C. Recruitment Rules Pertaining to Potential New Members and Alumnae *All Rules will be observed beginning the day after graduation until bid day.*

1. Potential New Members

- a. A potential new member must be enrolled full time (12 hours or more) at Tennessee Tech University and have a 2.0 grade point average or greater participate in recruitment.
- b. A potential new member who has registered for Formal Membership Recruitment should follow all formal recruitment rules set forth by Panhellenic.
- c. A potential new member must attend all formal recruitment events to which she has been invited if her schedule allows. In case of illness or other emergency, the prospective member will notify the Panhellenic advisor and/or her recruitment counselor. Panhellenic will notify the sororities involved.
- d. Potential new members accepting a bid must attend the Panhellenic Bid Day Ceremony unless extenuating circumstances arise.

2. Alumnae

- a. Alumnae may be present in the chapter's recruitment room during recruitment events, however she may not speak to potential new members or take the role of active recruiter in the room.
- b. Alumnae are responsible for understanding and observing the recruitment rules. Violations will be reported to the Panhellenic advisor and appropriate action will be taken.

D. Contact Rules: These rules apply to contact between potential new members and sorority members. *All Contact rules will be observed beginning the day after graduation until bid day.*

1. Contact

- a. Normal friendly contact is encouraged between potential new members, sorority members, and recruitment counselors.
Examples include but are not limited to:
 1. Sorority Members sitting with Potential New Members in class, the cafeteria, etc.

2. Sorority Members walking with Potential New Members on campus.

- b. Written correspondence, personal visitation, text messages, phone calls, and/or deliberately seeking out a prospective member are not acceptable and are prohibited.
- c. Absolutely no off-campus contact between chapter members and potential new members with the exception of immediate family.
- d. Sorority members may not enter a PNMs room on great Move-In Day other than for the sole purpose of delivering her belongings.
- e. Sorority members and potential new members may not call, text message, or e-mail one another at any time.
- f. A biological sister may contact or visit with a sister or other immediate family member. No other sorority women or potential members may participate in such visitations. The chapter's recruitment director must make a list and submit it to the Greek Life Office in writing if this situation exists.
- g. If a non-affiliated woman (whether or not she is a potential member) and a sorority woman live together, the sorority woman must inform the Greek Life office via e-mail before Great Move In Day.
 - 1. Turning in names of the women whom fit the above category does not give the sorority women the right to break any of the contact rules as stated in this section.
 - 2. Any non-affiliated female student should be treated as a Potential New Member until after Bid Day and all contact rules must remain in affect.
- h. No sorority member may buy anything for a prospective member (meal, soft drink, etc.) No prospective member may buy anything for a sorority member.

2. Strict silence

- a. Strict silence is a period of time from the end of the potential new member's last Preference party until she reports to the sorority from which she accepts a bid on "Bid Day."
- b. No communication of any form between sorority women and potential new members is allowed during this period.

E. NPC Unanimous Agreements: Sororities are required to have knowledge of and abide by all NPC Unanimous Agreements as stated in the National Panhellenic Conference Manual of Information, nineteenth edition. Any sorority or sorority member may obtain a copy from the Greek Life office.

F. Conduct

1. Alcohol

- a. No alcoholic beverages may be served at any sorority event or during Formal Recruitment. This includes Bid Day activities.
 - b. Recruitment Counselors may not consume alcohol in public places or be present at bars 30 day prior to bid day.
 - c. Sorority women must follow the alcohol policy, which is set forth by each individual chapter regarding the consumption of alcohol prior to formal recruitment. (Note: Each chapter may have different set times for such issue.)
- 2. Men
 - a. No dates/escorts may be secured by sorority women for prospective members.
- 3. Transportation: Potential members must provide their own transportation to and from Formal Membership Recruitment events, chapter members or Pi Chi's may not provide transportation.
- 4. Bids: There will be no promising of invitations to future recruitment events, or assurance of bids, directly or indirectly by any member, new member, or alumnae of a sorority. If proven to have Bid Promised a PNM, a fine of \$200 will be billed and a recruitment infraction will be filed against the accused chapter.

G. Recruitment Events

- 1. Budget
 - a. A maximum budget of \$1350 for all recruitment expenditures is allowed. This includes everything spent for recruitment events.
 - b. The maximum budget for each event is as follows: Event One: \$350 Event Two: \$500 Event Three: \$500
 - c. Donated items must be itemized on the recruitment budget and assigned a reasonable monetary value. The chapter must take ownership of any donated items before the formal recruitment period begins.
 - Borrowed items must be indicated on the budget though they are not assigned a value.
 - Itemized Budget-Every item brought into a sorority's recruitment room for recruitment must be listed on the budget. Chapters may assign no value (\$0) to composite pictures.
 - The budget will be due to the Panhellenic advisor no later than one week after the completion of formal recruitment.
- 2. Decorations and Displays
 - a. There will be no decorations outside recruitment rooms during the Formal Recruitment period, with the exception of a poster board no larger than 24 x 36 inches in size with the chapter's name on it.
 - b. A factual, current, financial expense sheet or board must be displayed by all sororities on Day 1 (Values Night) of Recruitment. This sheet will list

ALL fees to be incurred by the prospective member during her collegiate membership.

- c. All scrapbooks and presentations (verbal, video, etc.) must be submitted and approved by the Panhellenic advisor before formal recruitment begins. Panhellenic recommends submission one week before formal recruitment in case changes are mandated.

3. Attire

- a. There shall be no elaborate costuming or special recruitment outfits.
- b. Sororities may not require their members to buy special clothing, jewelry, or other items for recruitment.

5. Assistance

- a. Only National representatives, alumnae, initiated members and new members of the sorority may assist the chapter during Formal Recruitment.
- b. Chapters may have assistance from men up to 30 minutes before the first event starts and 30 minutes after the last event ends. Men and prospective members may not be present at the same time.
- c. Panhellenic Council must give special permission for assistance of visiting collegiate chapters.

6. Gifts: The sorority and/or individual members of the sorority may give no favors, gifts, preference letters, or notes for prospective members to prospective members until they have accepted bids. This includes but not limited to:

- a. Food and Drink
- b. Sunglass, koozies, croakies, etc
- c. Letters written to specific PNMs
 - 1. Preference letters
 - 2. Private Letters, etc.

7. Event Times

- a. All recruitment events must start and end at the designated time outlined in the “Event Description” and directed by the Panhellenic advisor.
- b. Each chapter will be given 5 minutes prior to each event starting. The 5 minutes will begin once all room checks and event lists have been given out. (i.e. Once the last room has been checked, the 5 minutes for everyone begins then.)
- c. Each chapter will be given a “warning” knock (one rap) five minutes before the end of the event unless a chapter’s recruitment director requests no warning knock.
- d. Chapters will receive a loud, repetitive knock at the conclusion of the party. Failure to adhere to timelines for parties shall be assessed a fine of \$10.00 per minute late.
 - 1. PNMs should be coming out of the room when or before the final knock has been given.

- e. Sorority women may not leave their respective recruitment rooms until notified by recruitment counselors.

8. Room Cap

- a. Per the maximum persons per room in the sorority suites and the fire code set forth by Tennessee Technological University a room cap has been set in place and must be strictly followed.
- b. Prior to each round of recruitment beginning, each chapter will have to count off to assure the room cap is being followed.
- c. Chapters may have 50 chapter members and 5 flex members.
 - 1. Flex members can be chapter members, alumnae, or any other initiated member.

9. Violations

- a. All Recruitment rooms will be checked for violations by the at least two members of the Panhellenic Executive Council and another Recruitment Counselor before recruitment events begin.
 - 1. If appropriate corrections are made before the first event begins, no infraction will be filed.
- b. If corrections are not made before the first event begins, the Panhellenic advisor will file an infraction against the offending chapter.

H. Event Schedules, Invitations and Acceptance

1. Schedules

- a. Panhellenic will provide each potential new member a nametag with first name, last name, and hometown and a schedule for each night's events.
- b. Each sorority will receive schedules via Interactive Collegiate Solutions (hereafter referred to as "ICS") that will list when each potential new member will attend the room.
- c. The Panhellenic advisor will make every effort to keep the number of potential new members scheduled evenly throughout each night's events and may add events if necessary.
- d. No one except a potential new member and her Pi Chi are allowed to be present when event schedules are given.

2. Invitations

- a. Sororities must submit event invitations and releases to the Greek Life Office via ICS by the time designated by the Panhellenic advisor on the morning after each event typically by 7:00 am.

- b. If flex lists are recommended by Panhellenic, chapters are encouraged to provide them. Doing so will help ensure the optimal number of potential new members will return each chapter.
- c. On Preference night, sororities should begin work on their preference lists immediately after the last preference event. Sororities will submit their lists via ICS.
 - i. Bid cards need to be filled out and returned back to the Greek Life Office within One Hour of receiving the invitation list from the Greek Life office
- d. No bids should be given out prior to the assigned Bid Day.

3. Acceptance

- a. After each round of events, potential new members will rank the events they attended in order of preference.
- b. Before the next round, each potential new member will receive a schedule listing the events she has been invited back to. If the potential new member attends all events listed, she has accepted the invitation.
- c. Potential new members must attend all recruitment events to which she has been invited if her schedule allows. In case of illness or other emergency, the prospective member shall notify the Panhellenic advisor and/or her recruitment counselor. Panhellenic shall notify the sororities involved.
- d. Preference agreements will be completed using ICS immediately after the last preference event a potential new member attends.

I. Disassociation of Recruitment Counselors (i.e. Pi Chi's)

1. Requirements

- a. Must have a genuine interest in being an exemplary example of the TTU Greek System
- b. Must be able to completely disassociate from her sorority 30 days prior to recruitment until the end of formal recruitment.
- c. Must possess the ability to be a good friend, listener, and peer counselor
- e. Provide potential new members with support
- f. Must be able to attend all Recruitment Counselor Training Sessions (Spring, Summer, and early Fall)
- g. Must be able to attend all formal recruitment events.
- 2. Must be on academic good standing within their chapter during the Spring semester prior to fall recruitment in which they are applying.
- 3. Any sorority woman who meets the above qualifications and expresses interest in being a recruitment counselor must apply directly to Panhellenic via the Greek Life office.

- 2. Partial Disassociation: Recruitment counselors must partially disassociate from their chapter beginning the day after graduation.

- a. Recruitment counselors are required to create a new Facebook profile that does not reference their sorority affiliation. This profile must be set to “private”.
 - b. Recruitment counselors are required to create a new email account in which they will use to contact the PNMs in their group.
 - c. Summer contact between Recruitment counselors and sorority women should be minimal. Outings should be limited to 1-2 people. Neither woman should wear any form of chapter paraphernalia.
 - d. Recruitment counselors should not put themselves in any situation that could reveal their affiliation.
 - e. Recruitment counselors who have roommates participating in Formal Recruitment must limit conversation to topics outside of recruitment, sorority membership, or sorority members. There should be absolutely no discussion of Formal Membership Recruitment or any related topics.
 - f. Recruitment counselors cannot have letters or sorority paraphernalia (including any stuffed-animals (mascots), scrapbooks, photo albums, officer notebooks, car stickers, license plates, etc.) anywhere in sight.
 - g. If the recruitment counselor does not abide by the stated contract, she may be dismissed and/or taken before the Judicial Committee for further sanctions. The recruitment counselor will not be allowed to participate in the remaining of Formal Recruitment and will be re-affiliated with her chapter on Bid Day. Rejoining prior to Bid Day could put the affiliated chapter at risk for an infraction and/or fine.
- 3. Full Disassociation: Recruitment counselors will completely disassociate from their respective sororities beginning 30 days before Bid Day and remain disassociated during Formal Recruitment. Recruitment counselors will be re-associated at the “Reveal ceremony” on Bid Day.
 - a. 30 days prior to bid day, Recruitment counselors association is no longer with their sorority but with Pi Chi sorority.
 - b. Pi Chi’s will be referred to by first name and last initial.
 - c. Pi Chi’s and Panhellenic executive council should stress the importance of nondisclosure of their affiliation to family members, teachers, community members, etc.
 - d. If potential members become aware of their Pi Chi’s affiliation, the Pi Chi will implore the potential member not to tell other potential members.
 - e. Sorority women are to treat Pi Chis the same way they treat potential members.
- 4. Conduct: Recruitment counselors are charged with upholding the utmost standards and ideals of Panhellenic.
 - a. Recruitment counselors will not consume alcohol with potential new members.
 - b. Recruitment counselors will not consume alcohol in a public area 30 days prior to Bid Day. Public areas include, but are not limited to bars, restaurants, and fraternity houses.
 - c. Violations of conduct rules will result in immediate removal from the Recruitment counselor position and possible judicial action.

J. Infractions

1. Filing: The following people may file an infraction
 - a. Sorority Chapter President
 - b. Panhellenic Vice President of Recruitment
 - c. Recruitment Counselor
 - d. Potential New Member
 - e. Panhellenic Advisor
 2. Process: The CPH Violation Report Form must be submitted to the Panhellenic advisor no more than 30 calendar days from the date of the alleged infraction. All judicial procedures shall be in accordance with NPC Manual of Information 19th edition.
- K. Release Figures:** The NPC Release Figure Method implemented by NPC will be used to determine number of invitations each chapter may issue for recruitment event rounds. In order to maintain the integrity of this method, chapters must release exactly the amount of women Panhellenic directs. Failure to do so will compromise of the entire system and damage the recruitment for all Panhellenic chapters.
- L. Snap Bidding** will begin immediately following bid matching, before bids are accepted, to help chapters reach quota. Through snap bidding, chapters may offer bids to Potential New Members whose preferences were not matched.

EVENT DESCRIPTIONS

Day 1 and Day 2: Philanthropy Night

1. Budget not to exceed \$500.
2. Casual/Nice Dress- no uniformity in dress or special recruitment outfits
3. Display illustrating service work and philanthropy.
4. Scrapbook and slideshow (if used) must be submitted and approved by the Panhellenic advisor before formal recruitment begins.
5. Presentation focusing on the chapter philanthropy. Maximum 9 minutes. Chapters may use verbal presentation, slide show, or electronic (i.e. PowerPoint, iMovie, etc.) slide show.
6. Songs and chants are allowed when PNMs are entering and exiting the room.
7. Event time: 30 minutes
8. Fifteen (15) minutes between parties
9. Cost for all items must stay within the Philanthropy Night budget of \$500. Expenses must be listed on the itemized budget.

Days 3: Values Night and Sisterhood Night

1. Budget not to exceed \$350.
2. Casual/nice clothing- no uniformity in dress or special recruitment outfits
3. Scrapbook and slideshows (if used) must be submitted and approved by the Panhellenic advisor before formal recruitment begins.
4. Chapters must have a display explaining financial information.
5. Display demonstrating sorority values.
6. Presentation focusing on chapter values. Maximum 9 minutes. Chapters may use verbal presentation, slide show, or electronic (i.e. PowerPoint, iMovie, etc.) slide show.
7. Songs and chants are allowed when PNMs are entering and exiting the room.
8. Event time: 45 minutes
9. Fifteen (15) minutes between parties
10. Cost for all items must stay within the Values Night budget of \$350. Expenses must be listed on the itemized budget.

Day 3 Preference Night

1. Budget not to exceed \$500.
2. Chapters should evaluate the length of their program. Recommended 15-20 minutes maximum.
3. Singing at the discretion of the chapter
4. No gifts, favors, or letters should be given to potential new members (even if they are taken before the potential new member leaves the room).
5. Items that are symbolic or part of the preference night ceremonial experience are acceptable permitting that items are not included as gifts or favors. A list of these items must be submitted and approved by Panhellenic.
6. Event time: 1 Hour
7. 20 minutes between parties
8. Cost for all items must stay within the preference night budget of \$500. Expenses must be listed on the itemized budget.