University of Louisiana at Lafayette
Panhellenic Council
Bylaws

Article I. Finance

(1) FISCAL YEAR - The fiscal year of the University of Louisiana at Lafayette Panhellenic Council shall be from January to December.

(2) CONTRACTS - The signatures of the president and Panhellenic Advisor, shall be required to bind the University of Louisiana at Lafayette Panhellenic Council.

(3) CHECKS - All checks issued on behalf of the University of Louisiana at Lafayette Panhellenic Council shall be signed by the Greek Advisor.

(4) PAYMENTS - All payments due to the University of Louisiana at Lafayette Panhellenic Council shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the University of Louisiana at Lafayette Panhellenic Council.

(5) MEMBERSHIP DUES
   (a) Amount - The dues of each Panhellenic Council member fraternity shall be an assessment per member and new member. The amount of such dues shall be $50 per semester and $5 per member per semester (excluding summer session).
   (b) Time of Payment - The dues of each Panhellenic Council member fraternity shall be payable on or before October 1 of each year and February 15 of each year.

Article II. Selection of Officers

(1) The office of President, Vice-President of Membership Recruitment, Vice-President of Judiciary, Recording Secretary, and Treasurer of the University of Louisiana at Lafayette Panhellenic Council shall be elected by majority (three-fifths) vote (one (1) vote per chapter). The Vice-President of Education will be appointed by the newly elected Executive board within one week of the completion of election. The President, Vice-President of Membership Recruitment, Vice-President of Education and Vice President of Judiciary should have served on the Panhellenic Council or the Membership Recruitment team for at least one year.

Article III. Officer Duties

The President shall:

(1) Have overall responsibility for the operation of the Panhellenic Council.
(2) Call and preside at all weekly and special meetings of the University of Louisiana
at Lafayette Panhellenic Council.

(3) Call and preside at all Panhellenic Council Executive Board meetings.

(4) Review and approve all Panhellenic Council budgets and contracts involving the University of Louisiana Panhellenic Council (as provided for in Article I. Finance).

(5) Report as required to the NPC Area Advisor.

(6) Maintain a complete and up-to-date President's file which will include a copy of the current University of Louisiana at Lafayette Panhellenic Council Constitution, Bylaws, and Standing Rules; access to the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.

(8) Perform all other duties usually pertaining to the office.

The Vice President of Membership Recruitment shall:

(1) Be in charge of all membership recruitment activities of the University of Louisiana at Lafayette Panhellenic Council.

(2) Call for and preside over Recruitment Chair and Advisor Meetings.

(3) Serve as chairman of the membership recruitment committee and direct all work related to membership recruitment.
   (a) Reviewing and developing recruitment rules in conjunction with Membership Recruitment Chairs and Advisors
   (b) Distributing copies of them when approved to the delegates of the member fraternities.

(4) Following each recruitment period, the VPMR shall present a full report, including recommendations, to Panhellenic.

The Vice-President of Education shall:

(1) Develop at least one Education Opportunity for all sororities each year.

(2) Organize Recruitment and selection of Gamma Chi’s

(3) Develop and lead the training for Gamma Chi’s

(4) Report to Panhellenic updates about the Recruitment Team selection and training

(5) Should have served as a Gamma Chi during a previous recruitment

The Vice President Judiciary shall:

(1) Serve as Chairman of the Judiciary Committee.

(2) Serve as advisor to Junior Panhellenic Council.

(3) Perform all other duties usually pertaining to this office.

(4) Serve as Chairman of the Constitution and Bylaws Committee— The Constitution and Bylaws Chairman shall be responsible of updating and improving the Constitution and Bylaws for the University of Louisiana at Lafayette Panhellenic Council each semester

The Recording Secretary shall:
(1) Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
(2) Keep full minutes at all meetings of the University of Louisiana at Lafayette Panhellenic Council, the Panhellenic Council, and a record of all action taken by the Executive Board.
(3) Maintain a complete up-to-date file which will include the minutes of the meetings of the University of Louisiana at Lafayette Panhellenic Council, copies of all contracts made by the Panhellenic Council, and current correspondence.
(5) Sign Panhellenic Council contracts when authorized to do so.
(6) Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
(7) Perform all other duties usually pertaining to this office.

The Treasurer shall:
(1) Be responsible for the general supervision of the finances of the University of Louisiana at Lafayette Panhellenic Council.
(2) Contribute to the preparation of the annual budget and following its approval by the Panhellenic Council, for providing a copy to each University of Louisiana at Lafayette Panhellenic Council member fraternity.
(3) Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
(4) Be responsible for the prompt payment of all bills of the University of Louisiana at Lafayette Panhellenic Council.
(2) 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.
(3) Sign Panhellenic Council contracts when authorized to do so.
(4) Perform all other duties usually pertaining to this office.

Article IV. The Executive Board

The Executive Board shall:

(1) Appoint Standing and Special Committees, and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
(2) Administer routine business meetings of the Panhellenic Council when advisable and such other business has been approved for action by the Panhellenic Council vote.
(3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.
Article V. Standing Committees

The Standing Committees of the University of Louisiana at Lafayette Panhellenic Council shall be: Public Relations, Academic, Social/Inter Greek Relations.

The Standing Committees shall serve for a term of one year. Such term of office should coincide with the executive offices of Panhellenic Council.

The first meeting of the Spring Semester, the President shall call for appointments to the following committees:

(1) Public Relations Committee
   a) Responsible for all forms of publicity dealing with the ULPC.
   b) Responsible for conducting a Philanthropic project for a worthy cause in the Lafayette area each semester. This project has the purpose of raising money, services, or goods for those in need.

(2) Academic Committee
   (a) Shall be responsible for selecting/nominating instructors for favorite professor awards.
   (b) Responsible for creating ideas/ handing out fliers to keep the chapters motivated to maintain their grades.
   (c) Responsible for developing recognition for high achieving sorority women

(3) Social/Inner Greek Relations
   (a) Shall be responsible to organize activities among all NPC Sororities.
   (b) To organize activities among all other Greek and Non-Greek Organizations on campus

Article VI. Administration of Membership Selection

(1) An early fall recruitment shall be held for member fraternities.
(2) The National Panhellenic Conference Quota-Total system shall be followed for groups belonging to the University of Louisiana at Lafayette Panhellenic Council.
(3) Except during the formal recruitment period, Continuous Open Bidding shall be in effect during the college year (fall through spring) for all eligible women students.
(4) If a chapter has not filled basic quota during formal recruitment, they may do so in continuous open bidding even though it puts them over total.
(5) The preferential bidding system shall be used for all member fraternities.
(6) All membership recruitment events shall be held in the chapter room, house, lodge, or suite if possible.
(7) Every regularly enrolled new girl pledged or initiated by a chapter shall be considered as a member of that chapter.
   (a) A list of pledged, initiated, and affiliated members should be filed with the President of the Panhellenic Council and with the Panhellenic Advisor.
(b) Any depledging, termination or other change in membership shall be reported to the President of the Panhellenic Council and the Panhellenic Advisor no later than twenty-four hours after it has occurred.

(8) Summer contacts - The University of Louisiana at Lafayette Panhellenic Council does not permit summer recruitment parties or any contact by individual sororities. However, any two member groups may have summer recruitment parties and contacts and any Panhellenic sponsored program is permitted. Alumnae Panhellenic summer contacts are encouraged.

Article VII. Requirements for Pledging

(1) A University of Louisiana at Lafayette Panhellenic Council member fraternity may not issue an invitation to membership, or formally bid a girl from May through the issuing of bids during Formal Recruitment.

(2) A student must be a regularly matriculated, full-time student to be eligible for recruitment.

(3) All new members must sign a New Member Contract, Sign a Membership Recruitment Acceptance Binding Agreement or Bid Acceptance Contract, and meet with the Office of Greek Affairs to be placed on the chapter roster.

Article VIII. Extension

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

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

(3) Where an NPC fraternity has had a chapter at the University of Louisiana at Lafayette re-activation of the chapter shall be given first consideration. Consideration shall be given to NPC fraternities, which have filed letters expressing interest in the campus.

(4) Only regular members of the College Panhellenic Council shall vote on extension matters.

Article IX. Violations

(1) Any dispute arising out of the violation of Panhellenic Council rules and regulations shall be adjusted through a conference of delegates of the fraternities involved chaired by the Vice President of Judiciary.

(2) If the conference of delegates can’t reach an amicable solution the matter shall be referred to the Panhellenic Vice President of Judiciary.

(3) If the decision of the Judicial Board is not acceptable, the matter may be appealed to the NPC College Panhellenic Committee. Notice of the intention to appeal shall be given to the Panhellenic Council President. All requirements as stated in the NPC Manual of Information shall be met. (See Chapter on Unanimous Agreements - The College Panhellenic Agreement).
Article X. Rules of Order


Article XI. Amendment

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

Revised 11/11