Constitution of St. Lawrence University Panhellenic Association

ARTICLE I. NAME

The name of this organization shall be the St. Lawrence University Panhellenic Association.

ARTICLE II. OBJECT

The object of the Panhellenic Association shall be to develop and maintain fraternity life and inter-fraternity 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 as basic to intellectual achievement.
3. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.
6. Promote personal development by providing leadership opportunities.

ARTICLE III. MEMBERSHIP

Section 1: There shall be one class of membership.

1. The REGULAR membership of the St. Lawrence University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference fraternities at St. Lawrence.

   a. Kappa Delta Sigma will be considered a regular member of the St. Lawrence Panhellenic Association because they have agreed to adhere to National Panhellenic Council Unanimous Agreement

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 St. Lawrence 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. EXECUTIVE OFFICERS

1. The officers of the St. Lawrence University Panhellenic Association shall be President, Vice President, Recording Secretary, Treasurer, Recruitment Chair, Communications Chair, Academic Excellence Chair, and Community Service Chair.
2. The officers shall be from fraternities holding regular membership in the St. Lawrence University Panhellenic Association.

3. The officers shall serve for one year, the term of office to begin no later than the second week into the spring semester.

4. Any officer failing to perform her duties as outlined shall resign and a successor be designated by election of as provided in Article VI, Section 3.

5. If an officer is unable to complete her term, her successor shall be designated by election.

**ARTICLE V. EXECUTIVE MEETINGS**

1. **REGULAR.** The St. Lawrence University Panhellenic Association shall hold executive board meetings as the executive board deems necessary.

2. **SPECIAL.** A special meeting of the Executive Board of the St. Lawrence University Panhellenic Association may be called by the President when necessary and shall be called by her upon the written request of any regular member fraternity at St. Lawrence.

3. The officer from each regular member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the St. Lawrence University Panhellenic Association.

**ARTICLE VI. THE PANHELLENIC COUNCIL**

The administrative body of the St. Lawrence University Panhellenic Association shall be the St. Lawrence University Panhellenic Council.

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the St. Lawrence University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

1. **MEMBERSHIP**
   The St. Lawrence University Panhellenic Council shall be composed of one voting delegate and one non-voting delegate, so as to provide each chapter with only one vote, from each National Panhellenic Conference fraternity chapter at St. Lawrence University and from such National Panhellenic Conference fraternity colonies or national sororities at St. Lawrence University as the council may approve for membership.

2. **SELECTION OF DELEGATES AND ADVISORS**
   Delegates to Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year commencing no later than three weeks before the end of the fall semester.
3. **DELEGATE VACANCIES**
   When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two weeks and to notify the Panhellenic Council Recording Secretary of her name, address and telephone number. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill the duties of the delegate in all cases.

4. **MEETINGS**
   
   **REGULAR MEETINGS** of the Panhellenic Council shall be held weekly on Tuesdays at 7:30 p.m.

   **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 any regular member fraternity at St. Lawrence.

   **QUORUM** Three-quarters of the member fraternities shall constitute a quorum for the transaction of business.

5. **VOTING**
   The voting body of the St. Lawrence University Panhellenic Association shall be its Panhellenic Council.

   The voting members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership. Only one delegate from each chapter will be allowed to vote. If both delegates are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting.

   Three-quarters of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to establish total chapter size and to add a chapter. A majority vote shall be required to carry all other questions.

6. **VOICE**
   The Executive Board members shall have voice but no vote on all voting matters, specifically related to membership recruitment rules, total chapter size, and whether or not to add a chapter.

**ARTICLE VII. PANHELLENIC ADVISOR**

1. The Panhellenic Advisor shall be appointed by:
   a. The St. Lawrence University administration

2. The Panhellenic Advisor shall serve in an advisory capacity to the St. Lawrence University Panhellenic Council and Association.

3. The Panhellenic Advisor’s duties shall entail but not be limited to: attending weekly meetings, holding a weekly meeting with the President, attending the majority of events, etc.
ARTICLE VIII. STANDING COMMITTEES

The Panhellenic Council Executive Board shall appoint standing committees to carry out the work of the Panhellenic Council and Association (reference Article VI in the Bylaws).

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the St. Lawrence University Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.

2. All St. Lawrence University Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE X. VIOLATIONS

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of this Constitution or its related Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by three-quarters vote of the voting members of St. Lawrence University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.
Bylaws of St. Lawrence University Panhellenic Association

ARTICLE I. FINANCE

1. FISCAL YEAR
   The fiscal year of the St. Lawrence University Panhellenic Association shall be from July to July, inclusive.

2. CONTRACTS
   The signatures of the Treasurer and Panhellenic Advisor shall be required to bind the St. Lawrence University Panhellenic Association.

3. CHECKS
   All checks issued on behalf of the St. Lawrence University Panhellenic Association shall be signed by the Treasurer and Panhellenic Advisor.

4. PAYMENTS
   All payments due to the St. Lawrence University Panhellenic Association shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the St. Lawrence University Panhellenic Council.

5. DUES
   a. NPC College Panhellenic dues are paid bi-yearly as invoiced by the treasurer.

   b. Panhellenic Association membership dues shall be an assessment per member and new member.

      i. The amount of such dues shall be determined by Panhellenic Council at its Executive Board meeting.

   c. Time of Payment. The dues of each Panhellenic Council sorority member will be made payable on or before the date set by the Treasurer.

      i. The dues of each Panhellenic Association member fraternity shall be payable on or before March 1 and October 15.

   d. Late Payments. Late payments will be assessed a $5.00 per day charge, in addition to the Chapters total payment due.

6. Executive officers shall provide the Treasurer with a projected budget for the semester within the first two meetings.

ARTICLE II. SELECTION OF OFFICERS

1. The office of President of the St. Lawrence University Panhellenic Association shall be held in rotation by each National Panhellenic Conference fraternity chapter (and KDS) in order of its
installation at St. Lawrence University. If the delegate from the fraternity in order of rotation is not prepared to serve as President, that fraternity shall relinquish its place to the next fraternity in order of rotation; unless there is a willing member in the top two executive positions of the fraternity who has applied for Panhellenic Council. They may only hold the position for one semester. In addition, the President for the second term must be slated in at the same time. The fraternity so passed may resume its place the following year and normal rotation shall be resumed.

2. The President must have served on the Panhellenic Council for at least one semester.

3. The offices of Vice President, Recording Secretary, Treasurer, Membership Recruitment Chairman, Communications Chairman, Academic Excellence Chair, and Community Service Chair shall be held by election.

4. Application
   a. Women interested in holding a position on the Panhellenic Executive Board must obtain and complete the necessary application.
   b. All applications for President must have participated on both sides of Recruitment.
   c. All applicants for President are strongly recommended to have served a minimum of one year on the Panhellenic Council. However, one term on the Executive Board will suffice if necessary.
   d. All applicants for Vice President and Recruitment Chairwoman are strongly recommended to have served a minimum of one semester on the Panhellenic Council.
   e. Although it is recommended that applicants for the office of Treasurer, Secretary, Communications Chairwoman, Academic Excellence Chairwoman, and Community Service Chairwoman also have experience on the St. Lawrence University Panhellenic Council, any St. Lawrence University sorority member may hold these offices.
   f. It is advised and required that applicants are willing to commit to a position for a full term (i.e. one year).

5. Slating.
   a. Applications are reviewed by the Panhellenic Council Executive Board, excluding those Executive Board members who are currently applying for an Executive Board position, prior to the slating meeting.
   b. The Panhellenic Advisor will be responsible for making the applications (name and chapter) blind.
   c. After listing applicant’s first and second preferences, qualifications will be deliberated by the Executive Board and women placed accordingly.
   d. Decisions on the final slate will be made by an affirmative majority vote.
   e. The President will contact each applicant to notify her of her position on the slate. At this time she either accepts the position or declines. If she declines, the Board must meet and slate a new woman to the position.
   f. The President will present the slate at the next meeting of the Panhellenic Council to be voted on by the delegates.

a. The slate will be voted on as a whole.
b. Once the slate has been presented, the delegates will relay the information to their respective chapters and vote accordingly.
c. The officers of the St. Lawrence University Panhellenic Council will be elected by a three-fourths affirmative vote of delegates or alternate delegates of the Panhellenic Council.
d. It will be assumed that each delegate will vote in accordance with her chapter.

7. It is required that election of Panhellenic officers be held such that all member sororities are represented on the Executive Board of the St. Lawrence University Panhellenic Council.

ARTICLE III. OFFICER DUTIES

1. Disaffiliation
   a. Executive officers, with exception of officers who hold a position of President or Recruitment Chair in their house, will be disaffiliated before and during fall recruitment. All disaffiliated officers will serve as recruitment advisors for fall recruitment. No disaffiliated officer shall have permission to contribute in any house voting on any potential new members.
   b. Disaffiliation will begin the first day of fall semester. For the Recruitment Chair disaffiliation will continue until 8:00pm on Bid Day. The recruitment advisors will become re-affiliated on Bid Day morning once all new members have been called.

   The President Shall:
   1. Have overall responsibility for the operation of the Panhellenic Council.
   2. Call and preside at all regular and special meetings of the St. Lawrence University Panhellenic Association.
   3. Call and preside at all Panhellenic Council Executive Board meetings.
   4. Serve as member ex-officio of all Panhellenic Council Committees.
   5. Complete the NPC Annual Report and send it to the NPC Area Advisor.
   6. Communicate regularly with the NPC Area Advisor.
   7. Maintain a complete and up-to-date President’s file which will include a copy of the current St. Lawrence University Panhellenic Association Constitution, Bylaws, and Standing Rules; the current Panhellenic Council budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
   8. Perform all other duties usually pertaining to this office.

   The Vice-President shall:
   1. Perform the duties of the President in her absence, inability to serve, or at her call.
   2. Serve in the capacity of the council Parliamentarian – which shall include, but not limited to, keeping the constitution updated and relevant to the current Panhellenic structure.
   3. Assemble and serve as Chairwoman of the Panhellenic Council Judicial Committee.
   4. Serve as the liaison between Panhellenic Council and Greek Council – which will include, but not limited to, organizing Greek programming (such as Greek Ball and Greek Week/end).
   5. Perform all other duties that may be asked of her.
The Recording Secretary shall:
1. Keep to up-to-date roll of the members of Panhellenic Council.
2. Keep current statistics concerning the number of members, initiated members and new 
   members of each Panhellenic Association member sorority.
3. Keep track of all important dates for all member sororities by maintaining a Panhellenic calendar 
   so that there are no major problems with scheduling of individual chapter events.
4. Keep full minutes of all meetings of the St. Lawrence University Panhellenic Association, the 
   Panhellenic Council and a record of all action taken by the Executive Board.
5. Maintain a complete and up-to-date file which will include the minutes of meetings of the St. 
   Lawrence University Panhellenic Association and its Panhellenic Council form date of its 
   organization copies of all contracts made by the Panhellenic Council, current correspondence.
6. Be responsible for the official correspondence between the Panhellenic Council unless provided 
   for otherwise.
7. Send meeting minutes to the NPC Area Advisor.
8. Perform all other duties that may be asked of her.

The Treasurer shall:
1. Be responsible for the general supervision of the finances of the St. Lawrence University 
   Panhellenic Association.
2. Be responsible for the preparation of the annual budget and, following its approval by the 
   Panhellenic Council, for providing a copy to each St. Lawrence University Panhellenic Association 
   member fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
4. Be responsible for the prompt payment of all bills of the St. Lawrence University Panhellenic 
   Association.
5. Maintain up-to-date financial records, give a financial report at each regular meeting of the 
   Panhellenic Council and an annual report at the close of her term of office.
6. Review, approve and sign all Panhellenic Association checks involving the St. Lawrence University 
   Panhellenic Association.
7. Sign Panhellenic Association contracts when authorized to do so.
8. Be responsible for regular contact with Treasurers of each chapter.
9. Perform all other duties that may be asked of her.

The Recruitment Chair Shall:
1. Conduct all Recruitment meetings.
2. Maintain a Recruitment Chair’s file that will include a description of the Recruitment Chair’s 
   responsibilities: copies of the Panhellenic Council Constitution, current Membership selection 
   rules and other pertinent materials.
3. Be responsible for the following, as defined in the Recruitment Chair’s file:
   a. Informal Spring Informational Programs and Activities
   b. Informal Fall Recruitment
   c. Informational Recruitment
4. Be the communication link between the St. Lawrence University Panhellenic Council and the 
   University administration concerning Recruitment matters, i.e., registration, forms, etc.
5. Be responsible for holding periodic meetings with the elected Recruitment Chairs from each 
   chapter to review the details of membership selection (including Recruitment guidelines).
6. Publicize Recruitment activities, i.e., the writing and distribution of Recruitment handouts, the location of publicity posters, informing C.A.’s of Recruitment activities, etc.
7. Perform all other duties that may be asked of her.

The Communications Chair Shall:
1. Publicize all Panhellenic Council activities.
2. Be responsible for maintaining communication between the campus and sorority members.
3. Compose a bi-semester letter about the current Greek system to distribute to the campus community.
4. Be responsible for the Public Relations Committee
5. Be responsible for the upkeep of the Greek Life website, i.e., the Panhellenic website and checking up on each chapter’s website.
6. Be responsible for keeping regular contact with the Panhellenic Recruitment Chair and Recruitment Chairs of each chapter throughout Recruitment periods.
7. Be responsible for maintaining a screen name for the Panhellenic Council (i.e. SLUGreek).
8. Perform all others duties that may be asked of her.

The Community Service Chairwoman shall:
1. Organize all Community Service and Philanthropic Activities within the Panhellenic Council and the entire Panhellenic.
2. Be responsible for regular contact with Community Service/Philanthropy Chairwomen of each chapter.
3. Perform all other duties that may be asked of her.

The Academic Excellence Chairwoman:
1. Promote academic success of the St. Lawrence University Greek system.
2. Organize academic programming for the Greek system and St. Lawrence campus.
3. Promote and establish programs to increase the relationships between Greek members and the St. Lawrence faculty and administration.
4. Organize the annual Greek Banquet in-conjunction with a member of the Greek Council.
   a. Collect information from each sorority for the Greek Banquet awards and communicating this information with Executive Board for voting purposes, when appropriate.
   b. Ordering plaques for the Greek Banquet awards.
   c. Creating a picture slide show, including pictures representing each sorority and fraternity, for the Greek Banquet.
   d. Share responsibility for the Greek Banquet Committee with a member of the Greek Council.
5. Be responsible for regular contact with Academic Chairwomen of each chapter.
6. Perform all other duties that may be asked of her.

NOTE: Where it is advisable or necessary to provide for additional officers, their duties shall be outlined in this Article.
ARTICLE IV. DELEGATES

1. Each participating sorority will select two St. Lawrence University Panhellenic Council delegates, but only one vote. When it is not possible for a delegate to attend a regular or special St. Lawrence University Panhellenic Council meeting, that delegate is responsible for finding a temporary replacement delegate who is a member of her sorority to attend the meeting.

2. Each participating sorority must have two delegates present at each meeting.

3. For each missing delegate a monetary fine of $10.00 will be assessed.

4. All delegates are responsible to be a member of a standing committee.

5. It is necessary for all pertinent information from St. Lawrence University Panhellenic Council meetings (i.e. dates of events) to be relayed to each delegates’ respective chapter.

ARTICLE V. THE EXECUTIVE BOARD

The Executive Board shall:

1. Appoint Standing and Special Committees and their chairmen and, in making these appointments, recognize representation from all member fraternities.

2. Administer routine business between meetings of the Panhellenic Council when advisable and such other business has been approved for action by Panhellenic Council vote.

3. Report all action taken by the Executive Board at the regular meeting of the Panhellenic Council through the Recording Secretary, and record the action in the minutes of that meeting.

ARTICLE VI. STANDING COMMITTEES

The Standing Committees of the St. Lawrence University Panhellenic Council shall be Judicial, Membership Recruitment, Public Relations, and any other committees depending on the size and needs of the Panhellenic Council.

The Standing Committees shall serve for a term of one semester. Such term of office is to begin no later than one week into the semester. A committee chairman is appointed to serve for a term of one year. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint Committee Chairmen and members.

1. Judicial Board
   a. Membership. (See National Panhellenic Conference Judicial Procedure for the composition of the Judicial Board.)

   b. Duties. It shall be the Judicial Board’s duty to adjudicate violations of the NPC UNANIMOUS AGREEMENTS, Constitution, Bylaws, Standing Rules and membership recruitment regulations of the St. Lawrence University Panhellenic Association.
2. Membership Recruitment Committee  
   a. Membership. The Membership Recruitment Committee shall consist of a chairman and no fewer than eight collegiate members plus each chapter Recruitment Chair.  

   b. Duties. This committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This committee shall be responsible for reviewing and developing membership recruitment rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding the formal membership recruitment), and distributing copies of them when approved to the delegates of the member fraternities. Following each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment evaluations from new members, potential new members who withdrew, and each member group and chapter advisor.

3. Public Relations Committee  
   a. Membership. The Public Relations Committee shall consist of a chairman and four delegates.  

   b. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the St. Lawrence University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member fraternities.

ARTICLE VII. HAZING

All forms of hazing, pledge day and/or pre-initiation activities that are defined as hazing shall be banned.

Hazing is defined as any section or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or 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 VIII. EXTENSION

1. When all NPC chapters at St. Lawrence University are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.

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

3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus. (UNANIMOUS AGREEMENTS – Agreement on Extension.)

4. Only Regular members of the College Panhellenic Council shall vote on extension matters.

***NOTE: Under current agreement by the Greek System with the University (Reciprocal Relations Agreement), extension is not currently an option of the St. Lawrence University Panhellenic Council***

ARTICLE IX. VIOLATIONS

Any dispute arising out of the violation of the NPC UNANIMOUS AGREEMENTS, the Panhellenic Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed through the NPC Judicial Procedure as included in the St. Lawrence University Panhellenic Bylaws as adopted on April 30, 2007.

ARTICLE X. RULES OF ORDER

The St. Lawrence University Panhellenic Association and its Panhellenic Council shall be governed by Robert’s Rules of Order Newly Revised except in matters specifically provided for in this Constitution, Bylaws and Standing Rules.

ARTICLE XI. AMENDMENTS

These Bylaws may be amended by three-quarters vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.
Standing Rules of St. Lawrence University Panhellenic Association

ARTICLE I: ADMINISTRATION OF MEMBERSHIP RECRUITMENT

1. Membership Recruitment
   a. A formally structured fall membership recruitment shall be held.
   b. All membership events shall be held in the chapter room, chapter lodge, suite, or campus facilities.

2. Formally Structured Recruitment Style – Fall Semester

Recruitment Advisors
   a. It will be the job of all recruitment advisors to provide aid to potential new members throughout the recruitment process. They will be available to provide advice, assist potential new members to events and act as a liaison between chapters and the Panhellenic Council.
   b. All recruitment advisors will remain disaffiliated from the start of the semester until the start of bid day and will not be allowed to vote on potential new members (See Article III, 1a.)
      i. All Panhellenic officers, with exception of officers who hold a position of President or Recruitment Chair in their house, will be required to become a recruitment advisor. Advisors will attend a training session and will receive a schedule of events and responsibilities for the recruitment period.
      ii. There will be eight advisors not including the Panhellenic President and Recruitment Chair. This number may change based on the number of potential new members participating in recruitment. If we need additional advisors, the Panhellenic council will request volunteers from chapters.

Greek 101 and Social
The time and location will be selected by Panhellenic Recruitment Chair and Greek advisor based upon chapter input.
   a. Potential new members are required to attend Greek 101 or have a meeting with the Panhellenic Recruitment Chair or Greek advisor in order to be eligible for fall recruitment.
   b. Following Greek 101 there will be a non-mandatory one hour social event open to all who have attended Greek 101. Each house will be allowed to have a certain number members at the event. This will serve as an open event for potential new members to socialize with chapter members.

House Tours
Time and location to be selected by Panhellenic Recruitment Chair and Greek advisor based upon chapter input.
   a. Event Details
      i. Each potential new member will be invited to all houses and will have a specific time to attend each house.
      ii. House tours should be provided during the event.
      iii. Main topic of discussion will be philanthropy.
b. Recruitment Advisor Duties
   i. Potential New Members will be accompanied by a recruitment advisor. Recruitment advisors will be allowed to leave each party once they are dismissed by the house Recruitment Chair. At the end of the rotation Potential New Members will be escorted by the Recruitment Advisor to the next scheduled party.

c. Potential New Member Requirements
   i. Potential new members MUST enter each house at the exact start time of each party and will remain at the house for a full 45 minute rotation.
   ii. Each Potential New Member is required to attend each party for the full time, unless they are excused by the Greek Advisor, or they will become ineligible for a bid.

First Round Preference Meeting
Time and location to be selected by Panhellenic Recruitment Chair and Greek advisor
Potential new members will be required to come to a determined location within a certain time frame to indicate their preference for skit night invitations. Recruitment Advisors, Panhellenic President, Panhellenic Recruitment Chair and the Greek Advisor must be available to potential new members as they make their decisions following house tours. At this time Greek houses will create an invitation list and enter it into ICS before a specific deadline. This deadline will be communicated to chapters prior to recruitment.

Skit Night
Time and location to be selected by Panhellenic Recruitment Chair and Greek advisor based upon chapter input.

a. Event Details
   i. Each potential new member will be invited to a maximum of three houses and will have a specific time to attend each house.
   ii. Each house will put on a skit for three rounds of Potential New Members.
   iii. Main topic of discussion will be social events and campus involvement.

b. Recruitment Advisor Duties
   i. Potential New Members will be accompanied by a recruitment advisor. Recruitment advisors will be allowed to leave the party once they are no longer needed by the house Recruitment Chair. At the end of the rotation Potential New Members will be escorted by the Recruitment Advisor to the next scheduled party.

c. Potential New Member Requirements
   i. Potential new members must enter each house at the exact start time of each start time will remain at the house for a full 45 minute rotation.
   ii. Each Potential New Member is required to attend each party for the full time, unless they are excused by the Greek Advisor, or they will become ineligible for a bid.

Following skit night, Potential New Members will come to a determined location within a certain time frame to indicate their preference for preference night invitations. Recruitment Advisors, Panhellenic President, Panhellenic Recruitment Chair and the Greek Advisor must be available to potential new members as they make their decisions. At this time Greek houses will create an invitation list and enter
it into ICS before a specific deadline. This deadline will be communicated to chapters prior to recruitment.

**Preference Night**
Time and location to be selected by Panhellenic Recruitment Chair and Greek advisor based upon chapter input.

a. **Event Details**
   i. Each potential new member will be invited to a maximum of two houses and will have a specific time to attend each house.
   ii. Each house will hold a preference ceremony for each round of Potential New Members
   iii. Main topic of discussion will be sisterhood and traditions.

b. **Recruitment Advisor Duties**
   i. Potential New Members will be accompanied by a recruitment advisor. Recruitment advisors will be allowed to leave the party once they are no longer needed by the house Recruitment Chair. At the end of the rotation Potential New Members will be escorted by the Recruitment Advisor to the next scheduled party.

c. **Potential New Member Requirements**
   i. Potential new members must enter each house at the exact start time of each start time will remain at the house for a full one hour rotation.
   ii. Each Potential New Member is required to attend each party for the full time, unless they are excused by the Greek Advisor, or they will become ineligible for a bid.

**MRABA and Preference Card Signing**
Following preference night, Potential New Members will go to sign their MRABA in the determined location. Recruitment Advisors, Panhellenic President, Panhellenic Recruitment Chair and the Greek Advisor will be available to help Potential New Members make a final decision. Potential New Members may only rank the two houses they attended during preference night on their MRABA.

While the potential new members are signing their preference cards, the houses will be voting on the Potential New Members. All lists should be entered into ICS by the time told to each Recruitment Chair by the Panhellenic Recruitment Chair.

**Bid Day**

The President and Recruitment Chair will proceed to call each girl beginning at 8 am, with the Greek Advisor present. The new members will be extended a bid and she must accept if the bid she is receiving was one noted on her preference card. If she declines a bid to a house that was noted on her preference card she will become ineligible for recruitment for one full year.

After new members are called and the final new member lists are made, Recruitment Chairs and Presidents of each house will meet with the Greek advisor and Panhellenic Recruitment Chair to receive their lists and make decisions on snap bids up to quota. If all houses meet quota there will be no snap
bids. At this time Recruitment Chairs may begin calling additional girls who they would wish to offer a COB to.

At 11:00 am, new members will meet at their houses to receive their bid cards. Houses should inform the Panhellenic Recruitment Chair of any new member requirement ahead of time so that the new members may be properly dressed. New members should receive their Bid Day t-shirts at this time.

At 1:30 pm the new members will meet in designated rooms in Carnagie to learn songs for the quad experience.

At 2:00 pm all of the sisters from the four chapters will come together at the chosen location for traditional cheers and greeting of the new members.

Each house will only be allowed to have two decorated cars at Bid Day celebrations.
  a. These two cars will be allowed to enter inner campus and drive to the celebration.
  b. If chapters decide that it is necessary to drive multiple cars to campus during bid day celebrations, these cars must follow campus rules and regulations regarding speed limits and parking. Such additional cars may not enter the mechanical gate and drive through inner campus and may not be decorated or drive in any way that suggests they are from a specific chapter.
  c. All cars driven on campus must drive the speed limit at all time and follow campus and state rules and regulations. They must have only as many passengers as there are legal seat belts for, and each person must be seated and secured properly.

ARTICLE II: RECRUITMENT GUIDELINES AND ETHICS

1. Recruitment Guidelines:
   a. Recruitment guidelines will be applicable the date of arrival of any independent woman at St. Lawrence University, and will remain in effect through the vacation periods that occur during the closed Recruitment season until Bid Day.
   b. Each fall, the Panhellenic Council Recruitment Chair will compile all traditional and unwritten regulations in order to avoid any misunderstanding among sorority and independent women. These regulations will become the Recruitment Guidelines and are to be published for all women to see.
   c. Only the complete agreement of the Recruitment Chair, President and Advisor may waive regulations under special conditions.

2. Recruitment Code and Ethics:
   a. The objective of the membership selection system at St. Lawrence University is to promote the Greek System through the trust and cooperation of all its members. Inherent in this code of ethics are the responsibilities of each individual to be true to herself, to her sorority, and to the spirit of the entire Greek System. It is also the responsibility of each sorority woman to have complete respect for the recruit as an individual at all times. Any act which gives unfair advantage to a member of the Greek System violates the code of ethics. In accordance with the spirit of the code of ethics, all
sorority women are expected to present any situation from which doubt may arise to the Panhellenic Recruitment Chair as soon as possible.

b. There is to be no implying, directly or indirectly, of a bid to a potential member. Additionally, there can not be anything that influences a potential member to make a certain decision. Conversation with a potential member will be unbiased as it pertains to her decision-making.

c. A St. Lawrence University Panhellenic Association member sorority may not issue an invitation to membership or formally pledge a woman during school recess.

d. Discussion of a potential member is forbidden in any public space or to anyone outside of your sorority (i.e. dining halls, classrooms, discussion with men or members of other sororities).

e. No first year, sophomore, or junior independent women at any time may attend any sorority function, such as mixers or parties.

f. No independent women may visit or attend any sorority function during recruitment except at specified recruitment events.

g. No spending money at any time or on anything for a first year woman (outside of a recruitment function). This includes meals at chapters and alcohol.

h. There are to be no men at any recruitment function.

i. The use of alcoholic beverages or illegal substances, by sisters or potential members is forbidden before or during any recruitment function.

3. Recruitment Rules:

a. Recruitment begins the first day of each semester.

b. No chapter will call their members back to campus for recruitment meetings earlier than when the residence halls open for upper-class women, with the exception of the Recruitment Chair.

c. Strict silence is the period in which there will be no conversation or contact with potential members by fraternity members, new members and alumnae. This includes all reference to fraternity – verbal, written, printed, or typed. Strict silence is designated as the period of time from the end of the woman’s last event until she reports to the fraternity from which she accepts a bid.

d. 24 hour rule: Beginning at 8:00PM on Friday until 8:00PM on Bid Day, “No men, No alcohol” rule is in effect for both potential members and current members.

4. Recruitment Infractions:

a. During the school year, when a member group of the College Panhellenic believes there has been an infraction, a written report, signed by the President and Recruitment Chair of that member group, specifying time, place, and witnesses to the alleged infraction, will be submitted to the President of the St. Lawrence University Panhellenic Council. A copy for the accused sorority and the Panhellenic Advisor will be provided within 24 hours after the alleged infraction is known but not more than 10 days after it has occurred. The witnesses of the alleged infraction will remain anonymous to everyone except the Panhellenic President, whereas the identity of the accusing chapter will be known.

b. Violations of Recruitment guidelines which take place during the school recesses (vacations) will be considered at the first meeting of the Panhellenic Council when school
reconvenes. However, the accusation and documentation must follow the timing and procedures of paragraph C.

c. The President of Panhellenic Council has the responsibility of seeing that the accused sorority and the Panhellenic Advisor receive the copy of the accusation and that the NPC Area Advisor is notified within 24 hours after receiving the written report of the alleged infraction.

5. Chapter Total & Class Limitations
   a. Chapter total is set at 65, unless a three-fourths majority vote of the Panhellenic Council elects to change it.
   b. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total.
      i. A list of pledged, initiated and affiliated members of a chapter shall be filed with the Secretary of the Panhellenic Association and with the Panhellenic Advisor on the first day of classes in each semester.
      ii. The name of any woman who has changed in pledging status, termination or other change in membership, along with the date on which such action takes place, shall be reported to the Secretary of the Panhellenic Association in order to secure a record for the Council files. The Secretary will then report this information to the President of the Panhellenic Association and Panhellenic Advisor no later than twenty-four hours after it has occurred.
   c. The Panhellenic Council strongly suggests that each sorority maintain an even balance among all of its classes.

6. Continuous Open Bidding
   a. Provided that the chapter has not yet reached Total in the fall semester, Continuous Open Bids (COBs) will be able to be given out immediately after all Recruitment Chairs have received their finalized new member lists on Bid Day morning.
   b. Continuous open bidding will be in effect only to those sororities that have not met total chapter quota, set by the Panhellenic Council.

ARTICLE III: PLEDGING AND INITIATION

1. Eligibility and Pledging:
   a. To be eligible to pledge: An upperclass, independent woman must be a matriculated student in good academic and social standing with the University. She must have a cumulative G.P.A. of at least a 2.5, or two consecutive semesters, directly prior to recruitment, of at least a 2.5. She must also have at least 9.0 credits. (Note: A woman receiving an incomplete in the previous semester, thus giving her a G.P.A. below a 2.5 may not participate in Recruitment.) A woman on disciplinary probation is not eligible for Recruitment.
      i. A matriculating student is a full-time student and is accepted in an undergraduate degree-granting program.
      ii. Exchange students are not matriculating students. They are not affected by Recruitment guidelines. They may participate in sorority chapter functions whenever they are invited.
b. To maintain member status a woman must have at least a G.P.A. of a 2.3. Each Sorority has the option to raise academic requirements higher than a 2.3 G.P.A.
c. A transfer student may rush and pledge as long as she is at least a first semester sophomore, a matriculating student with consent of the Greek Advisor, and meets the above G.P.A. requirements.
d. If a woman does not accept a bid from any sorority that she has indicated on her preferential bidding card, her pledge is considered broken as of that date, and she is not privileged to pledge another sorority for one year from that date.
e. A bid is binding for one year to the extent that a woman may not be pledged to another sorority during that calendar year and cannot participate in informal or informational recruitment if depledged the previous semester.

2. Transfer Students:
   a. An upper-class student can be formally pledged as long as she has a cumulative G.P.A. of at least a 2.5, or two consecutive semesters, directly prior to recruitment, of at least a 2.5, and has consent of the Greek Advisor.
   b. If she is not previously affiliated with any NPC sorority, then she will proceed under normal Recruitment guidelines and Quota system.
   c. If she is affiliated with a sorority represented at St. Lawrence University, she will have that opportunity to join that chapter, provided it is agreeable on both sides. She will not be included in the Basic quota set for each Recruitment period.

3. Initiation
   a. A new member will be initiated no later than four weeks after receiving her Bid.