

**BYLAWS OF CASE WESTERN RESERVE UNIVERSITY**  
**PANHELLENIC COUNCIL**

**ARTICLE I- Membership**

1. Any regular matriculated student not identifying as a man is eligible for recruitment.
2. Formal Recruitment shall be conducted within the first three weeks of the spring semester.
3. Rules concerning the quota-total, preferential bidding, and continuous open bidding systems shall be followed as outlined in the Recruitment Rules.

**ARTICLE II- Finance**

1. FISCAL YEAR. The fiscal year of the CWRU Panhellenic Council (Panhellenic) shall run from the first day of July to the 30th day of June the following year.
2. CHECKS. All checks issued on behalf of the Council shall go through the University Accounting System, and the Vice President of Finance shall have oversight over these transactions.
3. DISBURSEMENTS. The Executive Committees of both councils shall control their joint budget, and all disbursements from the Council's treasury must be approved by the Executive Committees.
  - a. All funding requests should be made at least 2 weeks prior to the event with exceptions made at the discretion of the Vice President of Finance and the Executive Board.
  - b. The VP of Finance shall hold weekly Finance Meetings to discuss funding requests and give recommendations to the boards for voting. The approval of funding requests shall be made by a majority of the combined Executive Committees.
  - c. Reimbursement forms must be filled within one month after the event.
  - d. Funding will not be granted for events that did not occur.
4. INVOICE. If disbursements have been granted by the Interfraternal and Panhellenic Executive Board and its speedtype has been billed for the agreed upon charge, anything

in excess of disbursement granted will be invoiced back to the respective chapter. Invoices will be paid within two weeks of issuance.

- a. If disbursement has not been granted by the Interfraternal and Panhellenic Executive Board and its speedtype has been billed for \_\_\_, the respective chapter will be invoiced in full amount of the charge. Invoices will be paid within two weeks of issuance.
- b. Payment of these invoices will follow the outlined procedure in the Panhellenic Bylaws, Article II Section 6.
- c. Failure to meet this deadline will result in the loss of voting privileges until the dues are paid and follow the outlined procedure in the Panhellenic Bylaws, Article II Section 5e.

## 5. MEMBERSHIP DUES

- a. Amount: Panhellenic dues shall be \$4.00 per chapter member and new member per semester; the total of NPC Dues billed to the Panhellenic Council divided between NPC Chapters.
- b. Time and Payment: Bills for Panhellenic dues shall be presented in writing at the Panhellenic Council General Body meeting following the deadline to submit chapter rosters as stipulated by the Office of Greek Life. All bills shall be due two weeks after the date that they are presented to the chapters. Failure to meet this deadline will result in the loss of voting privileges until the dues are paid.
- c. The member roster provided by the Greek Life Office to each chapter must be updated in full no later than two weeks from the end of the official bid week period. Should the roster fail to be updated by that date, the chapter's voting rights in PHC General Body meetings will be suspended until the roster is updated. Exceptions may be granted at the discretion of the President, VP of Finance, and the VP of Recruitment. If the roster should fail to be updated and membership is not correct, the invoice will be paid in full as of the aforementioned deadline.
- d. Payment Plans: if a chapter is unable to pay the dues in full by the payment deadline, a payment plan shall be worked out between the VP of Finance and the President or designee of the chapter involved. Failure to adhere to the payment plan will result in a loss of voting privileges until the dues are paid in full. Payment plans shall be created on an ad hoc basis when chapters have difficulty paying in full within two weeks of billing.

- e. If a sorority is delinquent for more than two weeks, the Vice President of Finances shall bring action against that Sorority in the Panhellenic Judicial Board.
  - f. Chapters will be fined \$10 for all members who have not completed the SMARRT quiz within the semester of their initiation and will be fined each semester thereafter until the quiz is completed or the member graduates. The SMARRT quiz must be completed the day prior to the presentation of chapter dues in order to not be fined.
6. PAYMENTS. All payments due to the Panhellenic shall be given to the Vice-President of Finance, who shall record them. Checks made for payments shall be made payable to Case Western Reserve University.
  7. BUDGET The joint annual budget of the Interfraternity Congress and Panhellenic Council shall be presented at the first Joint General Body meeting of each semester. The budget shall then be voted upon at the following Joint General Body meeting, but may be have minor changes made at the digression of the Vice President of Finance continuously.
  8. FINANCIAL RECORDS The financial records of the Interfraternity Congress and Panhellenic Council shall be ready for auditing and transferal within two weeks of the start of the succeeding officers term.
  9. FUNDS No funds of the Council shall be used for the purchase of alcohol.
  10. EXCESS FUNDS Excess funds will remain in the community budget. However, a balance of \$2,000 must remain in the special projects fund at all times. These funds shall be pulled from the community budget if necessary.
  11. FINANCIAL REPORTS Financial reports shall be reviewed by the Director of Greek Life or their designee and the VP of Finance on a monthly basis. Any errors or omissions in the financial reports shall be addressed immediately.

### **ARTICLE III- Officer Duties**

1. THE PRESIDENT SHALL:
  - a. Have overall responsibility for the operation of the Panhellenic.

- b. Call and preside at all regular, special, and Executive Board meetings of the Panhellenic and Joint General Body.
- c. Serve as a member ex-officio of all Panhellenic committees.
- d. Report as required to the National Panhellenic Conference Area Advisor.
- e. Coordinate with Order of Omega and oversee their function as it pertains to member development, new member education, and board development
- f. The President or their designee shall represent the Panhellenic Council to the outside community.
- g. Promote and utilize the Culture of Care tenets with the Panhellenic Council, chapters and the greater CWRU community.
- h. The President shall remain disaffiliated during the formal recruitment process from the beginning of the spring semester until the period of Strict Silence is over. In addition, the President shall remain discreet during the pre-recruitment period.
- i. Appoint ad-hoc committees as deemed necessary.
- j. Represent and defend the highest ideals the fraternal movement.
- k. Perform any other duties pertaining to this office.

2. THE VICE PRESIDENT OF ADMINISTRATION SHALL:

- a. Perform the duties of the President in their absence, inability to serve, or at their call.
- b. Serve as the Chief Justice of the Judicial Board.
- c. Recruit and train community Associate Justices.
- d. Oversee the maintenance of the Bylaws and Constitution of the Panhellenic through the Secretary.
- e. Serve as a liaison to member sororities for policies, procedures, and judiciary issues.

- f. Provide training to chapter judicial boards as requested
  - g. Assess the Community Standards concerning the year for which they are in office by overseeing the Community Standards Review Committee. They shall preside over any judicial action related to the Community Standards completed during her time in office.
  - h. Serve as parliamentarian for the Council.
  - i. Represent and defend the highest ideals the fraternal movement.
  - j. Perform any other duties pertaining to this office.
3. THE VICE PRESIDENT OF CITIZENSHIP SHALL:
- a. Chair the Citizenship Council
    - i. The Citizenship Council is composed of the Vice President of Citizenship, the Assistant Vice Presidents of Citizenship, SMARRT Coordinator, Executive member of Lambda Eta Mu, Inclusion Committee Chair, Safety & Wellness Chair, and the Director of Greek Life, or their designee
  - b. Advise the SMARRT Leaders' Program, which is responsible for educating chapters about risk management and personal and community wellness.
    - i. The SMARRT Leaders' Program is responsible for educating chapters about risk management and personal and community wellness.
  - c. Administer general education on issues of risk reduction and wellness in the community.
  - d. Provide resources to chapters on risk management, University Policy, FIPG, and anti-hazing.
  - e. Oversee and meet regularly with the Assistant Vice Presidents of Citizenship to coordinate programs regarding social responsibility and Culture of Care.
  - f. Oversee the Assistant Vice President of Citizenship

- g. Promote and utilize the Culture of Care tenets with the Congress, chapters and the greater CWRU community.
  - h. Represent and defend the highest ideals the fraternal movement.
  - i. Perform any other duties pertaining to this office.
4. THE VICE PRESIDENT OF RECRUITMENT SHALL:
- a. Plan, organize, and coordinate Formal Recruitment and support chapters in the continuous open bidding process.
  - b. Chair the Recruitment Council.
  - c. Lead the Executive Recruitment Team and its activities.
    - i. The Executive Recruitment Team is composed of the Panhellenic Vice President of Recruitment, the Assistant Vice President of Recruitment, the Rho Chi Coordinator, and the Director of Greek Life or their designee. The Executive Recruitment Team is responsible for:
      - 1. Planning, coordinating, and implementing events that encourage students who do not identify as men to go through the recruitment process.
      - 2. Promoting the understanding of Membership Guidelines and the Code of Ethics among sorority members.
  - d. Train the Assistant Vice President of Recruitment.
  - e. Periodically meet with chapter recruitment chairs and the Recruitment Council to prepare for Formal Recruitment and act as a consultant and liaison regarding recruitment methods, techniques, and events.
  - f. At the discretion of the Panhellenic, organize and oversee Panhellenic recruitment programming.
    - i. In conjunction with the IFC Vice President of Recruitment, as well as the IFC and PHC executive boards, plan and organize a recruitment event(s) during Orientation Week at the beginning of the academic year.

- g. Prepare sufficient publicity and marketing to inform the student body of pre-recruitment, recruitment and related events.
- h. Collect and maintain accurate contact information of the Recruitment Council, the Executive Recruitment Team, and the Recruitment Counselors (Rho Chis).
  - i. The selection of Rho Chis shall be overseen by the Vice President of Recruitment, Rho Chi Coordinator, and the Director of Greek Life or their designee.
- i. Distribute chapter and potential new member recruitment evaluations following Formal Recruitment and complete a Panhellenic recruitment evaluation within one month of the conclusion of Formal Recruitment.
- j. Recalculate Panhellenic total, which shall be set as the average chapter size, at the conclusion of the spring semester, before the start of the fall semester, and immediately following the conclusion of Formal Recruitment.
- k. The Vice President of Recruitment shall disaffiliate during the pre-recruitment and Formal Recruitment process from August 1st until the conclusion of Formal Recruitment.
- l. Perform any other duties pertaining to this office.

5. THE VICE PRESIDENT OF MARKETING AND COMMUNICATION  
SHALL:

- a. Be elected jointly to serve as the marketing officer for both the Interfraternity Congress and the Panhellenic Council
- b. Maintain the Greek Life Newsletter
- c. Directly and through the Campus Relations Chair, promote positive public relations within the Greek community, individual chapters, and the university community.
- d. Oversee the Graphic Design Chairs
- e. Oversee the Social Media Chair

- f. Directly and through the Secretary...
  - i. Keep an up-to-date roll of the members of the Congress and Panhellenic Council and call it at all Council meetings.
  - ii. Keep full minutes of all meetings of the Congress and Panhellenic Council and a record of action taken by the executive boards.
  - iii. Maintain a complete and current file which includes minutes from all meetings of the Panhellenic Council and Congress, its executive board, committees, and documentation of official business of the Councils
- g. Oversee the records of Panhellenic Council meetings, including minutes and all correspondence through the Secretary.
- h. Be responsible for the official correspondence of the Congress and Panhellenic Council unless otherwise facilitated.
- i. Distribute and maintain all meeting agendas
- j. Maintain all e-mail groups necessary to the management of the councils.
- k. Promote and assess all activity and goals of the councils.
- l. Represent and defend the highest ideals the fraternal movement.
- m. Perform all other duties usually pertaining to this office.

6. THE VICE PRESIDENT OF FINANCE SHALL:

- a. Be elected jointly to serve as the finance officer for both the Interfraternity Congress and the Panhellenic.
- b. Be responsible for the general supervision of the finances of the Interfraternity Congress and Panhellenic.
- c. Be responsible for the preparation of the annual budget and following its approval by the Joint Executive Board, and for providing a copy to each member chapter.
- d. Receive all payments due to the Interfraternity Congress and Panhellenic, collect all dues, and give receipts.



- e. Be responsible for having oversight of all payment of bills of the Interfraternity Congress and Panhellenic.
  - f. Maintain current financial records in university system and give periodic reports of financial status.
  - g. Represent the councils to the Student Allocation Committee.
  - h. Represent and defend the highest ideals the fraternal movement.
  - i. Perform all other duties usually pertaining to this office.
7. THE GREEK COMMUNITY EDUCATIONAL CONSULTANT (GCEC) SHALL:
- a. Serve as the Scholarship Chair of the Panhellenic Council.
  - b. Be selected through an interview process conducted by members of the Greek Life Office and previous GCEC
  - c. Perform all duties listed in the GCEC job description.
  - d. Abide by all requirements listed on the GCEC contract.
  - e. Serve as an ex-officio member of the Executive Committee.
  - f. Oversee function of Gamma Sigma Alpha.
  - g. Represent and defend the highest ideals the fraternal movement.
  - h. Serve as a voting member in Finance meetings.
8. OFFICER EXPECTATIONS
- a. Officers of the Panhellenic may only miss two (2) required events per term, unless excused by the President of the Panhellenic after consulting with the Director of Greek Life, or their designee.
  - b. Required events are determined by the President of the Panhellenic after consulting with the Director of Greek Life, or their designee.

- c. Officers of the Panhellenic must hold two (2) office hours a week in the Greek Life Office.
  - d. Officers of the Panhellenic must meet weekly with the Director of Greek Life, or their designee.
  - e. Officers of the Panhellenic must maintain confidentiality requirements established by the University, Greek Life Office, and the Panhellenic.
  - f. Officers of the Panhellenic must remain in good standing with their respective chapters.
  - g. Officers of the Panhellenic are to be respectful and serve as a role model to members of the Greek Community at all times.
9. OFFICER RECALL
- a. Officers of the Panhellenic who have failed to carry out their duties as assigned to them by the Constitution and Bylaws of the council can be brought up for recall by any member sorority or any member of the Executive Committee.
  - b. Officers of the Panhellenic who have failed to be in good standing with their respective organizations within Greek Life can be brought up for recall by any member sorority or any member of the Executive Committee.
  - c. Recall Procedure:
    - i. A letter will be submitted to the Chief Justice of the Panhellenic Judicial Board.
    - ii. Every member of the Panhellenic Judicial Board will then convene to hear the charges against the officer in question within one week of the Chief Justice receiving the letter.
    - iii. The person(s) bringing the charge will have fifteen minutes to present their case to the Judicial Board.
    - iv. The officer in question will have fifteen minutes to present her case to the Judicial Board.

- v. There shall be a period during which the members of the judicial board may question both parties.
  - vi. After which the board will then discuss the case.
  - vii. A vote will be taken with a two thirds majority required to remove an officer.
  - viii. The vote shall be tallied by the Chief Justice of the Panhellenic Council.
  - ix. Should the Chief Justice be the officer being charged the next highest justice on the Panhellenic Judicial Board will take over her duties.
- d. Officers jointly elected by both councils will follow the procedure outlined above as carried out by the Joint Judicial Board.

#### 10. REPLACEMENT OF OFFICERS

- a. An officer shall be replaced in the event that she has missed two Panhellenic meetings, two Executive Board meetings, two counterpart meetings, or two Committee meetings of whom she is head.
- b. In the event of inadequate communication, this policy will be suspended, adequate communication being defined as having 48 hours prior knowledge of the event.
- c. If a vacancy occurs either by resignation or by removal, then a special election will be held to fill all and any vacant offices.

#### 11. APPOINTED POSITIONS

- a. The Appointed Positions of the Joint Executive Board shall be: Secretary, SMARRT Coordinators, Assistant Vice Presidents of Citizenship, Social Media Chair, Graphic Design Chair(s), and Campus Relations Chair.

##### i. ASSISTANT VICE PRESIDENTS OF CITIZENSHIP

- 1. Conduct meetings with Risk Managers and Social Chairs from member sororities and fraternities.

2. Assist the Vice Presidents of Citizenship with their responsibilities, as directed by those officers
3. Responsible for the planning and execution of Bystander 101 and a liaison to any to any other community-wide wellness programming sponsored by the Citizenship Council

#### ii. SMARRT Coordinators

1. A SMARRT Leader who is chosen at the end of the academic school year by the current SMARRT executive board to work with the VPs of Citizenship in management of the SMARRT program for the next full academic year.

#### iii. SOCIAL MEDIA CHAIR

1. Maintain of all CWRU Greek Life social media accounts,
2. Attend community events and document them for publication to the CWRU Greek Life social media accounts, and newsletters.
3. Promote all activities and goals of the Joint Executive Boards through interactive social media presence and campaigns.

#### iv. GRAPHIC DESIGN CHAIR

1. At the discretion of the VPMC, design all promotional materials and original content

#### v. CAMPUS RELATIONS CHAIR

1. Promote and sustain the relationships of the Interfraternity Congress and Panhellenic Council with all campus partners
2. Initiate collaborations between the Greek community and campus initiatives by other organizations which are consistent with the goals and values of the Greek community
3. Maintain the calendar of CWRU Greek Life and seek to minimize scheduling conflicts

vi. SECRETARY

1. Keep an up-to-date roll of the members of the Congress and Panhellenic Council and call it at all Council meetings.
2. Keep full minutes of all meetings of the Congress and Panhellenic Council and a record of action taken by the executive boards.
3. Maintain a complete and current file which includes minutes from all meetings of the Panhellenic Council and Congress, its executive board, committees, and documentation of official business of the Councils

- b. The Appointed Positions of the Panhellenic shall be the Rho Chi Coordinator and the Assistant Vice President of Recruitment.

i. RHO CHI COORDINATOR

1. Responsibilities include, but are not limited to, assisting in selection of the Rho Chis, training the Rho Chis, planning Rho Chi Reveal, maintaining contact with Potential New Members, and staying informed of the business of the Recruitment Council.
2. The Rho Chi Coordinator shall disaffiliate during the pre-recruitment and Formal Recruitment process from August 1st until the conclusion of Formal Recruitment.

ii. ASSISTANT VICE PRESIDENT OF RECRUITMENT

1. Responsibilities include, but are not limited to, assisting the Vice President of Recruitment with her duties, specifically planning recruitment and pre-recruitment events, coordinating marketing efforts for pre-recruitment events and Formal Recruitment, maintaining contact with Potential New Members, and attending Recruitment Council meetings.
2. The Assistant Vice President of Recruitment shall disaffiliate during the pre-recruitment and Formal Recruitment process from August 1st until the conclusion of Formal Recruitment.

- c. These appointed positions, with the exception of the Rho Chi Coordinator and Assistant Vice President of Recruitment, will serve both the Interfraternity Congress and Panhellenic
- d. These positions, with the exception of the Rho Chi Coordinator and Assistant Vice President of Recruitment, shall be appointed jointly by the Presidents of the Interfraternity Congress and Panhellenic and approved by a majority vote of the joint Executive Boards in the week following the closing of applications.
- e. The Rho Chi Coordinator and Assistant Vice President of Recruitment, shall be appointed by the Vice President of Recruitment in consultation with the Director of Greek Life or their designee.
- f. Applications for these positions shall open concurrently with those for executive positions and shall close two days after the election of the executive board and shall be closed by the general body meeting following election of the executive board.
- g. These positions shall be filled in the week following the election of the executive board.
- h. The students holding these positions shall have a minimum grade point average of 3.0 and be in good standing with their respective chapter in the semester prior to assuming office and throughout their term of office.
- i. Appointments for joint positions can be removed by a majority vote of the Joint Executive Boards for failure to complete their job requirements or conduct unbecoming of a member of the Interfraternity Congress and Panhellenic.
- j. Appointments for Rho Chi Coordinator and Assistant Vice President of Recruitment can be removed by a majority vote of the Panhellenic Executive Board for failure to complete their job requirements or conduct unbecoming of a member of the Panhellenic Council.
- k. In the event that a joint appointed position becomes vacant due to failure to maintain the required grade point average, resignation or removal the position shall be filled immediately by being appointed jointly by the Presidents of the Interfraternity Congress and Panhellenic and approved by a majority vote of the joint Executive Boards.

## 12. RETREAT

- a. An Executive Committee retreat shall be held annually following officer elections.
- b. The purpose of the retreat is to provide the new Panhellenic officers an opportunity to learn about their positions and to set goals for the upcoming year.
- c. All officers must attend the retreat to be eligible to hold office.
- d. The Executive Committee shall also hold a retreat within the first three weeks of the Fall semester.

## **ARTICLE IV- Panhellenic Judicial Affairs**

1. Name: The name of the judicial body of the Panhellenic shall be the Panhellenic Judicial Board, and shall be hereinafter referred to as the P.J.B.
2. Membership of the P.J.B.
  - a. The membership of the P.J.B. shall consist of seven Justices and the Vice President of Administration, who shall preside as Chief Justice of the P.J.B. Five Associate Justices shall constitute a quorum.
  - b. Voting members shall be the seven elected Associate Justices and, in the case of a tie, the Panhellenic Vice President of Administration.
  - c. Non-voting members shall be the Director of Greek Life or their designee.
  - d. No sorority may have more than one member on the P.J.B., excluding the Vice President of Administration.
  - e. In the event that a justice position becomes vacant, the following steps shall be taken:
    - i. Interested persons shall deliver a letter of intent and resume to the Panhellenic Vice President of Administration.

- ii. Interested persons shall meet with the Panhellenic Vice President of Administration prior to election to review expectations and qualifications pertinent to the position.
  - iii. The interested persons shall read their letter of intent or a speech with similar content to the Panhellenic Council.
  - iv. The winner will be decided by a majority vote.
- f. Eligibility:
- i. All members of the P.J.B. shall be initiated members of a chartered member chapter of the Panhellenic Council.
  - ii. Each voting member of the P.J.B. shall have a minimum grade point average of 2.75 in the semester prior to assuming office and throughout her term of office.
  - iii. The PJB term shall run from the time of election until the time of graduation, until the Justice decides to relinquish her position, or until the Justice is found ineligible.
  - iv. Executive Officers of the Council and Pytte Cup Chairs are ineligible to serve on the P.J.B.
- g. Duties of Members:
- i. The Chief Justice shall:
    1. Preside over all meetings and hearings.
    2. Review all cases with the Director of Greek Life or their designee prior to the hearing to ascertain jurisdiction and validity.
    3. Announce final ruling.
    4. Keep confidential all matters relating to the judicial proceedings.
    5. Educate all members according to the Constitution and Bylaws.
    6. Oversee the Community Standards Review Committee.



7. Treat all chapters, officers, and members fairly, impartially, and consistently.
  8. Train, with the assistance of the Director of Greek Life or their designee, the Associate Justices at least once per academic semester.
- ii. Associate Justices shall:
1. Hear and decide all cases brought before the PJB.
  2. Attend all functions associated with the office.
  3. Keep confidential all matters relating to the proceedings.
  4. Perform any other tasks as agreed by the PJB which will enhance its performance as a viable body.
  5. Treat all chapters, officers, and members fairly, impartially, and consistently.
- h. Powers of the P.J.B.:
- i. The P.J.B. shall have the responsibility to adjudicate egregious Recruitment-related violations involving the Panhellenic, member chapters, and affiliates.
  - ii. All members of the Greek community shall be consistently treated fairly and impartially.
  - iii. Charges: Any accused party may be charged before the P.J.B. for any of the following violations:
    1. Violation of the PHC recruitment regulations and policies.
    2. Actions detrimental to the best interests of the sorority community.
    3. Any action that has been referred to the PJB by the Director of Greek Life or their designee.

- iv. The Panhellenic Judicial Board shall hold accountable all parties of a co-sponsored event.

## **ARTICLE V - Joint Judicial Affairs**

### 1. Name:

- a. The name of the judicial body of the Case Western Reserve Greek Community shall be the Joint Judicial Board, and shall be hereinafter referred to as the J.J.B.

### 2. Membership:

- a. The membership of the J.J.B. shall consist of all associate justices of the P.J.B., all associate justices of the Interfraternity Council Judicial Board, and the Vice Presidents of Administration of both the Panhellenic and IFC. Either the Vice President of Administration of the Panhellenic or IFC shall preside as Chief Justice of the J.J.B. Five associate justices shall constitute a quorum.
- b. Voting members shall be the fourteen elected Associate Justices. The Chief Justice shall only vote in the event of a tie.
- c. Non-voting member shall be the Director of Greek Life or their designee.
- d. No Greek Chapter may have more than one member on the I.F.J.B. or P.J.B., excluding the Chief Justice and the Director of Greek Life or their designee.

### 3. Eligibility:

- a. The J.J.B. shall be constituted of the seven Associate Justices of the I.F.J.B. and the seven Associate Justices of the P.J.B.

### 4. Duties of Members:

- a. The Chief Justice shall:
  - i. Preside at all meetings and hearings.
  - ii. Review all cases with the Director of Greek Life or their designee prior to the hearing to ascertain jurisdiction and validity.
  - iii. Announce final ruling.

- iv. Keep confidential all matters relating to the judicial proceedings.
  - v. Educate all Associate Justices according to the Constitution and Bylaws.
  - vi. Treat all chapters, officers, and members fairly, impartially, and consistently.
  - vii. Train, with the assistance of the Director of Greek Life or their designee, the Associate Justices at least once per academic semester.
- b. Associate Justices shall:
- i. Hear and decide all cases brought before the J.J.B.
  - ii. Attend all functions associated with the office.
  - iii. Keep confidential all matters relating to the proceedings.
  - iv. Perform any other tasks as agreed by the J.J.B. which will enhance its performance as a viable body.
  - v. Serve as members of the Pytte Cup Review Committee
  - vi. Treat all chapters, officers, and members fairly, impartially, and consistently.
- c. The Director of Greek Life or their designee shall:
- i. Advise the Board concerning procedure.
  - ii. Advise the Chief Justice.
  - iii. Report the relevant judicial history.

5. Powers:

- a. The J.J.B. shall have the responsibility to adjudicate involving the Congress or Panhellenic, respectively, member chapters, the Executive Committee, and affiliates.

- b. The J.J.B. shall not have jurisdiction over individual students violating Case Western Reserve University regulations concerning campus conduct as designated by the Office of Student Affairs and will be referred to the appropriate University Judicial Board.
6. Charges: Any accused party may be charged before the J.J.B. for any of the following violations:
  - a. Violation of the Constitution and Bylaws of the Congress or Panhellenic.
  - b. Violation of the FIPG Risk Management Policy.
  - c. Unsportsmanlike conduct during intramural, Interfraternal, or Panhellenic games or competitions.
  - d. Damages resulting to any property owned, rented, leased, or occupied by any member chapter.
  - e. Action detrimental to the best interests of the Greek system.
  - f. Any violation of University Policies.
  - g. Failure to meet the Community Standards.
7. Removal:
  - a. Any justice may be removed from office by a two-thirds vote of the full membership of the J.J.B., excluding the accused justice for any of the following reasons:
    - i. Nonperformance of duties, including one unexcused absence from a J.J.B. meeting, or two excused absences.
    - ii. Failure to maintain good academic standing as defined by the University and this Constitution
    - iii. Failure to maintain confidential all proceedings of the J.J.B.
    - iv. Conduct unbecoming an J.J.B. Justice, or that which affects negatively the credibility of the J.J.B.

- b. Any delegate of the Congress may initiate the removal procedure, which includes the following steps:
    - i. Written notice of the motion to remove must be presented to the J.J.B. Chief Justice.
    - ii. The J.J.B. Chief Justice shall notify the member in question in written form at least two weeks prior to the vote.
    - iii. The J.J.B. Chief Justice shall notify the membership of the J.J.B. of the motion to remove at least two weeks prior to the vote.
    - iv. The removal requires a 2/3 majority vote, with one vote per J.J.B. member, excluding the accused J.J.B. Justice.
8. Procedures:
- a. Violations shall be presented in written form to the Chief Justice of the Congress at the meeting subsequent to the occurrence of the violation.
  - b. Cases shall be heard by the J.J.B. within two weeks of notification of charges by the Chief Justice.
  - c. Every member of the J.J.B. shall vote without abstentions.
  - d. All judicial decisions shall be by a simple majority vote.
9. Sanctions: The J.J.B. has the power to impose one or more of the following sanctions:
- a. Warning: A written letter of an official warning which indicates a violation of Congress, Panhellenic and/or Case Western Reserve University policies and suggested future modification of behavior.
  - b. Probation: A defined period of probation during which time further violations of policy will result in substantially harsher sanctions. This probation may include the restriction of participation in Spartan Cup, Intramurals, or social events.
  - c. Restitution: A monetary payment to an individual or group for the cost of damages.
  - d. Community Service: A community service project shall be established as a form

of non-monetary restitution to the community.

- e. Programming: The chapter is assigned a program topic relevant to the policy violation. The chapter may also be required to meet with a professional in a University Office or present assigned program topic at a meeting of the Congress, chapter, etc. meeting.
- f. Enforcement: The Director of Greek Life, or their designee, shall be responsible for the enforcement of sanctions with the assistance of the Chief Justice.

#### 10. Deliberations:

- a. During deliberations to determine responsibility, chapter past offenses shall not be considered. However, past cases may be considered when determining appropriate sanctions.

#### 11. Appeals:

- a. The appeal of any J.J.B. decision shall be made within five working days after receiving written notification of the decision of the J.J.B. decision.
- b. Appeal process: Either the accused party or the complainant may request an appeal by presenting a written request to the Vice President for Student Affairs or their designee within five calendar days of notification of the decision. An appeal may be requested on one or more of the following grounds:
  - i. New information not available to the board which, if available at the time of the hearing, may have affected the decision
  - ii. Evidence that established procedures were not followed in a manner that may have affected the decision
  - iii. The sanction was inappropriate for the violation
- c. A copy of the appeal shall be given to the Chief Justice of the J.J.B. and to the Director of Greek Life or their designee at the time the appeal is made.
- d. The appeal should include a copy of the charges, a copy of the decision, and a statement indicating the grounds on which the decision is being appealed.

12. The following shall serve as procedural rules for the operation of the J.J.B.

- a. The Chapter shall be notified by the Chief Justice that the Chapter is accused of violating a regulation as follows:
  - i. Written notification shall be delivered to the chapter officer and alumni advisor at least seven days prior to the hearing stating:
  - ii. The charges with sufficient particularity to enable the accused to prepare a defense.
  - iii. Written notification of the time and place of the hearing.
    1. The notification shall provide an opportunity for the accused to state one of three pleas: “responsible”, “not responsible” or “no contest”. The accused party has two working days to respond to the charges by filing, in the Office of Greek Life, one of the three pleas. Failure to respond by the designated time will automatically result in a response of “no contest”, and appropriate sanctions will be decided upon accordingly.
- b. At the time when the accused party picks up the charge letter, a time must be set with the Director of Greek Life or their designee for a pre-hearing.
- c. In the case of the Congress or Panhellenic being the accused party, notification shall be delivered to the Congress or Panhellenic President.
- d. The Chapter shall, at the discretion of the Director of Greek Life or their designee and the Chief Justice, be permitted to inspect, at the Office of Greek Life, prior to the hearing, any affidavits, names of witnesses, or exhibits of such matters as will be submitted at the hearing.
- e. The hearing shall be private unless all parties involved agree otherwise. This must be approved by the Judicial Board prior to the hearing.
- f. Both parties shall have the right to be assisted by an advisor, who shall:
  - i. Assist the Chapter in preparation of their case.
  - ii. Accompany the Chapter to the hearing.

- iii. Advise the Chapter as to the questioning of witnesses but in no way be allowed to make any statements or to present the case for the party to the Judicial Board.
- g. Any Justice whose chapter is the accused in a hearing shall recuse themselves. If the Chief Justice recuses themselves, he shall appoint one of the Associate Justices to serve as the Chief Justice.
- h. The Hearing Procedure for a “not responsible” plea:
  - i. All participants in the hearing shall be in badge attire.
  - ii. The Chief Justice shall call the proceedings to order and request that all but the directly related individuals leave the room. Directly related individuals are Judicial Board members, the accused chapter officer/Congress or Panhellenic President and an advisor, and the complainant and an advisor.
  - iii. The Chief Justice shall introduce the Board members, the accused and the complainant.
  - iv. All witnesses shall be required to remain outside the hearing room and will be called in by the Chief Justice as needed. A witness, after giving testimony, is prohibited from discussing the case with a witness who has not yet testified. It is the duty of the Chief Justice to advise each witness of this before each is dismissed. Failure of a witness to comply with said policy could result in a sanction against the individual and/or the group they represent.
  - v. The Chief Justice shall ask the litigants if either party wishes to challenge a Board member.
    - 1. If so, the reasons for such a challenge must be stated and reviewed by the remaining Board members in private.
    - 2. If they vote to decline the challenge, finding the rationale frivolous or unreasonable, the hearing shall proceed.
    - 3. If the remaining Board members vote to accept the challenge or if the vote is split, then the Board member shall be asked to remove himself/herself from the panel.



4. If the Chief Justice is removed, he/she must designate the acting Chief Justice from one of the remaining Associate Justices. This member shall assume the duties of the Chief Justice for the remainder of the hearing.
- vi. The Chief Justice then states his/her role in the proceedings:
    1. To conduct the hearing in an orderly and progressive manner.
    2. To call witnesses as requested.
    3. To rule on the relevancy and admissibility of evidence.
    4. To prevent antagonistic questioning.
    5. To prevent interference by any disruptive individuals.
  - vii. The Chief Justice then explains the role of the Associate Justices:
    1. To listen to the testimony given by all individuals and to evaluate the evidence.
    2. To ask questions for clarification and additional information.
    3. To come to a decision on the responsibility of the accused party and the subsequent sanctions that are appropriate.
  - viii. The Chief Justice then explains the role of the Director of Greek Life or their designee:
    1. To advise the Board concerning procedure.
    2. To advise the Chief Justice.
    3. To report the relevant judicial history.
  - ix. The Chief Justice then explains the role of the complainant:
    1. To serve as a representative of a member chapter, the Congress or

Council, Case Western Reserve University or himself/herself.

2. To ask questions of the witnesses.
  3. To summarize the case proceedings.
- x. The Chief Justice then informs all present that the providing of false information to the J.J.B. shall result in additional disciplinary action for anyone found to have done so.
- xi. The allegation is as follows:
1. The Chief Justice reads aloud the charges of the alleged violation and asks the accused if he/she/they understands the nature of the charges by asking: “Do you understand the nature of these allegations?”
  2. Both parties may give a brief opening statement to report their general argument to the Board.
  3. The complainant calls the first witness, who is asked to “State your name,” and is informed by the Chief Justice that providing false information to the J.J.B will result in disciplinary action.
  4. The complainant then asks questions of the witness as deemed appropriate and allowed by the Chief Justice.
  5. The accused party is then allowed to ask questions of the witness.
  6. The Justices may then ask questions of the witness.
  7. The Chief Justice then asks if anyone has any further questions.
  8. The Chief Justice then dismisses the witness and reminds them that they are prohibited from discussing the case with anyone outside of the courtroom.
  9. The Chief Justice then asks the complainant if there are any additional witnesses to support the allegation and these are brought forth one by one and questioned as above.

10. The Chief Justice may limit the duration of the questioning of a witness at any time during the questioning.
- xii. The response is as follows:
    1. The accused is called forth to testify by the Chief Justice and asked to “state your name”, and is informed by the Chief Justice that providing false information to the J.J.B. will result in disciplinary action. They are then asked to relate the facts surrounding the case.
    2. Questions may then be asked of the accused party by the following individuals in the following order: The complainant, the Justices, any further questions.
    3. The Chief Justice asks the accused if there are any additional witnesses to support the response, and these are brought forth one by one to testify.
    4. Questions are asked of each witness by the following individuals in the following order: The accused party, the complainant, the Justices, any further questions.
  - xiii. The summation is as follows:
    1. The complainant and the accused party shall each present a brief summary of the significant points of the hearing.
  - xiv. The Chief Justice then informs both the accused party and the complainant that the decision of the J.J.B., concerning both the decision and sanctions, will be available either after deliberations or the following business day in the Greek Life Office. They also inform both parties that they have the right to an appeal through the Office of Student Affairs.
  - xv. The J.J.B then deliberates the responsible of the accused. The J.J.B. should discuss and consider all the relevant facts, evidence, and testimony presented in the case. The J.J.B shall not consider the past history of the accused when considering responsibility.
  - xvi. If the J.J.B. finds the accused party responsible, they must discuss sanctions for the accused. During this portion of the deliberations the judicial history of the chapter shall be considered. The Director of Greek

Life or their designee may also advise the J.J.B. during discussion of sanctions because the judicial history of the accused party may precede the knowledge of the current Board. The relevant judicial history shall not extend longer than any active member has been in the chapter, unless specified otherwise by prior sanctions. Sanctions should be appropriate considering both the seriousness of the violation and the past judicial history of the accused. Sanctions should serve both as a deterrent and an educational tool. The Board should be consistent with sanctioning from case to case.

xvii. The hearing is then dismissed by the Chief Justice.

- i. Hearing procedure for a “no contest” plea:
    - i. The hearing shall be informal.
    - ii. The accused party has the right to explain their perspective to the Board, but not to call witnesses.
    - iii. The Board shall ask relevant questions to the accused party.
    - iv. The accused party may have an advisor as above.
    - v. Deliberations shall be conducted in the same manner as the “not responsible” hearing.
  - j. In the case of a plea of “no contest” by the accused or a decision of “responsible” by the J.J.B., a written decision statement will be delivered to the concerned party within two business days following the scheduled hearing date.
  - k. Included within this statement will be J.J.B.’s specific interpretations of any imposed sanctions or references to existing written definitions.
13. The Director of Greek Life or their designee will assist the Chief Justice in ensuring the completion of sanctions. The Director of Greek Life or their designee will send a written notice of completion to the relevant party and the Chief Justice when the sanctions have been completed.
14. The results of cases (excluding all personal or private information such as names, etc.) shall be made publicly available by the Chief Justice at his discretion.

## **ARTICLE VI - Pledging and Initiation**

1. A Panhellenic Council member sorority may not issue an invitation to membership or formally pledge a student not identifying as a man during the summer period. Upper-class students who do not identify as men may be offered a bid 3 days before classes start.
2. Any freshman or upper-class student not identifying as a man must be a full-time student in good standing and must meet or exceed a cumulative GPA minimum of 2.5 and any grade requirement of the individual sorority.

## **ARTICLE VII - Risk Management**

1. The Council adopts the F.I.P.G. Risk Management Policy as the Risk Management Policy for itself and its members.
2. Additional Items:
  - a. All Sorority members must adhere to University Student Code of Conduct.
  - b. The presence or use of alcohol at council-sponsored events is prohibited.
  - c. All Sorority members must adhere to local, state, and federal law.

## **ARTICLE VIII - Executive Board**

### **THE EXECUTIVE BOARD SHALL:**

1. Approve all standing and ad hoc committees and their chairmen. In making these approvals, they should recognize representation from all sororities. In case of a vacancy, a replacement will be approved by the Executive Board.
2. Administer routine business between meetings of the Panhellenic when advisable and such other business as has been approved for action by Panhellenic vote.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic through the Vice-President of Communications and record the action in the minutes of that meeting.
4. Any Chapter President or Delegate may not hold an Executive position on the Panhellenic Council during their chapter office term.

5. Each member of the Executive Board shall meet weekly with their Interfraternity Congress counterpart and the Director of Greek Life or their designee.

## **ARTICLE IX – Honoraries and Standing Committees**

1. The Standing Committees of the Panhellenic shall be: Recruitment Council, Slating Committee, Students Meeting About Risk and Responsibility Training (SMARRT), Inclusion Committee, Safety and Wellness, SEXPO Committee, Greek Games and Rho Chis.
2. The Honoraries of the CWRU Greek Community shall be Lambda Eta Mu, Gamma Sigma Alpha, and Order of Omega.
3. Immediately following the selection of officers for the ensuing year, the incoming President shall call a meeting of the Executive Board to care for the approval of committee chairperson and members.
4. All standing committee members shall have a minimum grade point average of 2.5 in the semester prior to assuming committee position and throughout her term on the committee.
  - a. Recruitment Council
    - i. Membership: The Council shall consist of the Panhellenic Vice-President of Recruitment, the Assistant Vice President of Recruitment, and at least one alternate delegate from each member sorority. The member sororities are highly encouraged to have more than one delegate, but only one is required. The Vice President of Recruitment must approve each delegate.
    - ii. Duties: The Recruitment Council is responsible for revising, developing, and improving the Recruitment Rules, New Member Rights and Responsibilities, and Code of Ethics as needed. All changes and additions to these documents can be made only through a majority vote of the Recruitment Council. The Recruitment Council is responsible for assisting the VP of Recruitment in advancing the sorority community at Case Western Reserve University.

- b. Slating Committee

- i. Duties: The slating committee is tasked with recommending candidates for Panhellenic executive offices. Its duties are outlined in the Panhellenic Constitution, Article VI.
- c. Students Meeting About Risk and Responsibility Training (SMARRT)
  - i. Members of SMARRT are interviewed and selected by the SMARRT Executive Board.
  - ii. Create and provide training as requested on topics related to holistic wellness.
- d. Inclusion Committee
  - i. Continually explore issues of diversity and inclusion within the Greek community and suggest changes to create a more inclusive environment.
- e. SEXPO Committee
  - i. The AVPC(s) works with SAVE to plan and execute SEXPO each fall semester.
- f. Rho Chis
  - i. Attend all recruitment activities as a disaffiliated member of the Greek community, beginning August 1 each year.
  - ii. Develop relationships with PNMs in order to promote the sorority experience at CWRU and guide them through formal recruitment.
- g. Lambda Eta Mu
  - i. Meet and train the philanthropy and community service chairs.
  - ii. Organize opportunities for community-wide philanthropy and community service.
  - iii. Create the guidelines for performing philanthropy and community service hours and administrate the reporting of those hours.

- h. Gamma Sigma Alpha
  - i. Conduct meetings with scholarship chairs from member fraternities and sororities
  - ii. Assist the GCEC's with planning and executing initiatives and programming related to its mission
- i. Order of Omega
  - i. Coordinate the training of New Member Educators
  - ii. Coordinate programming and training related to Member Development and Culture of Care
  - iii. Grade the Pytte Cup Chapter Development with the Assistance from Pytte Cup Advisors
- j. Greek Games
  - i. The Greek Games Committee is responsible for planning and executing the yearlong Greek Games competition between the chapters.
  - ii. The Greek Games will be composed of members selected by the members of the Greek Games Committee in conjunction with the Director of Greek Life or their designee.
  - iii. The Vice President of Finance shall be responsible for working with the committee to determine the committee's budget allocation. The Vice President of Finance is also responsible for ensuring the committee's allocation is spent in a responsible manner.
- k. Ad Hoc Committees may be established by the President to address specific needs of the Panhellenic community.

## **ARTICLE X – Amendments**

These Bylaws may be amended by a 2/3 vote of the voting members of the Panhellenic Council provided that notice of the proposed amendment has been given at the preceding regular meeting. Changes which would require a corresponding change to Interfraternity Congress



bylaws in order to maintain consistency between those documents shall be approved under the joint voting procedure.

### **ARTICLE XI – Ratification**

The ratification of three-fourths of the member sororities of the Council, with each sorority having one vote, is required to establish these bylaws for the Panhellenic Council of Case Western Reserve University. Copies of the P.H.C. Constitution and Bylaws are to be distributed to each member sorority and colony of the Congress, to the Director of Greek Life, to the Vice President of Student Affairs, and to the President of the University. P.H.C. is bound by all rules and regulations it establishes for member chapters.

### **Article XII – JOINT BODY SPECIFICATIONS**

1. Wording for the function and election of jointly elected positions must be consistent with the Interfraternity Congress governing documents.
2. Wording for the process and function of appointed positions must be consistent with the Panhellenic governing documents.
3. Wording for the process and function of joint standing committees and honoraries must be consistent with the Panhellenic governing documents.

### **Appendices**

1. Recruitment Rules
2. FIPG Policies (<http://www.fipg.org>)
3. University Policies (<http://students.case.edu/handbook/policy/>)
4. Pytte Cup ([Pytte Cup Community Standards Overview](#))