

# **Bylaws of The Johns Hopkins University Panhellenic Association**

## **ARTICLE I. FINANCE**

1. **FISCAL YEAR.** The fiscal year of the Johns Hopkins University Panhellenic Association shall be from September 1 to August 31 inclusive.
2. **CONTRACTS.** The signature of the president, the treasurer, and the Panhellenic Advisor shall be required to bind the Johns Hopkins University Panhellenic Association.
3. **CHECKS.** All checks issued on behalf of the Johns Hopkins University Panhellenic Association shall be signed by the president and the treasurer.
4. **PAYMENTS.** All payments due to the Johns Hopkins University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Johns Hopkins University Panhellenic Association.
5. **MEMBERSHIP DUES.**
  1. **Amount.** The dues of each Panhellenic Association member fraternity, regular and associate, shall be an assessment per member and new member. The amount of such dues shall be determined annually by the Panhellenic Council at its first meeting in the month of September.
  2. **Time of Payment.** The dues of each Panhellenic Association member fraternity, regular and associate, shall be payable on or before October 15th in the fall semester and March 15 in the spring semester.

## **ARTICLE II. SELECTION OF OFFICERS**

1. The office of President of the Johns Hopkins University Panhellenic Association shall be held in rotation by each National Panhellenic Conference Fraternity chapter in order of its establishments at the Johns Hopkins University. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation. The fraternity so passed may resume its place in the rotation the following year and normal rotation shall be resumed. shall be resumed.
2. The offices of Vice-President, Treasurer, and Secretary shall also be held in rotation by each National Panhellenic Conference Fraternity Chapter.

## **ARTICLE III. OFFICER DUTIES**

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the Johns Hopkins University Panhellenic Association.
3. Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
4. Call and preside at all meetings of the Panhellenic Council Executive Board.
5. Review, approve and sign all Panhellenic Association checks and contracts involving the Johns Hopkins University Panhellenic Association.
6. Report as required to the National Panhellenic Conference Area Adviser.
7. Maintain a complete and up-to-date President's file which will include a copy of the current Johns Hopkins Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association budget; the current NPC manual of Information and related materials; current correspondence and materials received from her NPC adviser; her copies of the College Panhellenic Reports to the Area Adviser and other pertinent materials.
8. Perform all other duties usually pertaining to this office.

The Vice-President shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chairman of the Judiciary Committee.
3. Serve as the Panhellenic Membership Recruitment Chair organizing the spring formal membership recruitment period.
4. Maintain a complete and up-to-date Membership Recruitment file with a copy of the current Rules and the records of past Membership Recruitments.
5. Perform all other duties usually pertaining to this office.

The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Johns Hopkins University Panhellenic Association.
2. Be responsible for the preparation of the annual Budget and following its approval by the Panhellenic Council, for providing a copy to each Johns Hopkins Panhellenic Association member fraternity.

3. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
4. Be responsible for the prompt payment of all bills of the Johns Hopkins Panhellenic Association.
5. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
6. Perform all other duties usually pertaining to this office.

The Secretary shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.
2. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
3. Keep full minutes of all meetings of the Johns Hopkins University Panhellenic Association, the Panhellenic Council and a record of all actions taken by the Executive Board. Distribute copies of each meeting's minutes to the members of the Panhellenic Council.
4. Maintain and complete an up-to-date file which will include the minutes of the meeting of the Johns Hopkins University Panhellenic Association and its Panhellenic Council from the date of organization; copies of all contracts made by the Panhellenic Association; current correspondence.
5. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
6. Prepare a monthly newsletter for the members of the Johns Hopkins University Panhellenic Association.
7. Perform all other duties usually pertaining to this office.

The Programming Coordinator shall:

1. Be in charge of the event planning and execution of Panhellenic hosted and co-hosted events.
2. Be the liaison for the Panhellenic Council's events. She will also be the line of communication between the council and organizations outside of the Panhellenic Council.

3. Plan events fulfilling the NPC requirement for Panhellenic Programming each semester.
4. Bring events to a vote in the Panhellenic Council, at least 2 weeks prior to the event date
5. Assist the Vice President during recruitment planning and execution.
6. Perform all other duties usually pertaining to this office.

#### **ARTICLE IV. THE EXECUTIVE BOARD**

The Executive Board shall:

1. Appoint all 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 Secretary and record the action in the minutes of that meeting.

#### **ARTICLE V. ADMINISTRATION OF MEMBERSHIP RECRUITMENT**

1. Formal membership recruitment shall be held second semester according to Panhellenic and University policy.
2. The National Panhellenic Conference quota-total system shall be followed.
3. The preferential bidding system shall be used.
4. Except during the formal membership recruitment period, continuous open bidding shall be in effect during the college year for all eligible women students.
5. If a chapter has not filled basic quota during formal membership recruitment period, they may do so in continuous open bidding even if it puts them over total.
6. All membership recruitment events shall be held in NPC approved locations.
7. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
  1. A list of new members, initiated and affiliated members shall be filed with the President of the Panhellenic Association and with the Panhellenic Advisor on the first day of the second week of classes in each semester.

2. Any termination or other change in membership shall be reported to the President of the Panhellenic Association and the Panhellenic Advisor no later than one week after it has occurred.

## **ARTICLE VI. THE NEW MEMBER PERIOD AND INITIATION**

1. A woman must be a regularly matriculated student to be eligible for membership recruitment.
2. A Panhellenic Association member fraternity may not issue an invitation to membership or formally associate a woman during the summer period, or freshmen before the formal membership recruitment period has begun according to University policy.
3. A new member may be initiated whenever she has met the requirements of the fraternity to which she has associated.
4. New Member programs and all pre-initiation and initiation ceremonies are to be directed toward the fraternity's goals in the areas of mental, moral, and social growth. "Pledge Tasks" of any kind are to be forbidden. New Members must always have the opportunity to not participate in an event without severe punishment or ridicule.

## **ARTICLE VII. HAZING**

The Johns Hopkins University Panhellenic Association defers to the [Johns Hopkins University policy against hazing](#).

Any form of hazing is prohibited and all accusations of hazing shall be investigated by the President of the Panhellenic Council and the Panhellenic Advisor.

## **ARTICLE VIII. EXTENSION**

1. When all NPC chapters at Johns Hopkins University are close to or over Chapter Total, the Panhellenic Council shall consider raising Chapter Total or adding another chapter.
2. Such a chapter shall be organized through colonization by an NPC fraternity or through organization of a local sorority which may petition an NPC fraternity for a chapter.

3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.

#### **ARTICLE IX. VIOLATIONS**

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be adjusted through a conference of delegates of the fraternities involved, chaired by the President.
2. If the conference of delegates cannot reach an amicable solution, the matter shall be referred to the Panhellenic Advisor and/or the NPC Area Advisor.
3. If the decision of the Panhellenic Association and the Panhellenic Advisor is not acceptable, the matter may be appealed. Notice of intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC manual of Information shall be met.

#### **ARTICLE X. RULES OF ORDER**

The Johns Hopkins Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rule of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

#### **ARTICLE XI. AMENDMENT**

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