Bylaws and Standing Rules of
James Madison University Panhellenic Association

Article I. Name

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

Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women’s fraternities/sororities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women’s fraternities.
6. To supply services to James Madison University and Rockingham County area.

Article III. Membership

Section 1. Membership Classes

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

A. Regular membership. The regular membership of the James Madison University Panhellenic Association shall be composed of all chapters of National Panhellenic Conference fraternities and sororities at James Madison University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. Provisional membership. The provisional membership of the James Madison University Panhellenic Association shall be composed of all colonies of NPC fraternities at James Madison University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.

C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the James Madison University Panhellenic Association. 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 College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they 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

A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these James Madison University 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
The officers of the James Madison University Panhellenic Association shall known as the James Madison University Panhellenic Executive Board. These offices will be known as: President, President Elect, Vice President Recruitment, Vice President Recruitment Elect, Vice President Rho Gamma, Vice President Member Education, Vice President Internal and Scholarship, Vice President Standards, Vice President Community Service, Vice President Public Relations, and Vice President Finance.

A. Each officer with the exceptions of the President and President Elect, shall hold a minimum of one office hour per week in which she will be available to the entire James Madison University community.
B. Each officer with the exceptions of the President and President Elect shall hold a minimum of one roundtable with chapter officers in their respective areas.
C. The President and President Elect shall hold a minimum of three officer hours per week in which they are available to the entire James Madison University community.
D. One officer will attend all required Front End Budget events in order to maintain the Front End Budget status of the James Madison University Panhellenic Council.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:

A. **Regular membership.**
   Members from women’s fraternities holding regular membership in the James Madison University Panhellenic Association shall be eligible to serve as any officer.

B. **Provisional membership.**
   Members from women’s fraternities holding provisional membership in the James Madison University Panhellenic Association shall not be eligible to serve as an officer.

C. **Associate membership.**
   Members from women’s fraternities holding associate membership in the James Madison University Panhellenic Association shall be eligible to serve as any officer except President, President Elect, Vice President Recruitment, Vice President Recruitment Elect, and Vice President Rho Gamma.

Section 3. Selection of Officers
All offices of the James Madison University Panhellenic Council shall be elected by chapter-approved slating.

Section 4. Office-Holding Limitations
No more than 2 members from the same women’s fraternity or sorority shall hold an office during the same term.

Section 5. Nomination Procedure
The Panhellenic Council, Panhellenic Graduate Assistant, and Panhellenic Advisor shall serve as the slating committee. A majority vote shall elect. The slating committee shall consider the qualifications of all candidates for officers and shall slate one candidate for each elected officer position. Once each slated candidate accepts her position, the slate will be presented to the Panhellenic delegates in the following general body meeting. The delegates will take the slate to their respective chapters for a vote. The delegates will formally vote on the slate on behalf of their chapter. If the slate fails, the slating committee will reconvene to create an alternative slate and the voting process will repeat.

Section 6. Term
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin after installation in December of the fall term.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies
Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Eligibility and Duties of Officers

The President shall:
A. Eligibility:
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University
   • Have served as Panhellenic President Elect for at least one semester pending extenuating circumstance.

B. Duties:
   • Preside at all regular and special meetings of the general body
   • Preside at all meetings of the Panhellenic Executive Board
   • Be familiar with the NPC Manual of Information and all documents pertaining to business of the James Madison University Panhellenic Council
   • Act as spokesperson for the James Madison University Panhellenic Council and Association
   • Host President’s meetings regularly with all member fraternity/sorority presidents
   • Serve as an ex-officio member of all Panhellenic Council committees with voice but no vote
   • Train and assist the President Elect
   • Revise the James Madison University Panhellenic Bylaws and Standing Rules as needed

The President Elect shall:
A. Eligibility:
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University
   • Be available for a two-year position commitment on the James Madison University Panhellenic Council

B. Duties
   • Assist the President as needed
   • Assume all duties of the President in her absence
   • Be familiar with the NPC Manual of Information and all documents pertaining to business of the James Madison University Panhellenic Council
   • Represent the James Madison University Panhellenic Council at designated meetings as needed, including serving as the Panhellenic representative on the Fraternity and Sorority Life Advisory Board
   • Organize and execute the elections for Panhellenic Council the following November
   • Revise the James Madison University Panhellenic Bylaws and Standing Rules as needed with the Panhellenic President

The Vice President Recruitment shall:
A. Eligibility:
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University
The Vice President Recruitment Elect shall:
A. Eligibility
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University
   • Is available for a two-year position commitment on the James Madison University Panhellenic Council

B. Duties
   • Assume all duties of the Vice President Recruitment in her absence
   • Learn recruitment rules in order to educate others
   • Be familiar with the NPC Manual of Information
   • Learn the Interactive Collegiate Solutions System (ICS) in order to assist the Panhellenic Advisor and Vice President Recruitment during the Formal Recruitment period
   • Attend Recruitment Chairmen meetings with the Vice President of Recruitment
   • Create and present one recruitment workshop during a Recruitment Chairmen meeting
   • Assist Vice President Recruitment and Vice President Public Relations with recruitment publications and recruitment handbook
   • Aid Vice President Recruitment in evaluation of all facets of the recruitment program
   • Assist the Vice President Recruitment as additionally needed

The Vice President Rho Gamma shall:
A. Eligibility
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University
   • Have previously served as a Rho Gamma at James Madison University pending extenuating circumstance

B. Duties
   • Coordinate the selection and training of recruitment counselors
   • Organize and implement a minimum of four Rho Gamma training workshops in the spring and one in the fall
   • Learn the Interactive Collegiate Solutions System (ICS) in order to assist the Vice President of Recruitment and Rho Gammas in its use
   • Assist the Vice President of Public Relations and Vice President of Recruitment as needed

The Vice President Member Education shall:
A. Eligibility
• Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University

**B. Duties**

- Evaluate new member programs submitted by each member fraternity or sorority in an effort to provide constructive critiques
- Serve as primary advisor to the Junior Panhellenic Council
- Host new member educator roundtables a minimum of once per semester
- Execute a minimum of one educational program per semester

*The Vice President Internal and Scholarship shall:*

**A. Eligibility**

• Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University

**B. Duties**

- Take attendance at all Executive Board and Panhellenic Council meetings
- Notify member fraternities and sororities if their delegates and/or committee members are absent from meetings
- Maintain accurate records of all the proceedings and statistics associated with the Panhellenic Council
- Compile and disseminate minutes of the Panhellenic Executive Board to the Panhellenic Executive Board, Panhellenic Graduate Assistant, Panhellenic Advisor, and NPC Area Advisor
- Compile and disseminate minutes of the Panhellenic Delegates meetings to the Panhellenic Executive Board, Panhellenic delegates, Panhellenic Advisor, and NPC Area Advisor
- Compose and send correspondence as needed
- Host a minimum of one meeting each semester with member fraternity and sorority scholarship chairmen to plan a Panhellenic scholarship event
- Prepare study, stress management, and time management tips for the Panhellenic community
- Develop a list of James Madison University academic resources for distribution to the Panhellenic community

*The Vice President Standards shall:*

**A. Eligibility**

• Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University

**B. Duties**

- Serve as chairman of the Panhellenic Judicial Committee
- Be familiar with the NPC *Manual of Information* particularly the judicial processes as outlined in its most current edition
- Revise the James Madison University Standards Board Policies as needed
- Promote maintenance of fine standards in association with college and Panhellenic life

*The Vice President Community Service shall:*

**A. Eligibility**

• Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University

**B. Duties**

- Organize Trick or Treat on the Row and Egg Hunt for the James Madison University and Rockingham area communities
- In conjunction with the Interfraternity Council, coordinate fraternity and sorority volunteers for Freshman Move In
• Distribute a list of community service opportunities to individual member fraternities and sororities
• Coordinate a fall service trip for the Panhellenic community

The Vice President Public Relations shall:
A. Eligibility
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University

B. Duties
   • Manage all publicity efforts on behalf of the James Madison University Panhellenic Council
   • Work with the Executive Board and Assistant Greek Coordinator for Marketing and Public Relations to ensure that media is informed of favorable publicity concerning the Panhellenic Association and its member fraternities and sororities
   • Secure advertisements in publications as needed
   • Coordinate any media events with guidance from Fraternity and Sorority Life Professional Staff members
   • Distribute flyers
   • Update the Panhellenic Council calendar and social media sites
   • Organize the role model fashion show

The Vice President Finance shall:
A. Eligibility
   • Be an active, fully initiated member of a National Panhellenic Conference fraternity/sorority in good standing with her individual chapter at James Madison University

B. Duties
   • Receive and disburse monies of the Panhellenic Council
   • Present an annual budget to be approved by the Panhellenic Executive Board and the Student Government Association Front End Budget Board
   • Attend all Front End Budget trainings, hearings, and Front End Budget night
   • Send invoices a minimum of two weeks before due date
   • Promptly pay all Panhellenic Association bills
   • Maintain financial records of the Panhellenic Association
   • Store all receipts, order forms, and other financial materials relevant to the Panhellenic Association

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the James Madison University 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 James Madison University Panhellenic Association including, but not limited to: determining dues; approving the annual budget; considering 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 Panhellenic Association that do not violate the sovereignty, rights and privileges of member women’s fraternities.

Section 2. Composition and Privileges
The James Madison University Panhellenic Council shall be composed of the Panhellenic Executive Board and one delegate and one alternate delegate from each regular, provisional and associate member group at James Madison University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. 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, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates
Delegates and alternates to the Panhellenic Council shall be selected by their respective women’s fraternity/sorority chapters to serve for a term of one year commencing in January.

Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Vice President Internal and Scholarship of her name, email address and telephone number.

Section 5. Regular Meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. All chapter members, including new members, are strongly encouraged to attend one Panhellenic meeting a semester.

Section 6. Annual Meeting
The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 7. Special Meetings
Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women’s fraternities and sororities of the James Madison University Panhellenic Association. 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 8. Quorum
Two-thirds of the delegates from the member fraternities of the James Madison University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

A. Proposed motions on issues that impacts a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

C. The voting members of the Panhellenic Council shall be the delegates of each member fraternity and sorority holding regular and associate membership. If a delegate is absent, the vote of her sorority shall be cast by an alternate delegate.

D. When voting on items directly related to NPC organizations, those affected NPC organizations will be the only voting members.

E. In the event of a vote resulting in a tie, the results shall be discarded and the vote will be conducted until a majority vote is reached.
Article VI. Junior Panhellenic Council

Section 1. Object
The Junior Panhellenic Council will serve as an auxiliary to the James Madison University Panhellenic Council. This organization will allow the new members of the Panhellenic Association member women’s fraternities and sororities an opportunity to learn about the function and operation of the Panhellenic Council while allowing its members to engage the new members of the Panhellenic community in fraternity and sorority life at James Madison University.

Section 2. Duty of Compliance
As an auxiliary organization to the James Madison University Panhellenic Council, the Junior Panhellenic Council will be governed by all NPC Unanimous Agreements and be subject to these James Madison University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws.

Section 3. Composition
The Junior Panhellenic Council will be composed of the Junior Panhellenic President, Vice President, and a representative from each member women’s fraternity or sorority of the James Madison University Panhellenic Association.

Section 4. Eligibility
Only those women designated as new members of James Madison University Panhellenic Association member women’s fraternities and sororities during the fall term in which the Junior Panhellenic Council elections occur shall be eligible to serve on the Junior Panhellenic Council unless otherwise determined by the Panhellenic Vice President Member Education.

Section 5. Election of Officers
The Junior Panhellenic Council, Panhellenic Vice President Member Education, and Junior Panhellenic Council Advisor shall serve as the slating committee. A majority vote shall elect. The slating committee shall consider the qualifications of all candidates for officer and shall slate one candidate for each elected officer position. The Junior Panhellenic President and Vice President must be from separate chapters. Once each slated candidate accepts her position, the slate will be presented to the Panhellenic delegates in the following general body meeting. The delegates will take the slate to their respective chapters for a vote. The delegates will formally vote on the slate on behalf of their chapter. If the slate fails, the slating committee will reconvene to create an alternative slate and the voting process will repeat.

Section 6. Nomination Procedure
The Panhellenic Vice President Member Education, the Junior Panhellenic President, the Junior Panhellenic Vice President, and the Junior Panhellenic Council Advisor shall serve as the slating committee. A majority vote shall elect. The slating committee shall consider the qualifications of all candidates for officers and shall slate one candidate for each elected officer position. The Junior Panhellenic President and Vice President must be from separate chapters. Once each slated candidate accepts her position, the slate will be presented to the Panhellenic delegates in the following general body meeting. The delegates will take the slate to their respective chapters for a vote. The delegates will formally vote on the slate on behalf of their chapter. If the slate is not passed, the slating committee will reconvene to create an alternative and the voting process will repeat.

Section 7. Term
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin after installation in December of the fall term.

Section 8. Removal
Any officer or delegate may be removed for cause by a vote of two-thirds of the Panhellenic Council.
Section 9. Vacancies  
Vacancies shall be filled in the same manner of selection as provided in Article IV, Section 3.

Section 10. Eligibility and Duties of Officers  

**Junior Panhellenic President shall:**  
A. Eligibility  
- Be a new member within her chapter  
- Be in Good Standing with her chapter  
- Have a minimum cumulative college GPA of 2.5 or cumulative high school GPA of 3.0

B. Duties  
- Serve as a liaison between the Junior Panhellenic Council, Vice President Member Education, Panhellenic Executive Board, and the Junior Panhellenic Council Advisor  
- Facilitate weekly Junior Panhellenic Council meetings throughout the academic year  
- Attend all Junior Panhellenic meetings and events barring extenuating circumstance

**Junior Panhellenic Vice President shall:**  
A. Eligibility  
- Be a new member within her chapter  
- Be in Good Standing with her chapter  
- Have a minimum cumulative college GPA of 2.5 or cumulative high school GPA of 3.0

B. Duties  
- Serve as the secretary for the Junior Panhellenic Council including, but not limited to, recording minutes and communicating with Junior Panhellenic Council delegates  
- Assume the duties of Junior Panhellenic President in her absence  
- Manage all Junior Panhellenic Council projects  
- Attend all Junior Panhellenic Council meetings and events barring extenuating circumstance

**Junior Panhellenic Delegates shall:**  
A. Eligibility  
- Be a new member within her chapter  
- Be in Good Standing with her chapter  
- Have a minimum cumulative college GPA of 2.5 or cumulative high school GPA of 3.0

B. Duties  
- Be an active and engaged member of the Junior Panhellenic Council  
- Work with the members of the Junior Panhellenic Council to create, plan, and implements for the Panhellenic and/or James Madison University community  
- Voice ideas and concerns in relation to Panhellenic life  
- Attend all Junior Panhellenic Council meetings and events barring extenuating circumstance

**Article VI. The Panhellenic Advisor**  
Section 1. Appointment  
The Panhellenic advisor of the James Madison University Panhellenic Association shall be appointed by the James Madison University administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the James Madison University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

**Article VII. The Junior Panhellenic Council Advisor**

Section 1. Appointment
The Junior Panhellenic advisor of the James Madison University Junior Panhellenic Council shall be appointed by the James Madison University administration.

Section 2. Authority
The Junior Panhellenic advisor shall serve in an advisory capacity to the James Madison University Junior Panhellenic Council. The Junior Panhellenic advisor shall have voice but no vote in all meetings of the Junior Panhellenic Council.

**Article VIII. Committees**

Section 1. Standing Committees
A. The standing committee of the James Madison University Panhellenic Association shall be the Judicial Committee.
B. Term. The standing committee shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership
The Panhellenic Council shall appoint members and chairmen 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 fraternities and sororities as much as possible. The president shall be ex officio a member of all committees except the Judicial Board.

Section 3. Judicial Board
The judicial board shall consist of the Vice President Standards as chairman and one appointed member from each chapter. The Panhellenic Advisor shall serve as a nonvoting ex-officio member. The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The judicial board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the judicial board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the James Madison University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the judicial board. The members of the judicial board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Other Committees
Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

**Article IX. Finances**

Section 1. Fiscal Year
The fiscal year of the James Madison University Panhellenic Association shall be from July, 1 to June, 30 inclusive.

Section 2. Contracts
Dual signature of the Vice President Finance and Fraternity and Sorority Life Fiscal Technician shall be required to bind the James Madison University Panhellenic Association to any contract.

Section 3. Checks
All checks issued on behalf of the James Madison University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and Vice President Finance. Checks will only be issued after consultation with the Fraternity and Sorority Life Fiscal Technician.

Section 4. Payments
All payments due to the James Madison University Panhellenic Association shall be received by the Vice President Finance and the Fraternity and Sorority Life Fiscal Technician, who shall record them. Checks for payments shall be made payable to the James Madison University Panhellenic Association.

Section 5. Front End Budget Status
All Front-End Budget policies and procedures as stated by James Madison University shall be followed at all times.

Section 6. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
B. 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 Panhellenic Association member fraternity shall be payable on or before a date determined by the Vice President Finance. Chapters shall be notified of the due date at least two weeks in advance.
   • Dues will be assessed at $5.00 per member and 5.00 per new member.

Section 7. Fees and Assessments
The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

Article X. Extension
Section 1. Extension
The James Madison University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the most current edition of the Manual of Information.

Section 2. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. 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, Fraternity and Sorority Life Standards Policy, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the James Madison University Panhellenic Association 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 James Madison University Panhellenic Association shall follow all mediation guidelines found in the most current edition of the Manual of Information.
A. **Mediation.** Mediation is the first step of the judicial process. The James Madison University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the most current edition of the *Manual of Information.*

B. **Judicial board hearing.** When a violation is not settled informally or 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.

C. **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 James Madison University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the most current edition of the *Manual of Information.*

**Article XII. Hazing**

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

Hazing is defined as any action or situation with or without consent that recklessly, intentionally, or unintentionally endangers the mental or physical health or safety of a student, or create risk of injury, or causes discomfort, embarrassment, harassment, or ridicule or that willfully destroys or removes public or private property.

Such activities and situations include, but are not limited to: creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

**Article XIII. Parliamentary Authority**

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the James Madison University Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the James Madison University Panhellenic Association may adopt.

**Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the James Madison University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing seven days in advance allowing an opportunity for chapter input.

**Article XV. Dissolution**

This Association shall be dissolved when only one regular member exists at James Madison University. 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.
Standing Rules

The Standing Rules of James Madison University Panhellenic Association shall be revised as needed by the James Madison University Panhellenic Executive Board and approved by a majority vote of the chapter delegates. A copy shall be sent to the National Panhellenic Conference Area Advisor. One copy shall be given to each women’s fraternity or sorority chapter represented in the James Madison University Panhellenic Association.

Article I. Officer Structure

1. The officers of the James Madison University Panhellenic Association will be elected each year from the Panhellenic Association member women’s fraternities and sororities. The officers shall serve for one year. The term of office is to begin in December and end upon the installation of officers the following December.

Article II. Election of Officers

1. Panhellenic Executive Board Officers
   A. Required qualifications of Elected and Appointed Officers:
      a. She shall meet the eligibility requirements of the office she is seeking as stated in Bylaws, Article IV, Section 9.
      b. She shall submit an application for the term of office she is seeking.
   B. Procedures for election of the Executive Board
      a. A woman does not have to be nominated by her respected chapter in order to apply for a position on the Executive Committee Council.
      b. A slating committee will be created to select the slate for the Executive Board. The slate committee will consist of the current Panhellenic Executive Board, the Panhellenic Graduate Assistant, and the Panhellenic Advisor.
      c. Following an interview and examination of each applicant’s qualifications, the slating committee will select their slate.
      d. There shall be no more than two members per chapter selected for the slate.
      e. Elections are to be held on a date designated by the acting Executive Board and will be held at the end of the fall semester.
      f. The slate shall be presented to the Panhellenic Council delegation.
      g. The vote will be then taken by back to their chapters where they will then decide on individual positions.
      h. If the slate does not pass with a majority, the slating committee will reconvene to form another slate.
      i. Each Panhellenic delegate shall cast one vote for each office with advice from her women’s fraternity/sorority chapter.
      j. A majority vote is needed to vote a candidate into the position.
   C. Restriction
      a. There shall be no restriction on what women’s fraternity or sorority shall hold the office of President of James Madison University Panhellenic Association.
      b. There shall be no more than two members per chapter represented on Executive Board.
      c. No undergraduate member with alumna status can hold office.
      d. If an officer obtains alumna status during her term, the office will be vacated and reappointed by the Executive Board.
   D. Impeachment/Resignation Procedures
a. Officers shall be removed from office for failure to uphold the National Panhellenic Conference Resolutions; Panhellenic Bylaws, Constitution, Standing Rules, Creed, and Oath; James Madison University policies and student codes.
b. In the event an officer violates any of the above mentioned, the impeachment/resignation procedures will begin and follow Robert’s Rules of Order, Newly Revised. The Executive Board holds the power to remove her from office by a two-thirds vote.
c. All items in the Fraternity and Sorority Life Office which belong to the James Madison University Panhellenic Association are considered property of the James Madison University Panhellenic Association. All items must be returned in the event of resignation, impeachment, or end of the term.

2. Junior Panhellenic Officers
   Shall follow the same procedures as mentioned in Standing Rules, Article II.

Article III. Membership Selection
1. Fall recruitment shall be held at a time and date determined by the Panhellenic Executive Board and the Office of Fraternity and Sorority Life.
2. The National Panhellenic Conference quota-total system shall be followed.
3. The preferential bidding system shall be used.
4. Except during the formal recruitment period, continuous open recruitment shall be in effect during the college year (fall through spring) for all eligible female students. Chapters which do not fill quota during formal recruitment may continue to bid in continuous open bidding even though reaching quota puts them over total.
5. All Formal Recruitment events shall be held in the chapter house.
6. Every regularly enrolled new member, initiated and affiliated members of a chapter shall be counted in the Chapter Total.
   A. Depledging, termination of a new member, or other change in membership shall be reported to the President of the James Madison University Panhellenic Association and the Panhellenic Advisor and be updated on the chapter’s BeInvolved Roster no later than 24 hours after it has occurred.

Article IV. Total
1. Chapter presidents will report the total number of members to the Panhellenic advisor no later than 72 hours after the conclusion of the Formal Recruitment Period.
2. In accordance with the NPC Manual of Information, the James Madison University Panhellenic Council will automatically reset chapter total to average chapter size no later than 72 hours after the conclusion of the Formal Recruitment period.

Article V. New Member Program and Initiation
1. Women must be a regularly matriculated student to be eligible for recruitment and becoming a new member.
2. A James Madison University Panhellenic Association member women’s fraternity or sorority may not issue an invitation to membership or formally pledge a woman during any school recess.
3. Individual member fraternities and sororities are responsible for the contents and activities of their new member periods.
4. Each new member period shall be no longer than eight weeks, unless individual inter/national groups indicate otherwise.
5. Each new member must uphold the ideals of the James Madison University Panhellenic Association and those of her individual chapter.
6. A new member may be initiated whenever she has met the requirements of the fraternity to which she is pledged.

Article VI. Judicial Procedure
1. Judicial Board
A. The Judicial Board shall consist of the Vice President of Standards and one-appointed member from each chapter. The Vice President of Standards shall serve as an ex-officio member.

B. The duties and responsibilities of the judicial board must be consistent with all NPC Unanimous Agreements.

C. The NPC judicial forms shall be used to ensure proper documentation and adherence to the NPC Unanimous Agreements. The forms are:
   i. College Panhellenic Violation Report
   ii. College Panhellenic Notice of Infraction
   iii. College Panhellenic Record of Judicial Board Hearing
   iv. College Panhellenic Record of Mediation
   v. College Panhellenic Judicial Board Hearing Minutes
   vi. College Panhellenic Notice of Appeal

D. Documentation of all judicial proceedings shall be retained by the James Madison University Panhellenic Association for a period of three years.

2. Judicial Process Overview

A. Women’ fraternities and sororities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the judicial processes will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the College Panhellenic Violation Report, available from the College Panhellenic and the NPC website.

B. Timing
   i. The College Panhellenic Violation Report shall be completed and presented to the President of the James Madison University Panhellenic Association in a timely manner, but not more than 30 calendar days from the conclusion of the recruitment period. If the James Madison University Panhellenic Association President is unavailable or the violation is against her fraternity, the report shall be presented to the James Madison University Panhellenic Association Vice President of Standards or Panhellenic Advisor.
   ii. The James Madison University Panhellenic Association President and Panhellenic Advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.

C. Proper Reporting Authority
   i. Infractions, excluding recruitment infractions, must be reported and signed by the president of a member group on behalf of her chapter.

D. Notice
   i. When a report of an infraction is properly received by the James Madison University Panhellenic Association, the accused fraternity shall be given formal notification in writing. The James Madison University Panhellenic Association President shall notify the member group using the College Panhellenic Notice of Infraction. The College Panhellenic Violation Report is retained by the College Panhellenic president or Panhellenic Advisor and is available on request from the accused fraternity. A copy of the College Panhellenic Violation Report shall be given to the NPC Area Advisor.
   ii. The College Panhellenic Notice of Infraction shall be delivered to the president of the accused fraternity within one week of the James Madison University Panhellenic Association Panhellenic president’s receipt of the College Panhellenic Violation Report. If the president of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be documented on the report. A copy of the College
Panhellenic Notice of Infraction shall be given to the Panhellenic Advisor and the NPC Area Advisor within the same time period.

iii. Upon receipt of the College Panhellenic Notice of Infraction, the accused fraternity shall contact the James Madison University Panhellenic Association President (or in the case of a recruitment infraction, Panhellenic Vice President of Recruitment) within one week to schedule mediation or choose to proceed directly to a judicial board hearing.

1. If the College Panhellenic Notice of Infraction is delivered during a college/university break, the mediation or the judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

2. On those campuses where the small size of the College Panhellenic makes a judicial board hearing ineffective because of conflicts of interest, and mediation has proved ineffective, an appeal may be made directly to the NPC College Panhellenic Judicial Appeals Committee who will serve as a hearing board.

E. Mediation shall be closed to the public. All participants in the mediation shall keep strict confidentiality. The participants shall be representatives from each fraternity involved, including a chapter advisor (if he or she is available) or the complaining party if other than a fraternity. In cases of recruitment infractions, the James Madison University Panhellenic Association Vice President of Recruitment shall attend only if she has information that explains the violation. After she presents her information, she shall be excused from the mediation.

F. Mediations will follow the process outlined in the most current edition of the *Manual of Information*

G. Judicial Board Hearing
   i. If mediation is not successful, a judicial board hearing shall be held.

H. The College Panhellenic shall establish procedures to be followed during a judicial board hearing. The procedures shall be adopted in accordance with the College Panhellenic Association bylaws.

I. Judicial board hearings shall be closed to the public. The participants in the judicial board hearing shall be representatives from each women’s fraternity or sorority involved, including a chapter advisor or the complaining party if other than a fraternity, the James Madison University Panhellenic Association President, the Panhellenic Advisor, the Vice President of Standards, and in cases of recruitment infractions, the Panhellenic Vice President of Recruitment.

3. Penalties
   The James Madison University Panhellenic Association shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.

   A. Inappropriate Penalties
      Monetary fines shall be acceptable only for measurable recruitment infractions (i.e., late invitation lists, late events, etc). The amounts shall be predetermined by a vote of the James Madison University Panhellenic Association and stated in the membership recruitment rules.
      i. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration. Penalties shall not affect a fraternity chapter’s quota or total.
      ii. Penalties shall not affect the time of new member acceptance and/or initiation.
iii. Penalties shall not forbid the right of an NPC fraternity to vote in James Madison University Panhellenic Association meetings.

B. Duration of Penalties
The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.

C. NPC Notification of Penalties
Within 24 hours of the successful completion of mediation or the judicial board hearing, the James Madison University Panhellenic Association President shall send a copy of the College Panhellenic Judicial Board Hearing Minutes to the NPC Area Advisor, the NPC Delegate and the Inter/National President.

4. Appeals
See Bylaws Article X, Section 3, Statement C for Appeals procedure.

A. Judicial board decision.
   i. A decision of the James Madison University Panhellenic Association College Panhellenic Association judicial board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals chairman. An appeal shall be filed with the James Madison University Panhellenic Association President using the College Panhellenic Notice of Appeal within one week of the decision. A penalty shall begin only after all properly filed appeals have been decided; however, should a sanctioned women’s fraternity or sorority choose to begin fulfilling all or part of the stipulations of the sanction pending the outcome of filed appeals, the women’s fraternity or sorority shall have that option.

B. NPC College Panhellenic Judicial Appeals Committee.
   i. If the NPC College Panhellenic Judicial Appeals Committee is unable to resolve the appeal, the committee chairman shall be responsible for the further conduct of the case. She shall submit by certified mail, return receipt requested, all data regarding the appeal to the inter/national president(s) of the fraternity(s) involved.

C. Inter/national presidents.
   i. If the inter/national presidents cannot resolve the case by discussions among themselves, the case may be referred by any inter/national president involved to the NPC Executive Committee.

D. NPC Executive Committee.
   i. If the NPC Executive Committee cannot resolve the case, it may be appealed either by the inter/national president or by the NPC Executive Committee to the National Panhellenic Conference.

Article VII. Meetings

1. The James Madison University Panhellenic Council shall hold its meetings every Tuesday. The meeting time and location may vary each semester.

2. In the event of a change in meeting time or place, the James Madison University Panhellenic Association Vice President Internal and Scholarship will be responsible for contacting all member women’s fraternities and sororities.

3. In the event of a special meeting, the Vice President Internal and Scholarship will be responsible for contacting all member women’s fraternities and sororities.

4. The Panhellenic Executive Board shall hold its meetings at a date a time to be determined by the Panhellenic President based on Executive Board member availability.
5. The Junior Panhellenic Council shall hold its meetings at the time decided at the beginning of each semester by the Junior Panhellenic President, Panhellenic Vice President of Member Education, and the Junior Panhellenic Advisor.
6. In the event of consistent absence of a chapter delegate (two or more per semester), the women’s fraternity or sorority will be referred to the Judiciary Committee.
7. In the event of two unexcused absences per semester of an officer, the officer will be asked to give up her office.

Article VIII. Women’s Fraternity and Sorority Members Refraining from Participating in Fraternity Recruitment

1. James Madison University’s Panhellenic Association will follow NPC Unanimous Agreement X, protecting the right of NPC member organizations to remain women-only organizations. This supports the recommendations from the National Panhellenic Conference that in order to secure the single sex designation of our organization, members should refrain from participating in men’s recruitment in all capacities including serving as hostesses or as guests.
   A. Chapters will be expected to monitor their own members and hold them to a standard of excellence.
   B. Participation includes but is not limited to being present at official Interfraternity Council recruitment events, preparing or buying food and/or drinks to be used as refreshments during rush events to be distributed to one or more fraternities during Interfraternity Council recruitment, supporting one men’s fraternity over another by wearing any article of clothing that does not have a general “Go Greek” message, creating banners/cards, etc. that promote one fraternity over another to be displaying during rush recruitment events, or endorsing one fraternity over another on social media outlets (e.g. FaceBook, Twitter, Instagram, etc.)
   C. Panhellenic women may not be present during Fraternity Recruitment Events.
   D. Panhellenic women may resume interactions with fraternity men after IFC Fraternity Recruitment Bid Day as defined by the Interfraternity Council.
   E. Unanimous Agreements
      i. Auxiliaries. Each College Panhellenic shall denounce the participation of undergraduate Panhellenic women in auxiliary groups to men’s fraternities.

Article IX. Panhellenic Standards and Ethics

1. I will know and understand the ideals expressed in my chapter Ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore, I will not physically, mentally, psychologically abuse or haze any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.
7. I will respect myself in a manner that upholds the moral and ethical values of my chapter and James Madison University.
   A. Panhellenic sororities will not participate or donate in fraternity philanthropy events that do not match sorority standards and ethics codes.
8. I will uphold loyalty to a fellow member, chapter, fraternity, school, and community.
9. I will uphold morality in work and deed through truth, honor, virtue, integrity and justice.
10. I will maintain responsibility to myself through healthful living and upright action and to others through positive leadership, emotional support, open communication, and sound fiscal management.
11. I further promise to challenge my chapter members to abide by these fraternal expectations and values.
12. I will exhibit respect and honesty to other chapters in the Panhellenic Community.