

# CONSTITUTION OF CASE WESTERN RESERVE UNIVERSITY

## PANHELLENIC COUNCIL

Updated November 2025 by Nina Hayes, Vice President of Administration of the Panhellenic Council

### ARTICLE I- NAME AND PURPOSE

#### **Section A. Name**

1. The name of this organization shall be the Case Western Reserve University Panhellenic Council and shall be hereinafter referred to as “Panhellenic.”

#### **Section B. Purpose**

1. The object of this Panhellenic shall be to develop and maintain sorority life and intersorority relations at a high level of accomplishment and in doing so:
  - a. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
  - b. Promote superior scholarship as the basis to intellectual achievement.
    - i. Cooperate with member sororities and the university administration in concern for and maintenance of high social and moral standards.
2. Act in accordance with National Panhellenic Conference (NPC) UNANIMOUS AGREEMENTS and policies.
  - a. Act in accordance with all rules established by Panhellenic as do not violate the sovereignty, rights, and privileges of member sororities.
  - b. Act in accordance with and support the Creed of the Case Greek Community and the Greek Community Standards.

### ARTICLE II- MEMBERSHIP

#### **Section A. Membership**

1. **Regular membership.** The regular membership of the Case Western Reserve University Panhellenic Association shall be composed of all installed chapters of NPC sororities at Case Western Reserve University. Regular members of the Panhellenic Association shall pay dues as determined by the Panhellenic Council.
2. **Provisional membership.** The provisional membership of the Case Western Reserve University Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Case Western Reserve University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

3. **Associate membership.** The associate membership of the Case Western Reserve University Panhellenic Association shall be composed of local sororities or inter/national or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total. 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.
4. A member sorority shall not extend a bid to any initiated member of an active member sorority of Case Western Reserve University.

### **ARTICLE III- EXTENSION**

#### **Section A. Extension**

1. When a number of students are unable to affiliate with the existing chapters and existing chapters desire to remain at a manageable size, the Panhellenic shall vote on a motion to form an extension exploratory committee.

#### **Section B. Extension Exploratory Committee**

1. The extension exploratory committee (referred to as Exploratory Committee) shall be composed of Panhellenic officers, chapter delegates, alumnae advisors, faculty advisors, and administrators.
2. The Exploratory Committee shall:
  - a. Analyze statistics regarding enrollment and statistics.
  - b. Assess the needs of the campus.
  - c. Consult the administration regarding the addition of another NPC organization.
  - d. Compile an official report including a recommendation to the Panhellenic as to whether to extend at this time.
3. If the Exploratory Committee motions to the Panhellenic to open the campus for extension and the motion passes by a majority vote from the Panhellenic, the Exploratory Committee shall appoint an Extension Committee.
4. The Panhellenic shall contact the NPC area advisor and the NPC Extension Committee chairmen when an Extension Committee is formed.

5. The Extension Committee shall include a representative sample of the Panhellenic community including collegians, alumnae members/advisors and administrators. Each recognized organization shall be represented on the committee by a collegiate or alumna member. The VP Recruitment of the Panhellenic shall chair this committee.

Responsibilities of the Extension Committee include:

- a. The Extension Committee shall notify all NPC organizations of the extension opportunity and soliciting interest.
  - b. All groups wishing to be recognized as part of the Case Western Reserve University Panhellenic Community must be recognized by a national organization.
  - c. Groups recognized as members of the community as of October 1st, 2006 are exempt.
  - d. The Extension Committee shall select organizations to be considered for extension onto the CWRU campus. Once selected, the committee shall make arrangements for each group to present on different days.
  - e. The Extension Committee shall notify organizations who are not selected to present.
  - f. The Extension Committee shall attend all presentations.
  - g. After presentations, the committee is responsible for making a recommendation to the Panhellenic regarding which group meets the needs of the campus.
6. The Panhellenic shall vote on the recommendation from the Extension Committee. If the motion passes with a majority vote, the Panhellenic shall issue an invitation to the selected organization. Upon acceptance, the Panhellenic immediately begins work with the selected organization to prepare a schedule for re/establishment.

### **Section C. Requirements**

1. Requirements for Regular or Associate Membership
  - a. When an NPC member organization has followed the NPC Unanimous Agreement on Extension, and a chapter has been installed, that chapter shall become a regular member of the University Panhellenic.
  - b. Once regular or associate membership is established, all Panhellenic groups hold equal voting rights.

## **ARTICLE IV- OFFICERS**

### **Section A. Officers Titles**

1. The officers of the Case Western Reserve University Panhellenic shall be President, Vice President of Administration, and Vice President of Recruitment and are to be elected from members of the sororities that hold regular membership.

2. Three Vice Presidents of Citizenship, the Vice President of Finance, and Vice President of Marketing and Communication will be elected jointly by the Panhellenic Council and Interfraternity Congress. These positions will be elected from among members of the fully recognized chapters of either body. They will be ex-officio members of both Executive Committees.
3. The officers of the Panhellenic shall constitute the Executive Committee.

### **Section B. Requirements for Running for Office**

1. The officers shall serve a term of one calendar year. The term of office is to begin at the last regularly scheduled meeting of the fall semester.
  - a. The interim period between elections and the first meeting under the new administration shall be a briefing period during which the former officers shall instruct the officers-elect as to the most efficient, effective, and responsible way to fulfill their new duties.
2. The officers shall:
  - a. Be members from sororities holding regular membership in the Case Western Reserve University Panhellenic Council.
  - b. Have had at least one semester of Panhellenic experience, including the semester of initiation, to be eligible to hold office.
    - i. President and Vice President of Administration requires two semesters of Panhellenic experience.
    - ii. Vice President of Recruitment requires the candidate to have gone through one primary recruitment cycle as an active member.
  - c. In order to apply for candidacy, members must be in good standing with their chapter. This includes but is not limited to academic standing, active membership, financially responsible with payment of dues, and not implicated in any chapter or Greek Life judiciary cases.
  - d. Have a minimum cumulative grade point average of 3.0 prior to assuming office and throughout their term of office. In the case of the candidate having served the semester prior to the start of their term at an institution other than Case, the most recent semester at Case will be considered. In the event that the officer does not maintain a 3.0, they will be required to resign immediately. They may opt to submit a letter of appeal to the scholarship commission who will then decide if the officer shall remain in their position.
  - e. No member can be co-currently serving as President, Delegate or head of recruitment of their chapter, or serve as the chapter's equivalent to the officer position.

### **Section C. Transitions, Vacancies, and Representation**

1. The interim period between elections and the first meeting under the new administration council shall be a briefing period during which the former officers shall instruct the officers-elect on the most efficient, effective, and responsible way to fulfill their new duties. Where each outgoing officer shall prepare a written transition report, including but not limited to:
  - a. Description of the role
  - b. Projects in progress
  - c. Relevant contacts
  - d. Recommendations for goals for the incoming officer
2. In the case of a vacancy on the Executive Committee, nominations and elections shall occur at the first opportunity during a regular meeting of the Congress.
3. In the case of the President's inability to perform the duties of his office, responsibility shall descend in the following order: Vice President of Administration, Vice President of Recruitment.
4. The membership of the Executive Committee of the Congress shall not be considered as the representatives of their respective Fraternities.
5. No member can be co-currently serving as President, Delegate or head of recruitment of their chapter, or serve as the chapter's equivalent to the officer position.

## **ARTICLE V - ELECTIONS**

### **Section A. Panhellenic Council Officer Elections**

1. The election of officers each fall semester shall be facilitated by the combined Council, the Greek Life Office Staff, and the Election Committee:
  - a. The application, designed by the combined Executive Committee and the Greek Life Office Staff, shall contain at least the following:
    - i. Questions concerning the order in which the applicant would like to run for positions, if the applicant is intending on running multiple positions.
    - ii. Questions concerning the applicant's cumulative grade point average.
    - iii. Questions concerning the applicant's chapter status and their current standing in chapter. The Greek Life Office Staff will verify each applicant's eligibility based on Article IV section B, before being interviewed by the Panel.
    - iv. Questions concerning the applicant's ability to perform the duties of the position.
      1. These questions are to be developed by the incumbent in that position and the Greek Life Office Staff.
      2. Answers to these questions will be distributed to the General Body within a week after applications are due.

- v. An optional section in which the applicant may provide a Letter of Recommendation from a recommender that can write to their ability to perform the duties of the position.
- vi. If an incumbent is running for reelection or another position:
  - 1. The President of the current Executive Committee shall facilitate the design of the application pertaining to the role of the incumbent. If that is not possible, the Vice President of Administration then the Vice President of Recruitment shall facilitate the design of the application.

## **Section B. Election Committee & Candidate Evaluation**

### **1. Formation**

- a. The Election Committee shall be established by a vote of the General Body prior to elections.
- b. Membership shall consist of:
  - i. Chair: President of Order of Omega (non-voting, serves as facilitator)
  - ii. 10 IFC representatives (different chapters' presidents, delegates, Order of Omega members, Executives of SMARRT, Greek Games)
  - iii. 10 IFC representatives (different chapters' presidents, delegates, Order of Omega members, Executives of SMARRT, Greek Games).
- c. Voting for the membership of The Election Committee will follow the voting procedures outlined in Article VI Section B (3).

### **2. Election Committee Chair Duties**

- a. The committee shall schedule interviews and organize the 20 members into groups, ensuring that no member interviews applicants from their own chapter.
- b. Each committee member may participate in interviews for no more than two positions. The same committee members must interview all applicants for a given position in order to maintain consistency of evaluation.
- c. For PHC council positions, the panel shall be represented by PHC members. For joint council positions representation from both IFC and PHC is required.

### **3. Panel Integrity**

- a. No more than two panel members may belong to the same chapter.
- b. Members from the same chapter as a candidate must recuse themselves from that candidate's review; this will be organized by the chair of the committee.
- c. Officers on the IFC/PHC Council will attend interviews of their own position, as they know it best and will be able to give the most accurate feedback and answer the interviewees' questions.

- d. For the interviews of the candidates, the role call will be as follows:
    - i. Election Chair: if they choose to attend
    - ii. 4 Committee members (ideally 2 PHC and 2 IFC)
    - iii. The outgoing/ current Vice President
    - iv. Member of the GLO Staff/ GCEC
  - e. The panel holds responsibility to the candidates. They should be clear that the candidate's opinions, agendas and any information that does not include intimate personal details and anecdotes will be shared with the general board. They should also not share intimate personal details and anecdotes if the candidate wishes to not share them.
  - f. The panel holds responsibility to the voting body. They should be transparent about each candidate's statements and impartial for their own statements with the best interest of this entire community in mind.
4. Panel statement
- a. The panel statement is drafted and voted through a simple majority by the interview panel. The panel statement shall include:
    - i. A summary of the candidates' responses for **each** interview question. If a candidate shares information they do not wish to be disclosed to the panel, such information may be redacted if deemed irrelevant. Where the content supports or contradicts the candidate's suitability for the position, the panel may provide a general statement on its impact without disclosing specific details of the information itself.
    - ii. A brief reasoning for why the candidate would suit the position and why the candidate wouldn't suit the position. The panel must be able to provide reasoning for both sides, suitable and unsuitable.
5. Election Format
- a. The election shall consist of a candidate's speech, questioning from the Panhellenic Council General Body (P.C.G.B.), the election panel's statement, and discussion regarding the applicant's ability to perform the duties of the position.
    - i. The speech shall be 2-3 minutes in length and may not be extended.
    - ii. The duration of questioning shall be voted on by the P.C.G.B. and may be extended if voted for.
    - iii. The duration of questioning shall be voted on by the P.C.G.B. and may be extended if voted for.
    - iv. Potential questions may be provided to the P.C.G.B. by the incumbent prior to the election.
    - v. A member of the Interview Panel (preferably one who conducted the interview) shall read the Statement to the General Body.

- vi. Members of the General Body may ask clarifying questions related to the Statement.
- vii. The Statement should never be distributed to members of the General Body and only distributed verbally during elections.

### **Section C. Election Procedure**

1. Timeline: If necessary, the timeline for elections shall be proposed to the P.C.G.B. before Fall Break.
2. Discussion: The duration of discussion shall be voted on by the P.C.G.B. and may be extended if voted for.
  - a. Discussion shall be focused on the candidate's ability to perform the duties of the position.
  - b. In the event that the P.C.G.B. would like to continue questioning the candidate during discussion, there may be a motion on the floor to do so.
  - c. Concerns of the candidate's personal ability or other personal concerns that may affect that candidate's ability to perform the duties of the position shall be addressed to the Director of Greek Life or their designee before elections.

### **Section D. Joint Officer Elections**

1. Procedure for Election of Vice President of Finance, Vice President of Marketing and Communications, and the three Vice Presidents of Citizenship: Service and Philanthropy, Wellness, and Diversity, Equity, and Inclusion.
  - a. The same procedure for election will be followed for the Vice Presidents of Citizenship: Diversity, Equity, and Inclusion, Wellness, Service and Philanthropy, the Vice President of Finance, and the Vice President of Marketing and Communications.
2. Voting for these joint positions will follow the voting procedures outlined in Article VI Section B.
3. Order of elections shall be determined by Article III of the Bylaws of the Panhellenic Conference.

## **ARTICLE VI- MEETINGS**

### **Section A. Meetings**

1. The president of a chapter must attend meetings held by the President of the Council.
  - a. If a chapter president cannot attend a meeting, their absence may be excused by the President of the Council. The unexcused absences will have consequences as outlined in Article VII, section 9.
  - b. Meetings are defined as Joint General Body Meetings and President Meetings.
2. Regular meetings of the Panhellenic shall be held once every other week during the Academic Year.



3. Each Chapter and newly established chapter is required to have a delegate and president, or appropriate substitute(s), attend each regular meeting.
4. All meetings of the Panhellenic shall be conducted according to Robert's Rules of Order Newly Revised, except where specified otherwise in the Constitution or Bylaws
5. A simple majority of the voting member chapters of the Panhellenic shall constitute a necessary quorum for the transaction of business
6. The Secretary shall be responsible for distributing an agenda for and to the General Body at least 24 hours in advance of the meeting start time. Minutes from the General Body meetings will be made available to the General Body representatives no more than 24 hours after the meetings occur.
7. The IFC/PHC Joint Executive committee shall hold weekly meetings during the academic year. The Executive Committee of the Panhellenic shall hold weekly joint meetings with the Executive Committee of the Interfraternity Congress during the Academic Year.
8. Special meetings of the Panhellenic may be called by the President or at the request of three or more members of the Panhellenic. The Panhellenic shall be given sufficient notice of special meetings.
9. Absences from meetings of the Panhellenic by either of a chapter's representatives or absences of Presidents from President's Meeting within the calendar year, shall have the following consequences:
  - a. Each absence results in one Community Expectations strike. Each strike shall have the following consequences:
    - i. The first strike will serve as a warning. An email will be sent to the chapter presidents from the Vice Presidents of Administration informing them of the strike. No meeting is necessary.
    - ii. The second strike will also serve as a warning. A meeting will be held with the Vice Presidents of Administration to discuss the strike and how to prepare for the future.
    - iii. A hearing with the judicial board will be held for any strike after the second. The results of the hearing will be up to the discretion of the Vice Presidents of Administration and the Associate Justices on the case.

## **Section B. Voting**

1. The voting body of the Case Western Reserve University Panhellenic Council shall be the regular or associate members of its Panhellenic Council.
2. The voting members of the Panhellenic shall be the delegates of each sorority holding regular membership and the delegates of such associate sororities as have been granted voting status. If a delegate is absent, the vote of the sorority shall be cast by its alternate. Ballots will be tallied by the Panhellenic Advisor.
3. Three-quarters of the voting members of:

- a. The Panhellenic body are required to amend the Constitution of the Case Western Reserve University Panhellenic Council or to grant CWRU Panhellenic membership to non-NPC social sororities.
  - b. The Panhellenic Recruitment Council are required to establish recruitment rules.
- 4. When voting to fill multiple positions, each chapter will receive a number of votes equal to the number of open positions, and no chapter may give more than one vote to the same candidate or option. After all votes are cast, the candidates will be ranked according to the number of votes they receive, and the highest-ranking candidates will fill the available vacancies. To be eligible for election, a candidate must receive at least the minimum number of votes required, which is calculated by multiplying the total voting weight of all chapters present by the number of vacancies remaining and then dividing that result by twice the number of candidates still under consideration.
  - a. If a tie remains after filling all higher-ranked vacancies, and the remaining open positions cannot be resolved due to the tie, a re-vote following similar procedures can be conducted among the tied candidates to determine who fills the remaining vacancies.

### **Section C. Joint Body Voting**

- 1. At a joint meeting with the Interfraternity Congress of Case Western Reserve, a community wide motion may be introduced in business, to be discussed and voted on by all member organizations of both groups acting as one body.
- 2. The necessary shall be constituted of a simple majority of all member organizations of both councils.
- 3. The voting process and success shall follow Robert's Rules of Order Newly Revised, with both groups acting as one body. This is done so that a vote is passed or declined as a community rather than as a Panhellenic or Interfraternal matter.
- 4. Panhellenic votes would be weighted by multiplying each sorority vote by the value obtained by dividing the number of voting IFC chapters by the number of voting Panhellenic chapters.
- 5. For business that calls for joint changes to the bylaws, a motion will pass with  $\frac{2}{3}$  vote in favor of the motion.
- 6. For business that calls for joint changes to the constitution, a motion will pass with  $\frac{3}{4}$  vote in favor of the motion.
- 7. For all other joint business, a motion will pass with a simple majority vote in favor of the motion.

## **ARTICLE VII - REPRESENTATION**

### **Section A. Membership**

1. The Case Western Reserve University Panhellenic Council shall be composed of one delegate from each regular and associate member of the Case Western Reserve University Panhellenic.
  - a. The designated Representative and chapter president must be students of Case Western Reserve University, the Cleveland Institute of Art, or the Cleveland Institute of Music and eligible chapter officers as determined by the Office of Greek Life.

### **Section B. Delegates**

1. Delegates shall be selected by their respective sorority chapters to serve for a term of one year coinciding with their respective elections.
2. When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement and notify the Panhellenic of their name, email address. When a meeting of the Panhellenic occurs while a delegate vacancy exists, an alternate delegate of the sorority concerned will fulfill the duties of the delegate in all cases.

### **Section C. Officers**

1. These officers shall serve as the Executive Board of the Panhellenic and shall have such powers and duties as are prescribed in the Bylaws of the Case Western Reserve University Panhellenic Council.

## **ARTICLE VII - OFFICE OF GREEK LIFE**

### **Section A. Director of Greek Life**

1. The Director of Greek Life, and their designees, shall work closely with the Congress and the Executive Committee to promote smooth relations among the Greek organizations, campus administration, and the community.

## **ARTICLE IX- STANDING COMMITTEES**

### **Section A. Standing Committees**

1. Such Standing Committees and special officers as may be necessary to carry out the work of the Case Western Reserve University Panhellenic shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

## **ARTICLE X - AGREEMENTS, RULES, POLICIES**

1. All members of the Case Western Reserve University Panhellenic Council shall act in accordance with fundamental Panhellenic rules and policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic

Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council) and the Case Student Services Guide.

2. All Case Western Reserve University Panhellenic Council rules and policies shall be in harmony with those currently established by the National Panhellenic Conference and/or the Case Student Services Guide.

#### **ARTICLE XI - ENFORCEMENT**

1. Violations of any regulations of this Constitution of its related Bylaws, of recruitment rules, of the rules concerning matters other than recruitment, or of the National Panhellenic Conference UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council) shall be the occasion of penalties established by the Case Western Reserve University Panhellenic Council in conformity with those recommended by National Panhellenic Conference or the Constitution of the Case Western Reserve University Panhellenic Council
2. Any dispute growing out of the violation of Panhellenic rules and regulations shall be adjusted through arbitration as prescribed by the principles of the Panhellenic Conference.

#### **ARTICLE XII - AMENDMENT**

1. This constitution may be amended by a three-fourths vote of the regular voting members of the Case Western Reserve University Panhellenic Council, provided notice of the proposed amendment has been given in writing at a preceding regular meeting. Changes which would require a corresponding change to Interfraternity governing documents in order to maintain consistency must also be voted on and passed by the Interfraternity Congress.
2. This Constitution and all amendments thereof must be approved by the Vice President of Student Affairs and/or their designee

#### **ARTICLE XIII. RATIFICATION**

##### **Section A. RATIFICATION**

1. The ratification of three-fourths (3/4) of the member organizations of the Council, with each organization having one vote and voting in roll call vote, is required to establish this Constitution for the Panhellenic Council of Case Western Reserve University.