

Bylaws of The College of William and Mary Panhellenic Association

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 two classes of membership: Regular and Associate.

1. The REGULAR membership of the W&M Panhellenic Association shall be composed of all chapter members in good standing of recognized NPC fraternities/sororities at the College of William & Mary.
2. The ASSOCIATE membership of the W&M Panhellenic Association shall be composed of all members in good standing of recognized NPC newly establishing chapters or pledged chapters.

Section 2. Privileges and Responsibilities of Membership

1. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these W&M Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt 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 and Duties

Section 1. Officers

1. The officers of the W&M Panhellenic Association shall be President, Vice-President, Vice- President Conduct, Vice-President Recruitment, Vice-President Development, Vice- President Programming, Vice-President Community Service, Vice-President Public Relations, Vice-President Scholarship, Vice-President Administration, Vice-President Diversity Equity and Inclusion, and Vice-President Finance.

Section 2. Eligibility

1. The officers shall be members from organizations holding regular membership in the W&M Panhellenic Association. Members from fraternities holding associate membership shall not be eligible to hold office.

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. The President must meet the minimum GPA requirement for holding an executive position (2.0) and shall not hold any major executive role in their own sorority during their term. The outgoing President and FSL advisor will determine what constitutes a “major” role and otherwise ensure these eligibility requirements are followed upon the submission of their application.
 - a. 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.
 - b. Two-thirds majority vote of the voting members of the W&M Panhellenic Council is required to establish the election of Panhellenic President.
 - c. 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. In the event of a tie following discussion, the current Panhellenic President will be the final vote.

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 applications, hold interviews with all of the 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 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 two-thirds 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 within the time limit established by the W&M Panhellenic Council. Individuals contesting 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. Term

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 5. 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 2.0.
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 6. Vacancies

When an officer vacancy occurs, it shall be the responsibility of the President to appoint a replacement within three weeks with simple majority approval of the W&M Panhellenic Council.

Section 7. 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 at 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.
 - d. Report to the NPC Area Advisor.

- e. Maintain a complete and up-to-date President's file which will include a copy of the current W&M Panhellenic Association Bylaws; the current W&M Panhellenic Council budget, the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Area Advisor, copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
 - f. 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 a member of the Recruitment Team responsible for overseeing the computer management process for Formal Recruitment and would be ineligible to serve as a member of the orientation staff or their chapter's recruitment team.
 - c. Be responsible for coordinating on behalf of the W&M Panhellenic Council regular education initiatives
 - d. Be responsible for organizing an effective transition process between incoming and outgoing Executive Council members and Executive Council members-elect.
 - e. Serve as a liaison to the Inter-Fraternity Council and National Pan-Hellenic Council and will oversee any co-sponsored on-going initiatives.
 - f. Serve as a liaison between the Panhellenic Executive Board and any outstanding college committees which concern fraternity & sorority life
 - g. Will facilitate community-wide sexual misconduct prevention and education efforts; ideally in conjunction with the Interfraternity Council VP Health & Wellness.
 - h. Plan and execute 1-2 new member events each semester.
3. The VP Administration shall:
- a. Keep an up-to-date electronic record of the members of the W&M Panhellenic Council.
 - 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. Be responsible for the Panhellenic Council's correspondence with delegates of unless provided for otherwise .
 - i. Be responsible for a Circle of Sisterhood programming initiative each semester.
4. The VP Finance shall:
- a. Be responsible for the general supervision of the finances of the W&M Panhellenic Council.
 - b. Prepare the annual budget and issue semesterly invoices for chapters.

- c. Receive all payments due to the W&M Panhellenic Council, collect all dues, and give receipts.
 - d. 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.
- 5. Conduct an evaluation of financial transparency practices within the Panhellenic Council and chapters once a semester in collaboration with the Vice President of DEI. The VP Scholarship 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
- 6. The VP 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.
- 7. The VP Community Service 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.
- 8. The VP Programming shall:
 - a. Oversee all social and organizational programming functions promoted by the W&M Panhellenic Association.
 - b. Plan and execute large-scale programming initiatives such as the Panhellenic Senior Sendoff every semester, the Panhellenic toast and Parent and Family event in the fall semester, etc..
- 9. In addition to the above events plan and execute at least three programming initiatives per semester to enhance the spirit of sisterhood within the Panhellenic Community. The VP Development shall:
 - a. Conduct Recruitment Counselor selection and training
 - b. Supervise the RC program throughout Formal Recruitment.

- c. Serve as a member of the Recruitment Team and would be ineligible to serve as a member of the orientation staff.
 - d. Plan and execute a new member forum following both formal and informal recruitment.
10. The VP 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 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.
11. The VP Health & Wellness, Risk Management, and Conduct shall:
- a. Oversee the judicial structure for the W&M Panhellenic Association.
 - b. Initiate arbitration among member chapters when necessary.
 - c. Work to establish and promote effective risk management policy and education for the fraternity & sorority community.
 - d. Oversee Panhellenic Council driven health & wellness initiatives .Work to promote and acknowledge positive conduct and risk management practices in the fraternity/sorority community
 - e. Oversee an annual review of the W&M Panhellenic Bylaws and all additional governing documents.
 - f. Serve as Chair of the Judicial Board.
 - g. Serve as parliamentarian for the W&M Panhellenic Council.
 - h. Serve as a member of the Recruitment Team and would be ineligible to serve as a member of the orientation staff.
12. The VP 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 results. Consolidate this feedback into a report to be reviewed and evaluated. Report must be published 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 Conduct to ensure all bylaws are current, inclusive, and align with community values.
- e. Along with the Panhellenic President and Vice President, foster relationships and maintain communication with leadership on other Fraternity and Sorority Life councils.
- f. Collaborate with the Panhellenic Recruitment Team in aiding in pre-recruitment presentations. Manage and execute accommodations for all Potential New Members throughout Formal Fall Recruitment.
- g. Collaborate with other executive board members such as the VP of Programming, etc. to fulfill the aforementioned initiatives or any additional ones.

Article V. The Panhellenic Council

Section 1. Authority

The administrative body of the W&M Panhellenic Association shall be the W&M Panhellenic Council. It shall be the duty of the W&M Panhellenic Council to conduct all business related to the overall welfare of the W&M Panhellenic Association and to compile rules governing the W&M Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights, and privileges of member organizations.

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 the College of William & Mary and from such women's fraternity/sorority newly establishing chapters at the College of William & Mary as the council may approve for membership. 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 four weeks after the start of the spring semester.

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. 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. Other circumstances may require Special Meetings of the W&M Panhellenic Council. These meetings may be called by the President upon the written request of any member delegate of the W&M Panhellenic Council or whenever else deemed necessary.

Section 6. Annual Meeting

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

Section 7. Quorum

Two-thirds of the member organizations shall constitute a quorum for the transaction of business.

Section 8. 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

The composition of the Executive Board shall be the President, Vice-President, VP Conduct, VP Recruitment, VP Development, VP Programming, VP Community Service, VP Public Relations, VP Scholarship, VP Administration, VP Diversity Equity and Inclusion, and VP Finance.

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

He/she shall serve in advisory capacity to the W&M Panhellenic Association and the W&M Panhellenic Council.

Article VIII. Committees

Section 1. Standing Committees

1. Such Standing Committees and special officers as may be necessary to carry out the work of the W&M Panhellenic Association shall be appointed by its President to serve during the tenure in office of the President which appoints them.

Section 2. Appointment of Committee Membership

W&M Panhellenic Council shall maintain an event/project based committee structure (with the exception of the Judicial Board – see Section 3, and the Diversity, Equity, and Inclusion Committee -- see Section 4).

1. At the beginning of each semester, Executive Board members shall submit to the president requests for committee needs for the upcoming semester.
2. Within the first four weeks of each semester, the president shall assign council delegates/officers the event/project based committees deemed necessary for the upcoming semester. When necessary, the Executive Board may create any additional ad hoc committees that further the work of the W&M Panhellenic Association.

Section 3. Judicial Board

The Judicial Board of the W&M Panhellenic Council shall exist to deal with violations of the NPC Unanimous Agreements, the W&M Panhellenic Bylaws, the Recruitment Guidelines and Code of Ethics, and any additional standing rules of the W&M Panhellenic Council. The Judicial Board shall serve for a term of one year; such term of office to begin no later than four weeks after the beginning of the spring semester.

1. Membership. The Judicial Board shall be composed of:
 - a. The W&M Panhellenic Council President (Voting Member)
 - b. The W&M Panhellenic Council VP Conduct (Voting Member)
 - c. Five Panhellenic Council delegates representing chapters holding Regular membership in Panhellenic (all Voting Members)
 - d. The Panhellenic Advisor (ex-officio, non-voting member)
2. Selection of Judicial Board Members: the five Panhellenic delegates serving on the Judicial Board shall be held in rotation by each member chapter in order by alphabetical name. The chapter presidents shall identify which of the two delegates shall be appointed as the Judicial Board Member. Panhellenic Advisor: The Panhellenic Advisor shall serve as an ex-officio member of the Judicial Board. If the advisor is unable to attend a meeting, a non-collegiate representative will be chosen by a majority vote of the Board.
3. Chair of the Judicial Board: The VP Conduct shall serve as the Chair of the Judicial Board. The President of the W&M Panhellenic Council will assume the duties and responsibilities of the Judicial Board Chair role in cases where the Chair must be recused because of a conflict of interest. In cases where both the VP Conduct and President must be recused, the remaining members of the Judicial Board will select a member to serve as Chairman.
4. Secretary: A member of the Judicial Board will be designated to serve as secretary and be responsible for taking minutes of hearings. Responsibility will rotate among the members of the Judicial Board.
5. Duties of the Judicial Board. The Judicial Board will:
 - a. Handle all alleged violations brought to the Judicial Board.
 - b. Educate member chapters about the Panhellenic judicial procedure.
 - c. Participate in training designed to educate Judicial Board members.
 - d. Conduct fair and impartial hearings when called upon.
 - e. Maintain confidentiality throughout the process.
 - f. Create and maintain proper documentation.
 - g. Undertake an annual review of the W&M Panhellenic Association Bylaws and all other Panhellenic policies.
6. Unless noted specifically above, the Panhellenic Judicial Board shall adhere to all other procedures outlined in the NPC Judicial Procedures Notebook.

Section 4. 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 upon 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.

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 Finance, 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 Finance, 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 \$12 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 pledging 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: Administration of Membership Recruitment Sororities

1. A fully structured Fall Formal Membership Recruitment and minimally structured recruitment when needed shall be held for all NPC member groups.
2. The National Panhellenic Conference Quota-Total system shall be followed.
3. The preferential bidding system shall be used during Fall Formal Recruitment.
 - a. A Membership Recruitment Acceptance Binding Agreement signed by a potential new member is binding. If the individual refuses a bid from a sorority listed on their preference card, they will be ineligible for one calendar year to accept a bid from any other sorority.
 - b. If a potential new member signs a preference card during Formal Recruitment and receives no bid, she shall be considered eligible for continuous open bidding.
 - c. The Panhellenic Advisor shall be in charge of preferential bidding and shall be required to safeguard all records and keep them for one year.

4. Except during the formal membership recruitment period, Continuous Open Bidding for sororities that have not filled Quota and/or reached Chapter Total shall be in effect throughout the academic year for all eligible undergraduate women.
5. Chapters which do not fill basic Quota during formal membership recruitment may continue to bid and pledge to Quota in Continuous Open Bidding even if reaching Quota puts them over Total.
6. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
 - a. Current chapter rosters shall be filed with the Panhellenic Advisor no later than four weeks following the start of each academic year.
 - b. Any de-pledging, termination, or other change in membership shall be reported to the Panhellenic Advisor no later than three weeks after it has occurred.
7. The W&M Panhellenic Council shall contact incoming students during the summer months and inform them of the upcoming fall membership recruitment.
8. Any person who has broken their pledge to one sorority shall not be eligible to accept a bid from another sorority until one calendar year from the date of pledging. However, they may be re-pledged by the same sorority chapter at any time within the calendar year.
9. If a potential new member declines a bid during continuous open bidding, she remains eligible to accept a bid from another sorority.
10. Alumnae shall be bound by the guidelines set forth by the W&M Panhellenic Council of the College of William and Mary.
11. Additional Recruitment policies shall be found in the Code of Ethics and Recruitment Guidelines.

Article XI: Pledging and Initiation

1. An individual must be an enrolled full-time student of the College of 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 pledge an individual during any school recess.
3. A new member may be initiated whenever they have met the requirements of the fraternity/ sorority to which they pledged.

Article XII. Extension

Section 1. When all NPC chapters at the College of William and Mary are close to or over Total, the W&M Panhellenic Council shall consider the feasibility of raising total or adding another chapter.

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

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

Section 4. Voting rights

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

Article XIII: 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 the College 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 XIV. 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.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The W&M Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

1. Mediation. Mediation is the first step of the judicial process. The W&M Panhellenic Council shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
2. Judicial Board hearing. When a violation is not settled informally nor through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
3. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeal Committee. The W&M Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

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.

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.