

# **Bylaws of the William and Mary Panhellenic Association**

Revised October 19, 2025

## Article I. Name

The name of this organization shall be the W&M Panhellenic Association.

## Article II. Object

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

- Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- Promote superior academic achievement.
- Support the advancement of diversity, equity, and inclusion initiatives on the council and chapter level.
- Cooperate with member fraternities/sororities and the college administration in concern for and maintenance of high social and collegiate standards.
- Act in accordance with National Panhellenic Conference Unanimous Agreements.
- Act in accordance with such rules established by the W&M Panhellenic Association or Panhellenic Council as to not violate the sovereignty, rights and privileges of member organizations.

## Article III. Membership

### Section 1. Membership classes

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

- Regular membership.** The regular membership of the William & Mary College Panhellenic Association shall be composed of all installed chapters of NPC sororities at William & Mary. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- Provisional membership.** The provisional membership of the William & Mary College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at William & Mary. 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.
- Associate membership.** The associate membership of the William & Mary College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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 the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules. 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

Duty of compliance. As an organization chartered by NPC, William & Mary College Panhellenic and its members, without regard to membership class shall comply with all NPC Unanimous Agreements, policies and procedures and be subject to these William & Mary College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt. To the extent such rules, regulations and requirements are inconsistent with any provision of the William & Mary College Panhellenic's governing documents, such NPC policies and procedures shall control. Any rules adopted by this Association 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.
  - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - The dues of each College Panhellenic Association member sorority shall be payable within two weeks of receiving the invoice.

## 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

1. The officers of the W&M Panhellenic Association shall be President, Vice-President, Vice-President of Recruitment, Vice-President of Member Development, Vice-President of Programming, Vice-President of Philanthropy, Vice-President of Public Relations, Vice-President of Health & Wellness, Vice-President of Academic Excellence, Vice-President of Administration, and Vice-President of Diversity Equity and Inclusion.

## Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

- A. Regular membership. Members from women's-only sororities holding regular membership in the William & Mary College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's-only sororities holding provisional membership in the William & Mary College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership: Members from women's-only sororities holding associate membership in the William & Mary College Panhellenic Association shall not be eligible to serve as an officer.

### Section 3. Selection of Officers

1. The office of the President of the W&M Panhellenic Association shall be held by a member who has previously served on the Panhellenic Executive Board, as a Panhellenic Delegate, or as President of their respective organization for at least one term. In the event that there is no willing or eligible candidate, nominations will be taken from the floor, but these nominations must still be submitted prior to the general application deadline. A person shall only be eligible to serve as President of the W&M Panhellenic Association one time. Members from the same fraternity shall not hold this office more than once every three years (Ex. Chapter A, Chapter B, Chapter C, Chapter A). The President must meet the minimum GPA requirement for holding an executive position (3.0) and shall not hold any executive or cabinet role in their own sorority during their term. Any eligible or nominated Presidential candidates will give a brief speech after the general application deadline at a Regular Meeting of the Panhellenic Council. Immediately following the speeches and reviewing of applications, each delegate will vote.
  1. Simple majority vote of the voting members of the W&M Panhellenic Council is required to establish the election of Panhellenic President.
  2. In the event of a non-two-thirds vote, a discussion among Panhellenic Executive Board members and delegates will occur. The two candidates with the largest number of votes will be discussed. Following discussion, delegates will re-vote on the final two candidates.
2. The office of the Vice-President will be determined through the slating process. However, the Panhellenic President and Vice-President shall be from two different chapters respectively to increase diversity within our community.
3. Should a vacancy arise in the position of the Presidency, the Vice-President shall assume the role of the President. Should this new President serve for less than a semester, they shall be eligible to run for President the next year.
4. All other Executive Board positions will be determined through a slating process. All interested candidates will submit an application for the position they are interested in

(timeframe determined by the W&M Panhellenic Council). Individuals seeking a position on the Executive Board may submit an application and indicate interest in up to three positions.

5. A slating committee will review all applications, hold interviews with the most qualified applicants, and determine a slate to be presented to the W&M Panhellenic Council. The slating committee shall be composed of the incoming President, the Panhellenic Advisor(s), and one representative from each organization. Preference for the slating committee will be given to current Executive Board members. If an organization is not represented on the current Executive Board, an alternate representative may participate, preferably a W&M Panhellenic Council Representative or chapter executive officer. Any Executive Board member seeking re-election to the Board will be ineligible to participate on the slating committee. Any chapter not represented on the slating committee as identified above will be given the opportunity to send a delegate to participate in the slating committee if the chapter desires. The Panhellenic Advisor will serve on the slating committee in an advisory capacity.
6. After the slate has been announced, the slated applicants will present their candidacy to the W&M Panhellenic Council and the slate will be voted on and passed by a simple majority.
7. Individuals not slated for a position on the Executive Board who wish to contest slate must notify the president of the W&M Panhellenic Council at least 3 hours prior to voting on the slate. Individuals contesting the slate will be allowed an opportunity to present their candidacy to the W&M Panhellenic Council. If a slate is being contested, the non-contested positions will be voted on by the W&M Panhellenic Council as a single slate, and individual run-offs will be held for any contested positions.
8. Individuals who are slated for a position for which they refuse to accept will be ineligible to contest the slate.
9. Individuals may not hold both a chapter delegate position and an Executive Board position concurrently
10. Eligible candidates for the W&M Panhellenic Council Executive Board shall be limited to those individuals who are currently registered and enrolled students.

#### Section 4. Office-holding limitations

No more than 2 member(s) from the same women's-only sorority shall hold office during the same term.

#### Section 5. 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 academic term.
- C. The officers shall serve for a term of one year, the term of office to begin no later than four weeks after the start of the spring semester.

#### Section 6. Removal

An Executive Board officer shall be subject to removal of office:

1. If they assume the office of President of their own organization.

2. If their cumulative or previous semester GPA falls below a 3.0.
3. If they fail to actively participate, attend Panhellenic and/or Executive Board meetings, and/or support the welfare of the College's Panhellenic community.
  - a. An Executive Board officer may be permitted to take a leave of absence due to extenuating circumstances, and would, for that leave, be exempt from active participation and attendance at Panhellenic meetings and/or Executive Board meetings. They must petition the members of the Executive Board, who will vote to accept or decline the proposed leave of absence. This leave is not to exceed six weeks.
4. If evidence is presented that the officer is not fulfilling duties as outlined by the Bylaws, the W&M Panhellenic Council may move to remove said officer. A two-thirds majority vote of the W&M Panhellenic Council is required for removal.
  - a. Missing more than two consecutive or three in total unexcused meetings per semester may be considered a failure to fulfill officer duties.

#### Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

#### Section 8. Duties of Officers

All officers shall support the welfare and well-being of the W&M Panhellenic Association, the W&M Panhellenic Council, and the Executive Board as needed. All officers are expected to meet with their FSL advisor either weekly or biweekly and shall also perform all other duties usually pertaining to their office.

1. The President shall:
  - a. Have overall responsibility for the operation of the W&M Panhellenic Association and W&M Panhellenic Council.
  - b. Call and preside over all regular and special meetings of the College of William and Mary W&M Panhellenic Association, W&M Panhellenic Council meetings, and Executive Board meetings.
  - c. Serve as member ex-officio of all W&M Panhellenic Association Committees, except the Peer Accountability Board.
  - d. Shall represent the council in an official capacity for university business.
  - e. Communicate regularly with the Panhellenic advisor.
  - f. Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - g. Be responsible for organizing an effective transition process between incoming and outgoing Executive Board members and Executive Board members elect.
  - h. Ensure all NPC College Panhellenic reports are completed on time.
  - i. Communicate regularly with the NPC area advisor.
  - j. Maintain current copies of the following: William & Mary College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association,

correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.

- k. Perform all other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.
  - l. Serve as a member of the Peer Accountability Board as needed.
  - m. Serve as a member of the Recruitment Team and would be ineligible to serve as a member of the orientation staff.

2. The Vice President shall:

- a. Perform the duties of the President upon her absence, inability to serve, or when called.
- b. Serve as Peer Accountability Officer and oversee the Peer Accountability Board for the W&M Panhellenic Association.
- c. Oversee an annual review of the W&M Panhellenic Bylaws and all additional governing documents.
- d. Serve as a liaison to the Inter-Fraternity Council and National Pan-Hellenic Council and will oversee any co-sponsored on-going initiatives.
- e. Serve as a liaison between the Panhellenic Executive Board and any outstanding college committees which concern fraternity & sorority life.
- f. Serve as a member of the Recruitment Team and would be ineligible to serve as a member of the orientation staff.

3. The VP of Administration shall:

- a. Keep an up-to-date electronic record of the members of the W&M Panhellenic Council. This shall include but is not limited to:
  - i. Tribelink, delegate listserv, and Teams channel
- b. Keep full minutes of all meetings of the W&M Panhellenic Council and distribute them no later than 48 hours after the meeting has been adjourned.
- c. Keep a record of all pertinent action taken by the Executive Board.
- d. Serve as primary contact for the Panhellenic Council's correspondence with chapter delegates
- e. Be responsible for the general supervision of the finances of the W&M Panhellenic Council.
- f. Prepare the annual budget and issue semesterly invoices for chapters.
- g. Receive all payments due to the W&M Panhellenic Council, collect all dues, and give receipts.
- h. Be responsible for the prompt payment of all bills issued to the W&M Panhellenic Council. Maintain up-to-date financial records and provide weekly financial reports to the W&M Panhellenic Executive Board and Panhellenic Council.

4. The VP of Academic Excellence shall:
  - a. Develop and facilitate scholarship programs for the W&M Panhellenic Association, including the Women of Excellence Scholarship and the New Member Scholarship.
  - b. Promote positive relations between the Panhellenic community, faculty, and administration.
  - c. Promote the opportunity for intellectual development of W&M Panhellenic Association members by providing academic resources and programming for the entire community
  - d. Coordinate and facilitate academic development opportunities for members.
5. The VP of Public Relations shall:
  - a. Be in charge of enhancing the general Public Relations efforts of the fraternity & sorority community.
  - b. Advertise all W&M Panhellenic Association functions.
  - c. Support promotional efforts for Recruitment.
  - d. Maintain the Panhellenic social media and general social media outreach.
6. The VP of Philanthropy shall:
  - a. Coordinate, at minimum, two annual all- community service endeavors.
  - b. Serve as the W&M Panhellenic Council Liaison to the Arc of Greater Williamsburg regarding on-going collaborative service.
  - c. Provide ongoing information to chapters about opportunities for philanthropy and service initiatives.
  - d. Hold Panhellenic members accountable for active civic engagement.
  - e. Responsible for, at minimum, two Circle of Sisterhood programming and educational initiatives each semester. Furthermore, this officer shall facilitate on-going community education on Circle of Sisterhood.
  - f. Serve as the Campus Ambassador for Circle of Sisterhood regarding on-going collaborative services.
7. The VP of Programming shall:
  - a. Oversee all social and organizational programming functions promoted by the W&M Panhellenic Association.
  - b. They shall facilitate programming related to the university calendar such as the Panhellenic toast, family weekend events, etc.
  - c. Plan and execute at least three programming initiates per semester to enhance the spirit of sisterhood within the Panhellenic Community.

8. The VP of Member Development shall:
  - a. Conduct Recruitment Counselor selection and training.
  - b. Supervise the RC program throughout Formal Recruitment.
  - c. Facilitate successful integration of new members into the Panhellenic community.
  - d. Plan and execute a New Member forum and social following both fall and spring recruitment.
  - e. Serve as a member of the Recruitment Team and would be ineligible to serve as a member of the orientation staff.
9. The VP of Recruitment shall:
  - a. Supervise the Fall Formal Recruitment Process and promote year-long recruitment endeavors for the chapters and the W&M Panhellenic Council, including a Spring Open House.
  - b. Oversee and aid in the facilitation of the Continuous Open Bidding Process (spring informal recruitment) and promote informal recruitment events as needed.
  - c. Plan and lead Recruitment Roundtable Meetings.
  - d. Promote well-being of all member W&M Panhellenic Association chapters in relation to Recruitment by structuring the recruitment process to maximize potential member and chapter opportunities for success.
  - e. Serve as a member of the Recruitment Team and would be ineligible to serve as a member of the orientation staff.
10. The VP of Health & Wellness shall:
  - a. Oversee Panhellenic Council driven health & wellness initiatives.
  - b. Promote on-going university health & wellness initiatives within Panhellenic to help facilitate better awareness and access to on campus opportunities for Panhellenic members.
  - c. Coordinate at least 2-3 initiatives per semester to engage the larger Panhellenic community.
  - d. Work with campus partners to coordinate educational programming surrounding Sexual Assault Prevention.
11. The VP of Diversity, Equity, and Inclusion shall:
  - a. Lead all meetings of the William & Mary Panhellenic Diversity, Equity, and Inclusion committee. Serve as a liaison between the committee and the Panhellenic Executive Board.
  - b. Create, distribute, and interpret a DEI Survey to the Panhellenic sororities each Spring. Meet with each chapter DEI chair individually to review individual chapter results. Consolidate this feedback into a report to be reviewed and

evaluated by the Fraternity, Sorority Life Community. Report must be published at the end of Spring Semester.

- c. Plan and present a baseline DEI educational program for all new Panhellenic Members in the Fall after Formal Recruitment and in the Spring within chapters participating in Continuous Open Bidding. Plan and present a baseline DEI education program during the New Member Orientation for all new Panhellenic Members in the Fall after Formal Recruitment and in the Spring within Chapters participating in Continuous Open Bidding.
- d. Review the Panhellenic Council Bylaws each Fall in conjunction with the President and VP to ensure all bylaws are current, inclusive, and align with community values.
- e. Provide ongoing opportunities for Panhellenic members to engage in education and conversations around DEI.

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the William & Mary 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 William & Mary College Panhellenic Association including, but not limited to: annual review of governing documents, 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 W&M Panhellenic Council shall be composed of no less than one and no more than two delegates from each women's recognized chapter at William & Mary and from such women's fraternity/ sorority newly establishing chapters at William & Mary as the council may approve for membership. 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. The officers of W&M Panhellenic Association shall serve as the officers of its W&M Panhellenic Council. These officers shall serve as the Executive Board of the W&M Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the W&M Panhellenic Council.

### Section 3. Selection of Delegates

Delegates to the W&M Panhellenic Council shall be selected by their respective chapters to serve for a term of one year commencing no later than one week after the start of the semester they are elected.

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the chapter concerned to select a replacement within three weeks and to notify the W&M Panhellenic Council President of the new delegate's name and contact information. When a meeting of the W&M Panhellenic Council occurs while a delegate vacancy exists, an appointed representative of the chapter concerned shall fulfill the duties of the delegate.

### Section 5. Duties and responsibilities

#### Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- 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.
- Should present regular College Panhellenic Association reports at chapter meetings.

### Section 6. Meetings

Regular Meetings of the W&M Panhellenic Council shall be held at a time and place established at the beginning of each college term or semester.

### Section 7. Annual Meeting

The W&M Panhellenic Association shall hold at least one regular meeting annually.

### 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 William & Mary 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. Quorum

Two-thirds of the member organizations of the College Panhellenic Association at William & Mary shall constitute a quorum for the transaction of business.

#### Section 10. Vote Requirements

1. The voting body of the W&M Panhellenic Association shall be the W&M Panhellenic Council.
2. The voting members of W&M Panhellenic Council shall be the delegates of each chapter holding regular membership. There shall be one vote cast per organization. If both delegates are absent, the vote may be cast by a member of the chapter, providing their credentials have been presented in writing to the Council President prior to the meeting.
3. Two-thirds majority vote of the voting members of the W&M Panhellenic Council shall be required to establish recruitment guidelines, amend the Bylaws, the election or removal of officers, and/or to add a chapter. A simple majority vote shall be required to carry all other questions. In the event of a tie, there will be a brief discussion period, followed by a second vote. In the event that no majority is reached, a third vote will take place at the next W&M Panhellenic Council meeting at which time anything other than a majority will warrant no action.
4. The Executive Board, the Panhellenic Advisor, and alumnae advisors have voice, but may not cast a vote.

### Article VI. The Executive Board

#### Section 1. Composition

1. The composition of the Executive Board shall be President, Vice-President, Vice-President of Recruitment, Vice-President of Member Development, Vice-President of Programming, Vice-President of Philanthropy, Vice-President of Public Relations, Vice-President of Health & Wellness, Vice-President of Academic Excellence, Vice-President of Administration, and Vice-President of Diversity Equity and Inclusion.

#### Section 2. Duties

1. Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representation from all member fraternities.
2. Administer routine business between meetings of the W&M Panhellenic Council when advisable and such other business as has been approved for action by Council vote.
3. Report all pertinent action taken by the Executive Board at the next regular meeting of the W&M Panhellenic Council through the VP Administration and record the action in the minutes of that meeting.

## Article VII. The Panhellenic Advisor Section

### Section 1. Appointment

The Panhellenic Advisor shall be appointed by the college administration.

### Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the W&M Panhellenic Association and the W&M Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

## Article VIII. Committees

### Section 1. Standing committees

- A. The standing committees of the William & Mary College Panhellenic Association shall be the Peer Accountability Board, Membership Recruitment Committee, and DEI Committee.
- B. Term. 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

The Executive Board shall appoint members and chairs of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only sororities as much as possible. The president shall be an ex-officio member of all committees.

### Section 3. Peer Accountability Board

The Peer Accountability Board must consist of the Vice President as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/ sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the William & Mary College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Panhellenic VP Recruitment and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee and shall have a voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term prior to the primary membership recruitment period. After each primary membership recruitment period, the chair of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from all participants in recruitment (e.g., new members, recruitment counselors, executive board officers, chapter officers, potential new members who withdrew, each member organization and chapter advisor, etc.).

#### Section 5. Diversity, Equity, and Inclusion Committee

The Diversity, Equity, and Inclusion Committee will consist of one or two representatives per chapter who remain on the committee for an entire calendar year. Each Panhellenic chapter has the discretion of selecting whether they would like one or two DEI Representatives. These individuals are elected on an individual chapter basis. The purpose of this Committee is to crowdsource ideas, educational materials, and accountability measures relating to DEI. The VP of Diversity, Equity, and Inclusion will preside over the Committee and facilitate bi-weekly meetings. Each member of the Panhellenic DEI Committee is responsible for using the meeting notes to inform their individual chapters about bi-weekly progress from the Panhellenic DEI Committee.

1. Sub-Committees: When deemed necessary, the VP of Diversity, Equity, and Inclusion may assign committee members to subcommittees to further investigate certain aspects of DEI work. The VP of DEI is still expected to lead these groups. Potential subcommittees may include:
  - a. Recruitment and Bylaws:
    - i. Review the Panhellenic Council's Recruitment Rules, Code of Ethics, and Bylaws to ensure that they align with the Council's intended values and goals.
    - ii. Tasked with addressing DEI-specific concerns regarding our recruitment process with the Panhellenic Recruitment team and work towards collaborative solutions.
    - iii. Aid in the development of pre-Recruitment DEI presentations for recruitment teams.
  - b. Programming & Collaboration

- i. Develop a comprehensive, baseline level educational program to all new Panhellenic members in the Fall, following Formal Recruitment.
- ii. Ensure all educational materials remain organized and accessible.
- iii. Collaborate with other FSL Councils and campus organizations to learn more about how Panhellenic can help publicize their upcoming campus events (fundraisers, guest speakers, etc.)
- iv. Create educational resources that highlight the complete history of FSL Councils.

## Article IX. Finances

### Section 1. Fiscal Year

The fiscal year of the W&M Panhellenic Association shall be from July 1 to June 30 inclusive. All transactions of the fiscal year must fall within the aforementioned timeframe.

### Section 2. Checks

When classes start, all checks issued on behalf of the W&M Panhellenic Association shall bear dual signatures from two of the following three: President, VP Administration, and Panhellenic Advisor. When classes are not in session, the Panhellenic Advisor may sign on the behalf of the organization without the signature of the President or VP Finance.

### Section 3. Payments

All payments due to the W&M Panhellenic Council shall be given to the VP Administration or the Panhellenic Advisor, who shall record them. Checks for payments shall be made payable to the W&M Panhellenic Council.

### Section 4. Dues

- a. Amount. The dues of each W&M Panhellenic Association member chapter shall be an assessment of \$10 per initiated member, per semester.
  - i. Chapters will not be charged for members studying abroad.
- b. New Member Dues: The new member dues for each chapter shall be an assessment of \$5 per new member during their joining semester.
- c. Time of Payment: The dues of each W&M Panhellenic Association member chapter shall be payable two weeks from the date of invoice. If a chapter does not pay its dues on time, a five percent charge will be added each additional week they are late. Four weeks after the initial due date, additional action against the late chapter(s) can be approved by two-thirds majority vote of the executive board.

### Section 5. Fees and Assessments

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

#### Article X: New Member Programs and Initiation

1. An individual must be an enrolled full-time student at William and Mary in order to be eligible for Panhellenic Formal Recruitment.
2. A W&M Panhellenic Association member chapter may not issue an invitation to membership or formally initiate an individual during any school recess.
3. A new member shall be initiated whenever they have met the requirements of the fraternity/ sorority which they joined

#### Article XI. Extension

##### Section 1. Extension

Extension is the process of adding an NPC women's-only sorority. The William & Mary 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: Collegiate and National Panhellenic Regulations

1. All regulations and guidelines of the W&M Panhellenic Council must be in harmony with the rules and policies of William and Mary.
2. All groups of the W&M Panhellenic Council shall abide by all resolutions set forth by the National Panhellenic Council.

#### Article XIII. 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 W&M Panhellenic Council shall be considered a violation.

##### Section 2. Informal resolution

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

## Article XV. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. National Panhellenic Conference defines hazing as:

*Any action or situation with or without consent which recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.*

Hazing also violates College policy and is defined by the Student Handbook as:

*“...any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.”*

Any incidents of hazing that are reported to the W&M Panhellenic Council are required to be reported to the administration.

New members shall be required to attend a Home Without Hazing training prior to or during their new member semester.

Initiated members shall be required to attend Home Without Hazing training once a year.

## Article XVI: Health and Safety

1. It is the responsibility of W&M Panhellenic organizations to engage in the pursuit of compliance with the organization's (inter)national health and safety policies.
2. Additional health and safety guidelines and event hosting policies will be found in the Health and Safety Guidelines.
3. It is highly encouraged that each chapter appoints a chapter education liaison to collaborate with the FSL Sexual Misconduct Prevention Steering Committee. Member appointments should align with the position description proposed by the Steering Committee.
4. Each chapter will conduct Health and Safety programming throughout the academic year, including one program addressing a topic related to Sexual Misconduct Prevention and/or Survivor support.

## Article XVII. Parliamentary Authority

The W&M Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised, except in matters specifically provided for in the Bylaws.

#### Article XVIII. Amendment of Bylaws

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

#### Article XIX. Dissolution

This Association shall be dissolved when only one regular member exists at William and Mary. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

### APPENDIX I

In accordance with the NPC 2000 Resolution:

**Whereas**, The abuse of alcohol is an area of concern within our college community;

**Whereas**, The W&M Panhellenic Council at the College of William and Mary advocates the legal and responsible use of alcohol;

**Whereas**, The W&M Panhellenic Council at the College of William and Mary is supportive of fraternities that are establishing alcohol-free facilities in order to regain focus on founding principles; and

**Whereas**, Cooperation among all fraternity & sorority organizations will provide a supportive environment focusing on the founding principles of our organizations, including scholarship, leadership, personal development, and philanthropy.

**Resolved**, That beginning in the spring semester of 2001, the collegiate chapters which compose the W&M Panhellenic Association at the College of William and Mary will co-sponsor functions in men's fraternity facilities only if those functions are alcohol-free.

**Resolved**, That the NPC member fraternities on this campus will support one another in this resolution and will educate chapter members on its contents.

### APPENDIX II

**Whereas**, the abuse of alcohol is of concern within our Panhellenic community;

**Whereas**, the Panhellenic Council at the College of William & Mary advocates the legal and responsible consumption of alcohol in compliance with (inter)national organization risk management guidelines;

**Whereas**, the support of all members of the Panhellenic community is crucial to continued progress in all manners of risk management;

**Whereas**, events not in compliance with (inter)national risk management policies are a risk to the safety and wellness of sorority members;

**Whereas**, the Panhellenic Council encourages further progress in the hosting and co-hosting of events that are in compliance with the risk management guidelines of our respective organizations;

**Whereas**, the Panhellenic Council seeks a community dedicated to upholding the standards of their (inter)national risk management policies, rather than a search for loopholes in said policies;

**Resolved**, the Panhellenic Council does not condone ‘after parties’ that act as unregistered functions following events in compliance with (inter)national risk management policies;

**Resolved**, the Panhellenic Council is committed to fostering both safe and compliant events, and reaffirms that the safety of our members is always our preeminent concern;

**Resolved**, that Panhellenic chapters will increase the education of their general membership in matters of risk management in order to further accountability and progress;

**Resolved**, that the NPC member fraternities on this campus will support and challenge one another in this resolution and educate chapter members on its contents.