

**BY-LAWS OF THE DRAKE UNIVERSITY
PANHELLENIC ASSOCIATION
UPDATED February, 2024**

**ARTICLE I.
NAME**

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

**ARTICLE II.
OBJECT**

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member fraternities and the university administration in concern of the maintenance of high social and moral standards.
4. Act in accordance with the National Panhellenic Conference Unanimous Agreements and policies.
5. Act in accordance with the rules established by the Panhellenic Council as to violate the sovereignty, rights, and privileges of member fraternities.

**ARTICLE III.
MEMBERSHIP**

1. There shall be two classes of membership: regular and provisional.
 - a. Regular Membership. The regular membership of the Drake University Panhellenic Association shall be composed of all chapters of NPC sororities at Drake University. 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. The provisional membership of the Drake University Panhellenic Association shall be composed of all colonies of NPC sororities at Drake University. 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.
2. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Drake University Panhellenic Association bylaws and any additional rules adopted, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

**ARTICLE IV.
OFFICERS**

1. The officers of the Drake University Panhellenic Association shall be:
 - a. President
 - b. Executive Vice President

- c. Vice President of Business Management
 - d. Vice President of Membership Development and Scholarship
 - e. Vice President of Diversity, Equity, and Inclusion
 - f. Vice President of Health and Wellness
 - g. Vice President of Philanthropy and Community Service
 - h. Vice President of Public Relations
 - i. Vice President of Recruitment
2. The officers shall be delegates from fraternities holding regular membership in the Drake University Panhellenic Association. Delegates from fraternities holding provisional membership shall not be eligible to hold an office.
 3. The officers shall serve a term of one calendar year, beginning the first meeting of the spring semester.
 4. All council officers must maintain a minimum cumulative grade point average of 2.75 or higher.
 5. Any officers failing to perform the respective duties as outlined will be re-evaluated by the Panhellenic President, Executive Vice President, and Director of Fraternity and Sorority Life who will determine the consequence. A meeting with the officer will follow. Should the Panhellenic President or Executive Vice President fail to perform the respective duties assigned to the position, the Vice President of Membership Development will take the place in the evaluation.
 6. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Both chapter delegates and council members receive a vote. The officer in question does not receive a vote.
 7. If an officer is removed, a replacement will be selected by the Director of Fraternity and Sorority Life, Panhellenic President, and Executive Vice President. The selection must be approved by a unanimous vote from chapter delegates. Should the Panhellenic President or Executive Vice President be removed, the Vice President of Membership Development will take the place of the removed member in the selection process.
 8. Any vacancies shall be filled by a process deemed necessary by the Panhellenic President, Executive Vice President, and Director of Fraternity and Sorority Life. Should the Panhellenic President or Executive Vice President position be vacant, the Vice President of Membership Development will take the vacant place in the filing process.

ARTICLE V.

SELECTION OF OFFICERS

1. A full slate will be presented and passed at least two weeks prior to the end of the fall semester at a full Panhellenic Council meeting.
2. No incoming Chapter President may apply for the position of Panhellenic President.
3. No incoming Chapter President may apply for the position of Panhellenic Executive Vice President.
4. No incoming Panhellenic officer may also hold the position of chapter delegate.
5. No incoming Panhellenic officer may also hold a recruitment-related position within their chapter.
6. No member who has an incoming position that deals directly with their Chapter's Social Media may apply for the position of Panhellenic Vice President of Public Relations.

7. No member whose incoming position deals directly with Risk Management, Standards, and/or Event Registration may apply for the position of Panhellenic Executive Vice President.
8. No incoming Director of Philanthropy may apply for the position of Panhellenic Vice President of Philanthropy and Community Service.
9. All candidates eligible for election must have turned in an application.
10. All candidates must be full-time Drake University students attending classes on campus for both fall and spring semesters.
11. All candidates must sign up for an interview with the Panhellenic Slating Committee.
12. The slating committee will consist of The Director of Fraternity and Sorority Life, the Panhellenic President, the Executive Vice President, the Vice President of Diversity, Equity, and Inclusion, and the Chapter President or delegate from each member fraternity.

ARTICLE VI. OFFICERS' DUTIES

1. All Panhellenic Officers shall:

- a. Support and act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements.
- b. Support and act in accordance with all rules and policies established by the Panhellenic Council.
- c. Respect and cooperate with all officers, chapters, chapter members, and university administration.
- d. Conduct themselves in a manner that upholds their reputations as a leader, member, and representative of the Panhellenic Council.
- e. Remove themselves from their letters to act as unbiased champions for the entire Fraternity and Sorority community.
- f. Keep all delegates, council members, and necessary individuals informed in a timely manner.
- g. Disassociate during the formal recruitment process, during all Panhellenic meetings, and other times as necessary in order to act as an advocate for all Panhellenic organizations.
- h. Become certified as a HIRO at the beginning of position term
 - i. If unable to attend, a suitable training process will be decided between the affected panhellenic officer, the Vice President of Health and Wellness, and the Vice President of DEI.
- i. Serve as member of Peer Accountability Board if needed (if not already designated as Peer Accountability Officer)

1. The President shall:

- a. Have overall responsibility for the operation of the Panhellenic Council.
- b. Call and preside at all meetings of the Drake University Panhellenic Council and Executive Council.
- c. Meet weekly with the Director of Fraternity and Sorority Life.
- d. Meet monthly (as needed only), or as needed with the National Pan-Hellenic Council (NPHC) President and Interfraternity Council (IFC) President.
- e. Review and approve all Panhellenic checks and contracts.

- f. Report as required to the National Panhellenic Council with voice but no vote.
- g. Maintain an active relationship with Executive Council members and hold them accountable for their actions/responsibilities.
- h. Maintain the Panhellenic Council By-Laws and Constitution.
- i. Maintain a complete and up-to-date President's file which will include a copy of the current Drake University Panhellenic Association Constitution and By-laws; the current Panhellenic Association budget; the current correspondence and materials received from the president's National Panhellenic Conference Area Advisor; copies of the Panhellenic Reports to the area advisor; By-law amendments and proposals; monthly calendar; chapter complaints, and other pertinent materials.
- j. Facilitate regular roundtable meetings with Panhellenic chapter presidents as needed.
- k. (necessary? - communicate with the president about class and work) Attend Presidents' Panel meetings as scheduled. The Presidents' Panel shall include, but is not limited to, the Vice President of Student Life, the Vice President of Student Activities, the Residence Hall Association President, The Interfraternity Council President, the Panhellenic Council President, the Student Alumni Association President, the Student Athletic Council President, and a Unity Roundtable Representative.
- l. Represent the Panhellenic Council at Drake University functions when required.
- m. Ensure that the NPC College Panhellenic annual report is completed.
- n. Serve as an ex-officio member of all Panhellenic Association committees.

2. The Executive Vice President shall:

- a. Perform the duties of the president in their absence, inability to serve, or at their call.
- b. Attend all meetings of the Executive Council, Recruitment Committee, and the Drake University Panhellenic Council.
- c. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the Panhellenic VP of Recruitment.
- d. Act as a liaison between the Panhellenic Council and any other student groups and departments on campus.
- e. Act as Peer Accountability Officer and follow procedures as outlined by the NPC Unanimous Agreement VII.
- f. Handle infractions and mediations brought to the Peer Accountability Review Board.
- g. Maintain the Drake University Panhellenic and Interfraternity Risk Management policy, Drake University Panhellenic Association By-laws and Code of Ethics, and other governing documents.
- h. Be responsible for collecting and reviewing all Panhellenic Event Registration Forms and providing wristbands to each chapter.
- i. Coordinate with the Vice President of Health and Wellness to plan one Social Responsibility Event (SRE) per semester for chapter presidents, social chairs, new member directors, and risk chairs.
- j. Coordinate preparation of AFLV Awards Packet.

- k. Represent the Panhellenic Council at Drake University functions when required.
- l. Serve as a student advisor to the Junior Panhellenic Council.
- m. Coordinate applications and the selection process for the Junior Panhellenic Council following Panhellenic slating for the next year.
- n. Coordinate applications and slating process for the Panhellenic Council.

3. The Vice President of Business Management shall:

- a. Attend all meetings of the Executive Council and the Drake University Panhellenic Council.
- b. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the VP Panhellenic of Recruitment.
- c. Keep a current roll of the members of the Panhellenic Council and call it at all meetings.
- d. Keep full minutes of all meetings of the Drake University Panhellenic Council and send minutes to the council, Panhellenic Area Advisor, Director of Fraternity and Sorority Life, chapter Presidents, and Interfraternity Council President.
- e. Keep full minutes of all Executive Council meetings and send minutes to all officers, Panhellenic NPC Area Advisor, and Director of Fraternity and Sorority Life.
- f. Sign Panhellenic Association contracts when authorized to do so.
- g. Be responsible for the general supervision of the finances of the Drake University Panhellenic Association.
- h. Be responsible for the preparation of the budget, which will be distributed to each Panhellenic Association member fraternity.
- i. Receive all payments due to the Panhellenic Association, collect all dues, and issue receipts.
- j. Be responsible for the prompt payment of all bills of the Drake University Panhellenic Association.
- k. Maintain an up-to-date financial record of bills of the Drake University Panhellenic Association.
- l. Be responsible for filing both State and Federal tax forms on time.

4. The Vice President of Membership Development and Scholarship shall:

- a. Attend all Panhellenic and Executive Council meetings.
- b. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the Panhellenic VP of Recruitment.
- c. Plan a New Member Education Program in the fall and spring semesters for all new members to attend.
- d. Educate new members on available scholarship and leadership resources.
- e. Facilitate the development of Panhellenic-funded scholarships if applicable.
- f. Provide assistance to new member educators on topics pertinent to new members.
- g. Coordinate roundtable discussions for new member educators.
- h. Maintain a complete and up-to-date notebook and/or files with current policies, procedures, correspondence, budgets, and programming resources.
- i. Serve as a student advisor with IFC and NPHC counterparts.

- j. Disassociate during the formal recruitment process in order to act as an advocate for all Panhellenic organizations.
- k. Coordinate with IFC and NPHC counterparts to plan FSLebration.
- l. Work with IFC and NPHC counterparts to ensure scholarship standards are attained for all members as well as incorporate principles of scholarship into New Member Education sessions.
- m. Plan a joint “kickoff” event for the start of the school year in collaboration with the FSL community to welcome back students and advertise recruitment.
- n. Work with the Executive Council, and IFC and NPHC counterparts to plan and execute any other relevant programming.
- o. Serve as a student advisor to the Junior Panhellenic Council.
- p. Coordinate applications and the selection process for the Junior Panhellenic Council following Panhellenic slating for the next year.

5. The Vice President of Philanthropy and Community Service shall:

- a. Attend all meetings of the Executive Council and the Drake University Panhellenic Council.
- b. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the Panhellenic VP of Recruitment.
- c. Work with IFC Counterpart to plan and execute the annual Sweetheart Sing competition.
- d. Coordinate community service opportunities for the FSL community.
- e. Serve as point person for all chapter philanthropy activities.
- f. Collect and organize all philanthropy forms.
- g. Coordinate roundtable discussions for chapter philanthropy chairs.
- h. Maintain the Drake University Panhellenic and Interfraternity philanthropy policy.
- i. Plan Panhellenic Philanthropy in the Fall and the Spring Semester.
- j. Serve as the point person for Circle of Sisterhood: Panhellenic’s chosen philanthropy.
- k. Work with the Junior Panhellenic Philanthropy and Community Service Officer throughout the year.

6. The Vice President of Public Relations shall:

- a. Attend all meetings of the Executive Council, Recruitment Committee, and the Drake University Panhellenic Council.
- b. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the Panhellenic VP of Recruitment.
- c. Coordinate all promotions of the Panhellenic Council, including recruitment and other sponsored events.
- d. Work with IFC counterparts to create PR materials for any planned programming or events.
- e. Serve as a liaison between the FSL community and student organizations and publications.
- f. Maintain all Panhellenic social media on a regular basis.
- g. Update and maintain the Fraternity and Sorority Life website on a regular basis.

- h. Coordinate roundtable discussions for chapter marketing chairs.
- i. Work with the Junior Panhellenic Marketing Officer throughout the year.

7. The Vice President of Recruitment shall:

- a. Attend all meetings of the Executive Council, Recruitment Committee and the Drake University Panhellenic Council.
- b. Lead the Recruitment Committee, including: Panhellenic President, Executive Vice President, Vice President of Diversity, Equity, and Inclusion, Vice President of Health and Wellness, Vice President of Public Relations, Director of Recruitment Counselors, and Director of Recruitment Technology.
- c. Plan and lead (as deemed necessary) recruitment planning meetings for the recruitment committee prior to formal recruitment.
- d. Coordinate monthly meetings for chapter recruitment teams until the conclusion of the formal recruitment process.
- e. Plan the formal recruitment process and guide chapters who participate in continuous open bidding.
- f. Set recruitment dates, time of events, and recruitment rules in conjunction with member chapter recruitment advisors to be approved by the Panhellenic Council.
- g. Compile recruitment statistics and conduct a recruitment evaluation at the conclusion of formal recruitment.
- h. Work with the Junior Panhellenic Recruitment Officer throughout the year.

8. The VP of Diversity, Equity, and Inclusion shall:

- a. Attend all meetings of the Executive Council, Recruitment Committee, and the Drake University Panhellenic Council.
- b. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the Panhellenic VP of Recruitment.
- c. Work with the Director of Student Engagement/Equity/Inclusion, Equity and Inclusion Senators in Student Senate, IFC and NPHC. Will also work to create initiatives and programming with various multicultural/minority groups including, but not limited to: UNITY Roundtable, CBS, Rainbow Union, etc.
- d. Be responsible for meeting with Sorority Chapters' Equity and Inclusion officers in order to coordinate inclusive strategies, create presentations for Equity and Inclusion HIROs to present, peer education on issues involving race, sexuality, gender, disabilities, socioeconomic status, etc., and increase equity and diversity within Fraternity and Sorority Life (FSL).
- e. Will serve as a member of the Recruitment Team and conduct an unconscious bias training for each sorority chapter during work week.
- f. Be responsible for hosting programming relating to diversity, equity, accessibility and inclusion.
- g. Inform chapter members of diversity and inclusion events around campus and the Des Moines community.
- h. Work with the Junior Panhellenic Diversity, Equity, and Inclusion Officer throughout the year.
- i. posting of statement for panhellenic community and council in moments where proactiveness is needed

9. The Vice President of Health and Wellness shall:

- a. Attend all meetings of the Executive Council, Recruitment Committee, and the Drake University Panhellenic Council.
- b. Be present at all recruitment events, including recruitment preparation week and all days of recruitment decided by the Panhellenic VP of Recruitment.
- c. Assist in planning an Annual Fall Bulldogs Against Sexual Assault Seminar and other programming during the Spring Semester
- d. Lead the Health Inclusion Relationship Officer (HIRO) program and work on continued curriculum development with the Director of FSL and the Drake's Violence Prevention Coordinator.
- e. Coordinate the Fraternity/Sorority Health Inclusion Relationship Officer Program **(all members be hiro trained?)** alongside the Interfraternity Council VP Health and Safety. This position will coordinate all programming for the HIRO Directors of Health and Safety (working alongside the VP of Equity and Inclusion who will coordinate the Directors of Equity and Inclusion).
- f. Work with the Drake University Prevention Coordinator for Sexual and Interpersonal Misconduct, Director of Fraternity and Sorority Life (FSL), Director of Student Engagement/Equity/Inclusion. Will also work with various student groups including: IFC, UNITY Roundtable, NPHC, and Diversity and Inclusion representatives from chapters on campus to help plan training for HIRO officers.
- g. Be responsible for meeting with Sorority Chapters' Health Inclusion Relationship Officer(s) in order to coordinate risk management strategies, mental health awareness, and initiatives to increase general health and safety in Fraternity and Sorority Life (FSL).
- h. Be responsible for putting on programming relating to alcohol and drug abuse, sexual assault, domestic violence, mental health, effective risk management, and other educational programming that is pertinent to specific Fraternity and Sorority Life (FSL) Community needs.
- i. Compile, organize, and coordinate all Potential New Member accommodations during Formal Panhellenic Recruitment.
- j. Work with the Junior Panhellenic Health and Wellness Officer throughout the year.

ARTICLE VII.

THE PANHELLENIC COUNCIL

1. The administrative body of the Drake University Panhellenic Association shall be the Drake University Panhellenic Council.
2. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Drake University Panhellenic Council and compile rules governing

the Panhellenic Association, including recruitment and new membership, which do not violate sovereignty, rights, and privileges of the member fraternities.

3. The Drake University Panhellenic Council shall be composed of one delegate, one alternate delegate, and one **alumnae** advisor from each National Panhellenic Conference fraternity with a chapter at Drake University and from such National Panhellenic Conference fraternity colonies of national sororities at Drake University as the council may approve for membership.
4. Delegates to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than the first meeting of the Panhellenic Council of the second semester of the school year. **Please encourage chapters to elect an alternate delegate and have that delegate attend meetings.**
5. A delegate shall serve a term of one year beginning the first meeting of the Panhellenic Council in the spring semester. When a delegate vacancy occurs, it shall be the responsibility of the member fraternity concerned to elect a replacement within two weeks and to notify the Panhellenic Vice President of Business Management of the name, email address, and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases.
6. Two-thirds of the delegates representing the member chapters shall constitute a quorum and must be present for the transaction of business of the Panhellenic Council.
7. Voting
 - a. The voting body of the Drake University Panhellenic Association shall be its Panhellenic Council.
 - b. The voting members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing the credentials of the member have been presented in writing to the Panhellenic Council President prior to the meeting.
 - c. Two-thirds of the voting members of the Panhellenic Council shall be required to establish recruitment rules, set the date for pledging, and add a chapter. A majority vote shall be required to carry all other questions.
 - d. special vote?**
8. The Executive Council, committee heads, alternate delegates and **alumnae advisors** to the Panhellenic Council shall be required to carry all questions unless specified otherwise by the Constitution.

ARTICLE VIII. MEETINGS

1. Regular meetings of the Panhellenic Council shall be held at a time and place established by the Panhellenic President at the beginning of each academic term. Meetings may be held more often if so specified by the Executive Board.
2. A special meeting of the Drake University Panhellenic Association may be called by the President when necessary, and shall be called by the President upon request of any regular or associate member delegate to the Panhellenic Council.

3. The delegate from each regular or associate member fraternity shall be responsible for notifying the respective chapter members of all regular and special meetings of the Drake University Panhellenic Association.
4. All Panhellenic Council meetings shall be open to members of the Panhellenic Association, Alumnae, and any other interested party with the exception of the meetings to elect officers.
5. All events and meetings sponsored by the Panhellenic council cannot be attended under the influence of drugs and alcohol. This includes but is not limited to weekly council meetings, executive meetings, philanthropy events, and sisterhoods.
6. Junior Panhellenic members shall be encouraged to attend the regular meetings of the Panhellenic Council.
7. Attendance Policy:
 - a. Panhellenic officers will be allowed a total of two unexcused absences a semester. This includes Executive and full Panhellenic meetings together. On the third unexcused absence they will begin the Judiciary process.
 - b. Panhellenic chapter delegates will be allowed two unexcused absences each semester. On the third unexcused absence it will be brought to the attention of the chapter to which they belong to ensure proper voting rights. However, it will be excused if the delegate has made arrangements for another member to go to the meeting and represent the chapter. It is not the job of elected Panhellenic members to represent their chapter in place of the delegate.
 - c. Excused absences include: sickness, death of a family member, school related meetings that cannot be avoided during Panhellenic meeting times, religious holidays, and class.
 - d. All absences should be submitted to the Vice President of Business Management with a reason and if there will be a substitute at least three hours in advance. The Vice President of Business Management and Executive Council will review the excuses. The Vice President of Business Management will keep track of attendance for every Executive meeting and full Panhellenic meeting.

ARTICLE IX.

THE EXECUTIVE COUNCIL

The Executive Council shall:

1. Consist of the:
 - a. President
 - b. Executive Vice President
 - c. Vice President of Business Management
 - d. Vice President of Membership Development and Scholarship
 - e. Vice President of Diversity, Equity, and Inclusion
 - f. Vice President of Health and Wellness
 - g. Vice President of Philanthropy and Community Service
 - h. Vice President of Public Relations
 - i. Vice President of Recruitment

- j. Director of Recruitment Counselors
 - k. Director of Recruitment Technology
2. Appoint all Standing and Special Committees and their Chairperson. They must present a slate to the Panhellenic delegates who will pass or fail the slate.
 3. Transition new members and committees two weeks after passing the slate and continue as necessary throughout the semester.
 4. Administer routine business between meetings of the Panhellenic Council.
 5. Meet weekly and when deemed necessary by the Panhellenic President, Executive Vice President, or upon the request of any Executive Council member.
 6. Report all action taken at the regular meetings of the Panhellenic Council.
 7. Disassociate during the formal recruitment process as stated above.
 8. Perform all other duties pertaining to this office.

ARTICLE X. PANHELLENIC ADVISOR

1. Under normal circumstances the Drake University Administration shall appoint the advisor to the Panhellenic Council. The Council has the authority to appoint an additional advisor who shall be chosen jointly by the Panhellenic Council and the **Alumnae Advisory Council**.
2. She/He shall serve in an advisory capacity to the Drake University Panhellenic Association.

ARTICLE XI. COMMITTEES

Committees and special officers as may be necessary to carry out the work of the Drake University Panhellenic Council shall be appointed by its Executive Council to serve during the tenure of the Executive Council which appoints them.

1. The Standing Committees of the Drake University Panhellenic Council shall be:
 - a. Peer Accountability Board
 - b. **Junior Panhellenic Council**
 - c. Recruitment Team
2. The Standing Committees shall serve for a term of one year beginning no later than the first meeting of the spring semester.
3. The Peer Accountability Board
 - a. The Peer Accountability Board shall consist of the Executive Vice President as Peer Accountability Officer and two members of the College Panhellenic Executive Board **selected at random and rotated between accountability meetings**.
 - b. The Director of Fraternity and Sorority Life and Panhellenic President will serve as an ex-officio non-voting member.
 - c. Other members of the Executive Panhellenic Council may be present if the infraction is relevant to their position as an ex-officio non-voting member.
 - d. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.
 - e. It shall be the duty of the Judiciary committee to deal with Violations of:
 - i. The Drake University Panhellenic By-Laws,

- ii. Drake University Panhellenic Code of Ethics,
- iii. Drake University Panhellenic Resolutions,
- iv. Drake University FSL Management Policy
- v. Drake University FSL Philanthropy Policy
- vi. Recruitment rules of the Drake University Panhellenic Association
- f. Function in accordance with measures outlined in the National Panhellenic Conference UNANIMOUS AGREEMENTS.
- g. All peer accountability board members must maintain a minimum cumulative grade point average of 2.50 or higher.

1. The Junior Panhellenic Council

- a. The Junior Panhellenic Council shall be advised by the Executive Vice President and the Vice President of Membership Development and Scholarship.
- b. It will consist of the Diversity, Equity, and Inclusion Officer, Health and Wellness Officer, Philanthropy and Community Service Officer, Marketing Officer, and Recruitment Officer.
- c. Preference will be given to first-year members or members in their first year of joining FSL.
- d. The Junior Panhellenic Council will meet monthly or as needed.
- e. Members must apply to be a part of the Junior Panhellenic Council. The Panhellenic Council President, Executive Vice President, and Vice President of Membership Development and Scholarship will oversee the placement of Junior Panhellenic members.
- f. The Recruitment Officer and Marketing Officer will be disassociated during formal recruitment. All other Junior Panhellenic Officers will not be disassociated.
- g. Any Junior Panhellenic officer failing to meet their duties as outlined will be re-evaluated by the Panhellenic President, Executive Vice President, Vice President of Membership Development and Scholarship, and the Vice President of the affected officer. Collectively, they will determine the consequence. A meeting will follow with the Junior Panhellenic officer.
- h. Any Junior Panhellenic officer may be removed by a majority vote of the Panhellenic President, Executive Vice President, and Vice President of Membership Development and Scholarship.
- i. In the event that a Junior Panhellenic officer is removed, their replacement will be selected by the Panhellenic President, Executive Vice President, and Vice President of Membership Development and Scholarship. Selection will be completed via an application process. The selection must be approved by a unanimous vote from chapter delegates.

2. The Recruitment Team

- a. The Recruitment Team will consist of the Panhellenic President, Executive Vice President, Vice President of Diversity, Equity, and Inclusion, Vice President of Health and Wellness, Vice President of Marketing, Vice President of Recruitment, Director of Recruitment Technology, and Director of Recruitment Counselors.
- b. The members will meet as needed throughout the spring semester and summer to plan a successful recruitment. After recruitment, the team will meet to discuss what could have been done differently to produce a better outcome.

- c. The Director of Recruitment Technology and Director of Recruitment Counselors shall be selected by the Panhellenic President, Panhellenic Executive Vice President, VP of Recruitment, VP of Diversity, Equity, and Inclusion, and a representative from each chapter at the beginning of the Spring academic semester.
- d. The Director of Recruitment Technology and Director of Recruitment Counselors shall sit on a sub-committee of the Recruitment Team headed by the VP of Recruitment. This sub-committee shall be called the Recruitment Logistics Committee.
- e. The Director of Recruitment Technology shall:
 - i. Attend all meetings of the Panhellenic Recruitment Committee.
 - ii. Maintain the ICS computer system during recruitment.
 - iii. Provide training to the chapters and recruitment counselors on the ICS computer system.
 - iv. Oversee all scheduling logistics during recruitment
- f. The Director of Recruitment Counselors shall:
 - i. Attend all meetings of the Panhellenic Recruitment Committee.
 - ii. Lead the Recruitment Team in the application, interview, and selection process of recruitment counselors.
 - iii. Plan all activities during Recruitment Retreat (spring semester) and Prep Week (fall semester).
 - iv. Purchase and manage all supplies for recruitment counselors and Executive Panhellenic Council during formal recruitment.
 - v. Oversee Recruitment Counselors and potential new members during the week of recruitment.

ARTICLE XII.

FINANCE

1. Fiscal Year: The fiscal year of the Drake University Panhellenic Association shall be from January 1 to December 31, inclusive.
2. Contracts: The signature of any of the following: President, VP Business Management, or the Director of Fraternity and Sorority Life shall be required to bind the Drake University Panhellenic Association.
3. Checks: All checks issued on behalf of the Drake University Panhellenic Association must be signed by the President, VP Business Management, or The Director of Fraternity and Sorority Life.
4. Payments: All payments are due to the VP Business Management who shall record them. Checks for payments shall be made payable to the Drake University Panhellenic Council.
5. Membership dues:
 - a. Amount: The dues of each Panhellenic Association member fraternity shall be in the form of an assessment per each member and new member. The amount of dues shall be determined annually by the VP Business Management. All active members, excluding those abroad or non-dues paying (inactive), shall be included in the assessment.

- b. Time of payment: The dues of each Panhellenic Association member fraternity shall be payable each semester to the Panhellenic Council. A late fee will be assessed.

ARTICLE XIII. MEMBERSHIP SELECTION

1. The Vice President of Recruitment and the Recruitment Committee shall hold a meeting(s) with the Recruitment chairs of each member fraternity to discuss plans for formal recruitment and to revise the recruitment rules. In the spring, they shall distribute copies of the revised recruitment rules, after Panhellenic Council approval, to each chapter of the Drake Panhellenic Association and, if asked, to each Sorority Alumnae Association of Des Moines.
2. Panhellenic recruitment rules must be observed at all times.
3. An early fall recruitment shall be held; dates will be determined the spring Semester prior.
4. The preferential bidding system shall be used.
5. If a chapter has not filled basic quota during formal recruitment, they may do so in Continuous Open Bidding.
6. Every regular enrolled new member, initiate, or affiliate of a chapter, including those members abroad or inactive, shall be counted in the chapter total.
 - a. A list of new members, initiated or affiliated members shall be filed with the President of the Panhellenic Association and with The Director of Fraternity and Sorority Life when required.
 - b. The Director of Fraternity and Sorority Life shall be notified in writing of all changes in membership within 24 hours of such occurrence.
 - c. For a Continuous Open Bidding potential new member to be recognized as a new member to any chapter, the PNM must sign a **preference card in the Office of Greek Life** within 24 hours (or the next working day) of the PNM's acceptance of invitation into that chapter.
 - d. Total must be calculated after each recruitment season has ended.
 - i. Campus Total will be calculated by one of the four methods stated in the National Panhellenic Manual:
 1. Average or median chapter size (whichever is larger).
 2. Midpoint between median and largest chapter size (the third quartile).
 3. Largest chapter size (recommended for College Panhellenics with five or fewer chapters).
 4. Largest chapter size plus 5-15 potential new members
 - ii. Total will be re-evaluated at the beginning of each new academic term, and is stated in the Recruitment Rules.

ARTICLE XIV. PLEDGING AND INITIATION

1. A Drake University Panhellenic Association member fraternity may not issue an invitation to membership or formally pledge a person during any school **recess**.

2. A new member may be initiated **whenever** the new member has met the requirements of the fraternity to which they have pledged.
3. A new member who has fulfilled the requirements for initiation before the expiration of the one-year new member term, but who has not yet been initiated is not included in the year's new quota but is counted in chapters total.

ARTICLE XV.

EXTENSION

1. When each NPC chapter at Drake University is close to or over total chapter size, the Panhellenic Council shall consider 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 Drake University campus, and to those NPC fraternities, which have filed letters expressing interest in the campus.

ARTICLE XVI.

VIOLATION RESOLUTION

1. 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 Drake University Panhellenic Association shall be considered a violation.
2. Members are encouraged to resolve alleged violations through informal discussion with the involved parties.
3. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Drake University Panhellenic Association shall follow all peer accountability procedures found in NPC Unanimous Agreement VII.
 - a. Mediation is the first step of the peer accountability process. The Drake University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the peer accountability process.
 - b. When a violation is not settled informally or through mediation, the Peer Accountability Board shall resolve the issue in a formal meeting. The Drake University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the formal peer accountability process.
 - c. A decision made through a formal accountability meeting may be appealed by any involved party to the NPC College Panhellenic's Peer Accountability Board. The Drake University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

ARTICLE XVII.

HAZING

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. Drake University has a zero-tolerance policy with hazing. Any chapter that violates this rule shall be sent to the Judiciary Board for a hearing.

- a) Hazing within Drake's Fraternity and Sorority Life is understood as any activity that harms another person's overall wellness as a part of a fraternity or sorority activity.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised shall govern the Drake University Panhellenic Association and its Panhellenic Council, except in matters specifically provided for in the Constitution, By-Laws, and Standing Rules and Resolutions.

ARTICLE XIX. AMENDMENT

These By-Laws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposed amendment has been given in writing at a regular meeting, and delegates are given two weeks to bring back to chapters, allowing for input.

ARTICLE XX. DISSOLUTION

This Association shall be dissolved when only one regular member exists at Drake University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payments of all debts, its assets shall be given to the National Panhellenic Conference.

Article XXI: ACCOUNTABILITY

1. Panhellenic Council and the Judiciary Board have the right to include fining in any consequences for violations.
 - a. This includes violations of recruitment rules, risk policies, and the bylaws
 - b. The amount of fining is up to the discretion of the Panhellenic Council but is not to exceed \$250
2. Chapters can be fined for the failure of 10% of their chapter to attend designated events.
3. Chapters cannot be fined if an event requiring 10% of the chapter to be present is not announced by the Panhellenic Council at least two weeks prior.
4. Chapters cannot be required to attend more than four 10% events per semester contingent upon 10% of their chapter being present at all four events.

Article XXII: EQUITY AND INCLUSION

1. Drake Panhellenic Council is committed to supporting and nurturing healthy College Panhellenic communities that showcase the diverse and inclusive values of the experience. We expect our members to respect every individual.
2. Drake Panhellenic Council shall identify and evaluate barriers that keep individuals from a positive Panhellenic experience.
3. Drake University may evoke strong and public censure by the administration, faculty, and students to any individual who uses bigoted or vicious speech.

4. Drake Panhellenic Council has a zero tolerance policy for any act against race, ethnicity, religion, ability, sexual orientation, gender identity, and socio-economic status. Any chapter that violates this rule shall be sent to a mediation meeting with the Panhellenic Council Peer Accountability Review Board.
 - a. Mediation may result in mandatory education, or any of appropriate measures at the discretion of the mediator as outlined in the NPC Unanimous Agreement VII.