



COLLEGE PANHELLENIC BYLAWS
BYLAWS OF THE UNIVERSITY OF TENNESSEE, KNOXVILLE
COLLEGE PANHELLENIC ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be the University of Tennessee, Knoxville College Panhellenic Association.

ARTICLE II - OBJECT

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

ARTICLE III - MEMBERSHIP

Section 1. Membership classes

There shall be three classes of membership: regular, provisional and associate.

A. Regular membership.



- a. The regular membership of the University of Tennessee, Knoxville College Panhellenic Association shall be composed of all chapters of NPC sororities at the University of Tennessee, Knoxville. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.

B. Provisional membership.

- a. The provisional membership of the University of Tennessee, Knoxville Panhellenic Association shall be composed of all established NPC sororities at the University of Tennessee, Knoxville. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

C. Associate membership.

- a. Local sororities or inter/national or regional women's non-NPC member organizations may apply for associate membership of the University of Tennessee, Knoxville Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and responsibilities of membership

- A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Tennessee, Knoxville Panhellenic Council bylaws, code of ethics and any additional rules this Panhellenic Council may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.



Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member. Chapters will be invoiced semesterly by the Panhellenic Council for their chapter members and new members.
 - a. The amount of such dues for the next calendar year, shall be determined by the Panhellenic Council no later than November of the previous year.
 - b. The dues of each College Panhellenic Association member sorority shall be payable on or before the day determined by the Panhellenic Council.

Section 4. Fees and assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Officers

The officers of the University of Tennessee, Knoxville College Panhellenic Association shall be President, Vice President of Internal Affairs, Vice President of Public Relations, Vice President of Administration, Vice President of Member Engagement, Vice President of New Member Development, Vice President of Scholarship, Vice President of Philanthropy and Community Service, Vice President of Recruitment, and Vice President of Recruitment Counselors.

Section 2. Duties of officers

- A. The President shall:
 - a. Preside over all meetings of the Panhellenic Council.
 - b. Call meetings of the executive board.
 - c. Call special meetings.
 - d. Appoint special committees and chairpersons.
 - e. Communicate regularly with the Panhellenic Coordinator
 - f. Ensure that the NPC College Panhellenic annual report is completed
 - g. Serve as an ex-officio member to the Panhellenic Council, except the Judicial Board.



- h. Serve as the Chairperson of President's Roundtable
 - i. Oversee all Executive Officers, as well as directors
 - j. Create and distribute Panhellenic Executive Board meeting agenda
 - k. Serve as a liaison between Panhellenic and the University community.
 - l. Serve as the Panhellenic Council Election Commissioner.
 - m. Attend the annual Greek Summit.
 - n. Serve as an active, disaffiliated member of Recruitment Team
 - o. Ensure that chapters have the resources and training that they need to comply with the Standards of Fraternal Excellence
 - p. Complete other duties pertaining to her office as necessary
 - q. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment
- B. The Vice President of Internal Affairs shall:
- a. Preside in absence of the President
 - b. Serve as Parliamentarian of council meetings
 - c. Annually review and update Panhellenic Council Bylaws and Code of Ethics as necessary
 - d. Serve as chairperson for the Panhellenic Judicial Board
 - e. Attend a University of Tennessee/Office of Sorority and Fraternity Life Training during the semester of her election
 - f. Conduct risk reduction training and education for presidents, risk managers, and social chairs once a semester
 - g. Provide resources, promote attendance at programs and/or educate Panhellenic women on relevant risk and safety issues including but not limited to: fire safety and prevention, responsible alcohol use, crisis management, legal liability, hazing, personal safety, healthy relationships, University policies, etc.
 - h. Plan and execute educational programming for events occurring during both National Hazing Prevention Week and Alcohol Awareness Week
 - i. Complete at least two office hours a week
 - j. Complete other duties pertaining to her office as necessary
 - k. Be in charge of recruiting members, assigning roles, and providing educational programs concerning the judicial procedures.
 - l. Serve as an active, disaffiliated member of the recruitment team.
 - m. Oversee the following Directors/Chairs/Assistants: Health and Safety Director



- C. The Vice President of Public Relations and Marketing shall:
- a. Be responsible for all publicity coverage of and for the Panhellenic Council
 - i. In the circumstances of an interview or an emergency, refer to the University of Tennessee, Knoxville Panhellenic Council Bylaws Article XIV.
 - b. Foster a good public image of the Panhellenic Council to the University of Tennessee and Knoxville communities
 - c. Ensure the Panhellenic Council maintains a positive social media presence
 - d. Be responsible for all Panhellenic social media accounts
 - i. Including, but not limited to, creating content promoting events and initiatives of Panhellenic Executive Board members and those of Panhellenic organizations
 - e. Host regular Roundtables during her term with chapter Public Relations chairs
 - f. Maintain and keep updated the Panhellenic Council Website in conjunction with the University
 - g. Assist in creating and publishing brochures and recruitment information to prospective members in consultation with the Vice President of Recruitment
 - h. Complete at least two office hours a week
 - i. Complete other duties pertaining to her office as necessary
 - j. Serve as an active, disaffiliated member of Recruitment Team
 - k. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment
- D. The Vice President of Administration shall:
- a. Submit an annual budget to Council for approval.
 - b. Handle all monetary transactions for the Panhellenic Council.
 - c. Notify the chapters of their financial obligations to the Panhellenic Council.
 - d. Train chapter delegates on Robert's Rules of Order and ensure proper communication between Panhellenic Council, chapter delegates, and the Panhellenic community
 - e. Receive, reply to, and file all correspondence not otherwise delegated
 - f. Make physical arrangements for all meetings
 - g. Handle all Communications correspondence: congratulatory notes, condolence letters, etc.
 - h. Be responsible for the general supervision of the finances of the Panhellenic Council



- i. Take and keep the Panhellenic Council minutes in a permanent record file and distribute copies to each member of the Panhellenic Council, chapter delegate, Panhellenic Advisor, NPC Area Advisor, and other University of Tennessee, Knoxville administration as deemed appropriate
 - j. Keep an accurate roll and contact delegates after two absences
 - k. Complete at least two office hours a week
 - l. Complete other duties pertaining to her office as necessary
 - m. Serve as an active, disaffiliated member of the recruitment team.
 - n. Oversee the following Directors/Chairs/Assistants: Sorority & Fraternity Life Liaison
 - o. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment
- E. The Vice President of New Member Development shall:
- a. Complete at least two office hours a week
 - b. Host regular Roundtables per term with chapter New Member Educators
 - c. Direct all activities related to Bid Day
 - d. Complete other duties pertaining to her office as necessary
 - e. Plan and develop New Member Orientation in the Spring semester and Fall semester
 - f. Plan and execute a "Welcome Home" event for New Members and Bid Day Buddies the evening of the day after Bid Day that promotes a safe and welcoming environment for New Members and Bid Day Buddies
 - g. Oversee the following Directors/Chairs/Assistants: New Member Chair
 - h. Oversee New Member Week and support New Member Chair in planning New Member Week
 - i. To communicate with The Office of Sorority and Fraternity Life on the expectations of New Member Education and chapter New Member Educators
 - j. To serve as an active, disaffiliated member of the Recruitment Team.
- F. The Vice President of Scholarship shall:
- a. Create a climate in which there is a constant presence and appreciate of academic excellence
 - b. Plan and coordinate the annual Panhellenic scholarship recognition program
 - c. Host regular Roundtables during her term with chapter scholarship chairs to discuss resources and provide training
 - d. Recognize outstanding scholastic achievements and improvements by chapters at Panhellenic Council meetings



- e. Plan and implement academic programming during NPC's Month of the Scholar along with recognizing scholastic achievements throughout the year
 - f. Complete at least two office hours a week
 - g. Complete other duties pertaining to her office as necessary
 - h. Serve as an active, disaffiliated member of Recruitment Team
 - i. Oversee the following Directors/Chairs/Assistants: Director of Diversity, Equity, Inclusion, and Accessibility
- G. The Vice President of Philanthropy and Community Service shall:
- a. Provide information concerning campus, community, and national philanthropy programs
 - b. Plan and execute educational, fundraising, and advocacy programming benefiting the Circle of Sisterhood Foundation
 - c. Notify the Panhellenic community of all volunteer and service opportunities
 - d. Oversee all Panhellenic-sponsored philanthropic and/or community service projects (Sisterhood Showcase, Greek Weekend, or any other event benefiting Circle of Sisterhood)
 - e. Hold regular Roundtables during her term with each chapter's philanthropy and community service chairs
 - f. Oversee the following Directors/Chairs/Assistants: Philanthropy and Service Chair
 - g. Complete at least two office hours a week
 - h. Complete other duties pertaining to her office as necessary
 - i. Serve as an active, disaffiliated member of Recruitment Team
 - j. Elect and oversee the Circle of Sisterhood Committee that is representative of all chapters and meet at least once a month
- H. The Vice President of Member Engagement shall:
- a. Coordinate programs sponsored by the Panhellenic Council
 - b. Address critical issues facing the Panhellenic community through engagement efforts
 - c. Provide resources, promote attendance at programs and/or educate Panhellenic women on relevant member development topics including but not limited to: retention, leadership development, campus resources, motivation and confrontation, goal setting/strategic planning, ethical leadership/decision making, retreat planning, event planning, facilitating change, and values congruence
 - d. Host regular Roundtables throughout the term with chapter Membership Retention Chairs



- e. Work with the Vice President of Internal Affairs to educate members on issues of health and wellness
 - f. Complete at least two office hours a week
 - g. Complete other duties pertaining to her office as necessary
 - h. Serve as an active, disaffiliated member of the Recruitment Team.
- I. The Vice President of Recruitment shall:
- a. Direct all recruiting activities of Panhellenic members including Formal Membership Recruitment, Continuous Open Bidding activities, and Orientation Sessions
 - b. Maintain an ongoing evaluation of recruiting procedures
 - c. Propose annual recruiting policies, submit an Annual Report on Recruitment, attend and coordinate post Recruitment Task Force meeting
 - d. Promote effective membership recruitment through publicity efforts, workshops with individual chapters, and conferences with Recruitment Chairpersons
 - e. Organize and direct routine Recruitment Team meetings
 - f. Encourage and aid chapters that have not reached recruitment goals in doing year-round recruitment activities or continuous open recruitment
 - g. Conduct educational workshops for chapter recruitment chairs on recruitment best practices, rules and policies, etc.
 - h. Oversee the following Directors/Chairs/Assistants: Assistant Vice President of Recruitment
 - i. Complete at least two office hours a week
 - j. Complete other duties pertaining to her office as necessary
 - k. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment
- J. The Vice President of Recruitment Counselors shall:
- a. Work closely with the Vice President of Recruitment in developing the formal recruitment program
 - b. Coordinate Gamma Chi recruitment and selection
 - c. Develop the coursework and instruction of the Gamma Chi class with the help of a Graduate student
 - d. Coordinate a retreat and training sessions for Gamma Chis prior to the formal recruitment process
 - e. Oversee Gamma Chi duties during formal recruitment
 - f. Conduct an evaluation of the Gamma Chi program after completion of formal recruitment
 - g. Assist the Vice President of Recruitment as needed
 - h. Oversee the following Directors/Chairs/Assistants: Assistant Vice President of Recruitment Counselors, Sponsorship Director
 - i. Complete at least two office hours a week
 - j. Complete other duties pertaining to her office as necessary



- k. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment

Section 3. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 - a. Regular membership - Members from women's sororities holding regular membership in the University of Tennessee, Knoxville Panhellenic Council shall be eligible to serve as any officer.
 - b. Provisional membership - Members from women's sororities holding provisional membership in the University of Tennessee, Knoxville Panhellenic Council shall not be eligible to serve as an officer.
 - c. Associate membership - Members from women's sororities holding associate membership in the University of Tennessee, Knoxville Panhellenic Council shall not be eligible to serve as President, Vice President of Internal Affairs, Vice President of Recruitment, or Vice President of Recruitment Counselors.
- B. All candidates must have a cumulative GPA of 3.0 or higher. Failure to uphold the GPA requirement will result in mediation and/or removal from office.

Section 4. Selection of Officers

- A. All applicants must complete and turn in their applications before the stated deadline
- B. All candidates considered eligible for office will be interviewed by the current Executive Board.
 - a. Each chapter's Panhellenic Delegate will be present during the interview process to provide feedback during the deliberation process. Each Panhellenic Delegate is required to stay for the full duration of the interview process. No applicant shall be involved in conducting interviews as a Panhellenic Delegate or current Executive Board Member.
 - i. Panhellenic Delegates will be given training prior to the interview process. Delegates will also be given the application for each applicant prior to beginning interviews.
 - ii. If a Panhellenic Delegate is unavailable, they will need to send a proxy in their place. The proxy shall be another chapter executive board member. Excuses and names of replacements must be submitted for approval by the Panhellenic Executive Board at least one week in advance.



- C. After the interview process, the Panhellenic Executive Board will create the slate, which they will present to Panhellenic Delegates at the proceeding Panhellenic Council meeting.
 - a. The Panhellenic Advisor and Graduate Assistant shall be present during this process, serving as non-voting ex-officio members.
 - b. Any chapter who does not have representation on the Panhellenic Executive Board may send their Panhellenic Delegate, President, or an approved proxy to sit in during the slating process as a non-voting ex-officio member.
- D. The written slate will be presented during the next Panhellenic Council meeting, upon which Delegates are required to present this information to their chapters and vote on the presented slate at the proceeding Panhellenic meeting.
- E. The Panhellenic Delegates shall vote for their chapters. Each chapter shall have one vote. The votes shall be counted by the Vice President of Internal Affairs, President, and the Panhellenic Advisor. No candidate shall help count. A candidate must receive a two-thirds majority to be elected.
- F. Within five days of the Panhellenic Council vote, the list of the approved future Panhellenic Executive Board members and their respective positions will be distributed to each chapter.

Section 5. Office-holding limitations

- A. No more than 2 members from the same women's sorority shall hold an executive board position during the same term.
- B. The offices of President, Vice President of Recruitment, Assistant Vice President of Recruitment, Vice President of Recruitment Counselors, and Assistant Vice President of Recruitment Counselors shall not consist of more than 2 members of the same chapter.
- C. Executive Board applicants must have experience as a former Student Leader, Chapter Executive Board member, Panhellenic Council Director/Chair/Assistant, Recruitment Counselor, Panhellenic Delegate, or Panhellenic Executive Board officer, or relevant leadership experience to be approved by the current Panhellenic Executive Board

Section 6. Nomination procedure

- A. A Nominating Committee shall be composed of the Panhellenic Executive Board members. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position.



- B. Panhellenic Delegates will oversee this process to ensure each individual has equal opportunity at obtaining a position
- C. The Panhellenic advisor shall serve as a non voting ex-officio member of the Nominating Committee.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the beginning of the spring semester.
- C. The Executive Board shall be employed by the Office of Sorority and Fraternity Life during their term and paid hourly for the required weekly 2 office hours they complete.

Section 8. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

ARTICLE V. THE PANHellenic COUNCIL

Section 1. Authority

The governing body of the University of Tennessee, Knoxville College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the University of Tennessee, Knoxville College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.



Section 2. Composition and privileges

The University of Tennessee, Knoxville Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at the University of Tennessee, Knoxville as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 4 weeks and to notify the Panhellenic Vice President of Administration of the name, address, email and phone number of the new delegate.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- a. Must attend all Panhellenic Council meetings.
- b. Must support NPC Unanimous Agreements, policies and procedures.
- c. Must understand local College Panhellenic Association policies and procedures.
- d. Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- e. Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- f. Should present regular College Panhellenic Association reports at chapter meetings.



Section 6. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. If a chapter does not have representation at **more than one** Council meeting, a \$100 fine will be assessed to the chapter per absence. In the event that a Delegate has three unexcused absences in one semester without an alternate, the Executive Board will ask that respective organization to send an official replacing delegate.

Section 7. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the University of Tennessee, Knoxville College Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 9. Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 10. Quorum

Two-thirds of the delegates from the member sororities of the University of Tennessee, Knoxville College Panhellenic Association shall constitute a quorum for the transaction of business.



Section 11. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

ARTICLE VI. THE EXECUTIVE BOARD

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Internal Affairs, Vice President of Public Relations and Marketing, Vice President of Administration, Vice President of New Member Development, Vice President of Scholarship, Vice President of Philanthropy and Community Service, Vice President of Recruitment, Vice President of Recruitment Counselors, Vice President of Member Engagement.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours



prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

ARTICLE VII. THE PANHellenic ADVISOR

Section 1. Appointment

The Panhellenic advisor of the University of Tennessee, Knoxville College Panhellenic Association shall be appointed by the University of Tennessee, Knoxville administration in collaboration with the Office of Sorority and Fraternity Life.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Tennessee, Knoxville College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

ARTICLE VIII. DIRECTORS, CHAIRS, AND ASSISTANTS

Section 1. Eligibility

- A. In order to be appointed as a Director/Chair/Assistant for the Panhellenic Council, an applicant must have and maintain at least a 2.5 cumulative GPA.
- B. Directors/Chairs/Assistants are required to maintain regular communication with their overseeing executive officer
- C. In the event that an existing Director/Chair/Assistant does not fulfill their requirements for the two semesters of her term, removal from the position may be appealed and reviewed by the Panhellenic executive officers, the Panhellenic Graduate Assistant, and the Panhellenic Coordinator. The official alternative selected would then take over the position.

Section 2. Duties of Directors, Chairs, and Assistants

The duties of appointed Directors, Chairs, and Assistants shall be as follows:



- A. Assistant Vice President of Recruitment
 - a. Shall be selected on the basis that she will become the Vice President of Recruitment after officer installation in December following her term as Assistant Vice President of Recruitment.
 - b. Shall be a full time undergraduate student.
 - c. Shall have a cumulative grade point average of 2.50.
 - d. Shall have participated for at least one formal recruiting period as an active chapter member.
 - e. Shall be an active member of her chapter for the full term of her office.
 - f. Shall serve on the Panhellenic Recruitment Team as a disaffiliated member of her chapter during specified times — summer and fall Recruitment.
 - g. Must be available for meetings via online meeting format or in-person if able.
 - h. Shall observe and Assist the Vice President of Recruitment
 - i. Must attend all Recruitment Team and may attend Recruitment Task Force Meetings
 - j. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment
 - k. Serve as a Recruitment Counselor
- B. Assistant Vice President of Recruitment Counselors
 - a. Shall be selected on the basis that she will become the Vice President of Recruitment Counselors after officer installation in December following her term as Assistant Vice President of Recruitment Counselors.
 - b. Shall be a full time undergraduate student.
 - c. Shall have a cumulative grade point average of 2.50.
 - d. Shall have participated for at least one formal recruiting period as an active chapter member.
 - e. Shall be an active member of her chapter for the full term of her office.
 - f. Shall serve on the Panhellenic Recruitment Team as a disaffiliated member of her chapter during specified times — summer and fall Recruitment.
 - g. Must be available for meetings via online meeting format or in-person if able.
 - h. Shall observe and Assist the Vice president of Recruitment Counselors
 - i. Must attend all Recruitment Team and may attend Recruitment Task Force Meetings
 - j. Work as a Student Worker in the Office of Sorority and Fraternity Life the summer prior to term's Formal Recruitment
 - k. Serve as a Recruitment Counselor
- C. Assistant Vice President of Public Relations and Marketing
 - a. Shall be a full time undergraduate student
 - b. Shall have a cumulative GPA of 2.50



- c. Shall be an active member of her chapter for the full term of her office.
 - d. Shall meet with her overseeing executive board officer (Vice President of Public Relations and Marketing) at least once a month and at the discretion of the executive board)
 - e. Assist the Vice President of Public Relations and Marketing with day-to-day tasks
 - f. May attend Recruitment Team meetings and may attend Public Relations and Marketing Roundtable
- D. New Member Director
- a. Shall be a full time undergraduate student
 - b. Shall have a cumulative GPA of 2.50
 - c. Shall be an active member of her chapter for the full term of her office.
 - d. Shall meet with her overseeing executive board officer (Vice President of New Member Development) at least once a month and at the discretion of the executive board)
 - e. Shall assist in planning and coordinating the annual “New Member Week” at the discretion of their overseeing executive board officer (Vice President of New Member Development) and at the discretion of the executive board.
 - f. Shall work with the Vice President of New Member Development
- E. Philanthropy and Service Director
- a. Shall be a full time undergraduate student
 - b. Shall have a cumulative GPA of 2.50
 - c. Shall be an active member of her chapter for the full term of her office.
 - d. Shall fulfill community service and/or philanthropy initiatives
 - e. Shall assist the Vice President of Philanthropy and Community Service in planning and facilitating programs and education
 - f. Shall assist the Vice President of Philanthropy and Community Service in promoting Panhellenic’s philanthropies
 - g. Shall meet with her overseeing executive board officer (Vice President of Philanthropy and Community Service) weekly and at the discretion of the executive board
 - h. Shall oversee and assist with the Circle of Sisterhood Committee and the Vice President of Philanthropy and Community Service
- F. Diversity, Equity, Inclusion, and Accessibility Director
- a. Shall be a full time undergraduate student
 - b. Shall have a cumulative GPA of 2.50
 - c. Shall be an active member of her chapter for the full term of her office.
 - d. Creating collaborative relationships with organizations and offices on campus
 - e. Supporting chapters and members within our community on topics of diversity and inclusion in addition to developing educational programming
 - f. Shall meet with her overseeing executive board members (Vice President of Scholarship) at least once a month and with the discretion of the executive board.



- g. Shall oversee the DEIA roundtable along with the Vice President of Scholarship
- G. Health and Safety Director
 - a. Shall be a full time undergraduate student
 - b. Shall have a cumulative GPA of 2.50
 - c. Shall be an active member of their chapter for the full term of their office
 - d. Shall serve as a liaison between Panhellenic and Title IX, CHEW, and other health and safety resources
 - e. Shall hold biweekly roundtables to plan monthly public programming and educational opportunities for Panhellenic women
 - f. Shall assist the Vice President of Internal Affairs with educational programming for events occurring during both National Hazing Prevention Week and Alcohol Awareness Week
 - g. Shall meet with her overseeing executive board member (Vice President of Internal Affairs) at least once a week and with the discretion of the executive board.

ARTICLE IX. COMMITTEES AND ROUNDTABLES

Section 1. Standing Committees and Roundtables

- A. The standing committees of the University of Tennessee, Knoxville College Panhellenic Association shall be the Judicial Board and Circle of Sisterhood Committee
- B. The standing Roundtable attendees of the University of Tennessee, Knoxville College Panhellenic Association shall be the President Roundtable, Standards/Risk Management Roundtable, Panhellenic Delegate Roundtable, Event Roundtable, Public Relations Roundtable, New Member Education Roundtable, Recruitment Roundtable, Scholarship Roundtable, Philanthropy and Community Service Roundtable, Member Engagement Roundtable, and Diversity, Equity, Inclusion, and Accessibility Roundtable.
- C. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

Interested parties may apply to be a part of the committee, then the Executive Board member overseeing the committee will determine the committee members.

Section 3. Expectations of roundtable membership

- A. Each chapter representative is expected to attend their position's respective roundtable.



- a. If a member gets a replacement, they must submit an excuse no later than 11:59pm the night before the roundtable with both proof validating their excuse and the name of their replacement.
 - i. The member will receive confirmation via email of whether or not they are excused.
- b. If a member sends a replacement to more than two roundtables, a \$100 fine will be assessed to the chapter per additional absence.
 - i. If a member cannot find a replacement for their seat, each chapter is allowed one 'empty seat' per semester.
- c. If a chapter does not have a seat represented at more than one roundtable, a \$100 fine will be assessed to the chapter per additional absence.
- d. A member cannot miss this leadership role unless it is for another leadership role, school (class or SI), work, or another approved excuse.

Section 4. Judicial board

The judicial board shall consist of the Vice President of Internal Affairs as chairman and an equal number of representatives from each Panhellenic organization. The Panhellenic advisor shall serve as a non-voting, ex-officio member. The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The judicial board shall play an active role in the year-round education of member sororities about the Panhellenic judicial procedure.

Section 5. President Roundtable

The President Roundtable shall consist of a chairman, Panhellenic President, and 13 members, chapter Presidents from each organization. The President Roundtable shall discuss all matters pertaining to the Panhellenic, Greek, and University communities.

Section 6. Standards Roundtable

The Standards Roundtable shall consist of a chairman, Panhellenic Vice President of Internal Affairs, and 13 members, Standards (or equivalent position of a different name) position from each organization. The Standards Roundtable shall discuss all matters pertaining to judicial processes, chapter accountability, chapter governing documents.



Section 7. Event Roundtable

The Event Roundtable shall consist of a chairman, Panhellenic Vice President of Internal Affairs, and 13 members, Event (or equivalent position of a different name) position from each organization. The Event Roundtable shall discuss all matters pertaining to the registration of wet events, event venues, and third party vendor agreements.

Section 8. Public Relations Roundtable

The Public Relations Roundtable shall consist of a chairman, Panhellenic Vice President of Public Relations and Marketing, and 13 members, Public Relations (or equivalent position of a different name) position from each organization. The Public Relations Roundtable shall discuss strategies for values based media and the portrayal of organizations in media.

Section 9. New Member Education Roundtable

The New Member Education Roundtable shall consist of a chairman, Panhellenic Vice President of New Member Development, and 13 members, New Member Educators (or equivalent position of a different name) position from each organization. The New Member Education Roundtable shall discuss all topics pertaining to the New Member experience, Bid Day, and New Member retention.

Section 10. Recruitment Roundtable

The Recruitment Roundtable shall consist of a chairman, Panhellenic Vice President of Recruitment, and 13 members, Recruitment (or equivalent position of a different name) position from each organization. The Recruitment Roundtable shall discuss all topics pertaining to Panhellenic Recruitment, Primary and Continuous Open Bidding, and the Panhellenic Recruitment Rules.

Section 11. Scholarship Roundtable

The Scholarship Roundtable shall consist of a chairman, Panhellenic Vice President of Scholarship, and 13 members, Scholarship (or equivalent position of a different name) position from each organization. The Scholarship Roundtable shall discuss all topics pertaining to academic programming, scholarship, and supervisory statuses.



Section 12. Philanthropy and Community Service Roundtable

The Philanthropy and Community Service Roundtable shall consist of a chairman, Panhellenic Vice President of Philanthropy and Community Service, and 13 members, Philanthropy and Community Service (or equivalent position of a different name) position from each organization. The Philanthropy and Community Service Roundtable shall discuss all topics pertaining to Philanthropy and Community Service, including education of Circle of Sisterhood, chapter philanthropy events, and community service opportunities.

Section 13. Member Engagement Roundtable

The Member Engagement Roundtable shall consist of a chairman, Panhellenic Vice President of Member Engagement, and 13 members, Retention (or equivalent position of a different name) position from each organization. The Member Engagement Roundtable shall discuss strategies to increase member engagement, promote retention within organizations, and program planning.

Section 14. Diversity, Equity, Inclusion, and Accessibility Roundtable

The Diversity, Equity, Inclusion, and Accessibility (DEIA) Roundtable shall consist of a chairman, Panhellenic Diversity, Equity, Inclusion, and Accessibility Director in collaboration with the Panhellenic Vice President of Scholarship, and 13 members, DEIA (or equivalent position of a different name) position from each organization. The DEIA Roundtable shall discuss DEIA topics in the Panhellenic community and strategies to improve to make our community more accessible.

Section 15. Other committees and Roundtables

Other such committees and Roundtables, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

ARTICLE X. FINANCES

Section 1. Fiscal Year

The fiscal year of the University of Tennessee, Knoxville College Panhellenic Association shall be from January 1 to December 31 inclusive.



Section 2. Checks

All checks and electronic payments issued on behalf of the University of Tennessee, Knoxville College Panhellenic Association shall bear dual signatures. The following shall be required to be one of the two signatures: Panhellenic Advisor or Panhellenic Graduate Assistant. The following shall be authorized to be one of the remaining signatures: President or Vice President of Administration.

Section 3. Payments

All payments due to the University of Tennessee, Knoxville College Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the University of Tennessee, Knoxville College Panhellenic Council.

ARTICLE XI. EXTENSION

Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

The University of Tennessee, Knoxville College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

ARTICLE XII. VIOLATION RESOLUTION

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Tennessee, Knoxville College Panhellenic Association shall be considered a violation.



Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

The University of Tennessee, Knoxville College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

ARTICLE XIII. HAZING

- A. Hazing is any action taken or situation created, involving or resulting in abusive physical contact or mental harassment to a new member/associate member, or initiated member, whether on or off sorority premises, campus, or other places where chapters meet, or anything designed to cause or resulting in excessive mental or physical discomfort, embarrassment, or harassment.
 - a. Hazing activities and situations include, but are not limited to:
 - i. Paddling in any form,
 - ii. Creation of excessive fatigue
 - iii. Physical or psychological shocks
 - iv. Morally degrading or humiliating activities
 - v. Late work sessions which interfere with scholastic activities
 - vi. Any other activities that are inconsistent with either fraternal law, or the regulations and policies of the University, or State and Federal Law.
- B. The University of Tennessee, Knoxville Panhellenic Council will be in compliance with the University of Tennessee Hazing Policy, State of Tennessee Hazing Law, and NPC Unanimous Agreements concerning hazing.

Section 2. Disciplinary Action

Any Panhellenic Council members or chapters who are in violation of hazing policies are subject to disciplinary action by the University of Tennessee.

ARTICLE XIV. INCLUSION STATEMENT

The University of Tennessee, Knoxville College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*,



national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

ARTICLE XV. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Tennessee, Knoxville College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the University of Tennessee, Knoxville College Panhellenic Association may adopt.

ARTICLE XVI. AMENDMENT OF BYLAWS

These bylaws may be amended at any regular or special meeting of the University of Tennessee, Knoxville Panhellenic Council by a two-thirds vote, provided the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

ARTICLE XVII. DISSOLUTION

This College Panhellenic Association shall be dissolved when only one regular member exists at The University of Tennessee, Knoxville. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.