

Constitution of Austin Peay State University Panhellenic Council

(Revised Spring 2011)

ARTICLE I. NAME

The name of this organization shall be the Austin Peay State University Panhellenic Council.

ARTICLE II. OBJECT

The object of the Panhellenic Council shall be to develop and maintain fraternity life and interfraternity 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 and aid the highest standards of scholarship by giving recognition and awards to the chapters with the highest and most improved grade point average, presented at the close of both the fall and spring semesters.
3. Cooperate with member fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Work to improve the overall image of Greeks on campus.
5. Act in accordance with National Panhellenic Conference UNANIMOUS AGREEMENTS and policies.
6. Act in accordance with such rules established by Panhellenic Council as to not violate the sovereignty, rights and privileges of member fraternities.

ARTICLE III. MEMBERSHIP

The regular membership of the Austin Peay State University Panhellenic Council shall be composed of all chapter members in good standing with National Panhellenic Conference fraternities at Austin Peay State University.

ARTICLE IV. OFFICERS

1. The officers of the Austin Peay State University Panhellenic Council shall be President, Executive Vice President, Director of Administration, Director of Recruitment, Director of Judicial Affairs, Director of Membership and Director of Recruitment Counselors
2. Duties of Officers
 - A. The officers shall be delegates from fraternities holding regular membership in the Austin Peay State University Panhellenic Council.
 - B. The officers shall serve for a term of one year.
 - C. Any officer failing to perform her duties as outlined shall resign and a successor shall be designated by election or as provided in Article VI, Section three.

3. All members of the Austin Peay State University Panhellenic Council Executive Committee must have a grade point average of 2.5 and maintain a 2.5 to stay on the Panhellenic Council.

ARTICLE V. MEETINGS

1. Regular: The Austin Peay State University Panhellenic Council shall hold weekly in both Fall and Spring semesters.
2. Executive Council: The Austin Peay State University Panhellenic Council Executive Council shall meet weekly during Fall and Spring semesters.
3. Special: A special meeting of the Austin Peay State University 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 Austin Peay State University.
4. Delegate Responsibility: The delegate from each regular member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Austin Peay State University Panhellenic Council.

ARTICLE VI. THE PANHELLENIC COUNCIL

The administrative body of the Austin Peay State University Panhellenic Council shall be the Executive Committee.

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

1. Membership:
 - A. Austin Peay State University Panhellenic Council shall be composed of one delegate and one junior delegate from each National Panhellenic Conference Fraternity Chapter at APSU.
 - B. All members of the Austin Peay State University Panhellenic Council must have a grade point average of 2.5 and maintain that 2.5 to stay on the Panhellenic Council.
 - C. In conformance with applicable State and Federal laws and University policy, the Panhellenic Council does not discriminate in any of its policies, selection procedures, or practices on the basis of race, color, national origin, ancestry, religion, age, physical disability, medical condition, sexual orientation, marital status, or citizenship.
2. Selection of Delegates: Delegates to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year.
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 Director of Administration of her name, address and telephone

number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the junior delegate of the fraternity shall fulfill the duties of the delegate in all cases.

4. Officers: Officers shall serve as the Executive Committee of the Panhellenic Council and shall have such powers and duties as are described in the Bylaws of the Austin Peay State University Panhellenic Council.
5. Meetings:
 - A. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of the semester.
 - B. Quorum: Two-thirds of the member fraternities shall constitute a quorum for the transaction of business, in accordance with Robert's Rule of Order.
6. Voting:
 - A. The voting body shall be the Austin Peay State University Panhellenic Council
 - B. The voting members of the Panhellenic Council shall be the delegates of each fraternity holding regular membership. Each fraternity will be allowed one vote to be cast by its delegate. If the delegate is absent, the junior delegate will vote.
 - C. A unanimous vote from the voting members of the Panhellenic Council shall be required to establish recruitment rules, total chapter size, and to add a chapter. A majority vote shall be required to carry all other questions. The delegates must vote by a raise of hands.
7. Voice: The junior delegates and committee members will have a voice but no vote.

ARTICLE VII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by Student Affairs.
2. The Advisor shall serve in advisory capacity to the Austin Peay State University Panhellenic Council and its Executive Council.

ARTICLE VIII. STANDING COMMITTEES

Such Standing Committees and special officers as may be necessary to carry out the work of the Austin Peay State University Panhellenic Council shall be appointed by its Executive Committee to serve during the tenure in office of the Council, which appoints them.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the Austin Peay State University Panhellenic Council shall act in accordance with fundamental National Panhellenic Conference policies established in the Unanimous Agreements (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreement on Questionnaires and Constitutions and the Jurisdiction of a College Panhellenic Council).
2. All Austin Peay State University Panhellenic Council rules and policies shall be in harmony with those currently established by the National Panhellenic Conference.

ARTICLE X. VIOLATIONS

1. Violations to any regulations of this Constitution or its related Bylaws, of Recruitment Rules, of concerning matters other than recruitment, of the National Panhellenic Conference Unanimous Agreements shall be the occasion for penalties established by the Austin Peay State University Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.
2. Any violations as stated in the Bylaws shall be adjusted through the NPC Judicial Procedures as presented in the NPC Manual of Information.
3. Any violations as stated in the Bylaws Article -, Section - will be seen by the Judicial Chair to declare resolution.

ARTICLE XI. AMENDMENTS

The Constitution may be amended by two-thirds vote of the voting members of the Austin Peay State University Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

BYLAWS
AUSTIN PEAY STATE UNIVERSITY
PANHELLENIC COUNCIL
(Revised Spring 2011)

ARTICLE I. FINANCE

1. **FISCAL YEAR:** The fiscal year of the Austin Peay State University Panhellenic Council shall be from January 1st to December 31st.
2. **CONTRACTS:** The signatures of the President or Vice President of Administration and the Panhellenic Advisor or Greek Advisor shall be required to bind the Austin Peay State University Panhellenic Council.
3. **CHECKS:** All checks issued on behalf of the Austin Peay State University Panhellenic Council shall be signed by the President or Vice President of Administration and the Panhellenic Advisor or Greek Advisor.
4. **PAYMENTS:** All payments due to the Austin Peay State University Panhellenic Council shall be submitted to the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the Austin Peay State University Panhellenic Council.
5. **MEMBERSHIP DUES:**
 - A. **AMOUNT:** The dues of each Panhellenic Council member sorority shall be ten (10) dollars per member on your updated roster per semester and (50) dollars per chapter. Each Chapter will turn in dues with a roster change form. New members will not be required to pay until the following semester.
 - B. **TIME OF PAYMENT:** The dues of each Panhellenic Council member sorority shall be payable once a semester. The due date for fall semester will be the second Panhellenic Council meeting following bid day and for spring semester it will be the third Panhellenic Council meeting.
 - C. **LATE FEE:** If dues are not paid or you do not have your roster change form completely filled out and signed by the Chapter President and an advisor by the deadline, a fifty (50) dollar fine will be administered.
6. **DEPOSITS:** Deposits will be made within five (5) business days of receipt.

ARTICLE II. SELECTION OF OFFICERS

1. Panhellenic Executive Positions shall include: President, Executive Vice President, Director of Judicial Affairs, Director of Administration, Director of Sorority Recruitment Counselors, Director of Recruitment and Director of Membership.

2. All interested women should submit complete applications to the Fraternity and Sorority Affairs for the positions to be reviewed and approved by the Panhellenic Advisor.
 - a. Applications for the above stated positions, with the exception of the Director of Recruitment, will be made available one and half weeks prior to the due date.
 - i. The Director of Recruitment position will be the previous terms Director of Sorority Recruitment Counselors.
 - b. A woman may submit one application for all positions, ranking each position and answering all questions for each position.
 - c. There must be, at minimum, three candidates who meet the requirements for office from each chapter.
 - d. Interested Women are encouraged to attend a Panhellenic Council meeting and meet with outgoing officers and the Panhellenic Advisor prior to elections.
3. Qualifications
 - a. The candidate must be an initiated member of a Austin Peay State University sorority, unless part of a colonizing group.
 - b. Candidates are required to be active undergraduate members in good academic standing of their chapters for the entire term of their offices with a cumulative GPA of 2.50.
 - c. If applying to be Director of Sorority Recruitment Counselors, then she herself must be a past recruitment counselor.
 - d. Candidates must be able to attend, as applicable, SEPC, Leadership Retreats, Recruitment and other Panhellenic events.
 - e. If a person running for an executive position has ever been formally documented for failure to uphold the duties of her office/appointment by the Panhellenic Executive Board, that documentation will be public knowledge during elections.
 - f. If the Council so desires, an officer may be slated for a second term. In this instance, the candidate follows the same procedures any candidate would.
4. Slating Committee
 - a. The slating committee shall consist of the current Panhellenic Executive Board. The slating committee will be overseen by the Panhellenic President with a voice but no vote. Applications will be presented at the first nominating committee meeting and a slate will be formed based on the applications and on an interview. The slate shall be voted on by the delegates.
 - i. A slate will be presented to the Panhellenic Council at the meeting or by email one week prior to elections
 - ii. The delegates shall then take the slate back to their chapters for chapter feedback. At the next Panhellenic meeting (elections), the women who were slated have the option of making a speech to the voting delegates prior to a final electing vote.
5. Elections
 - a. The next Panhellenic Council Meeting following slating shall be elections where delegates will elect the new Executive Board.

- b. Each chapter will be required to send their President and/or Panhellenic Delegate to elections, which are open to all members in good standing of the Council. Any chapter not properly represented by either their chapter president or their delegate will not be eligible to vote in the elections.
- c. Nominations may be made from the floor, if the woman applied and was approved.
- d. Each candidate is given an option to give a speech, a maximum of two minutes.
- e. If the Council so desires, they may ask up to three identical questions to each candidate.
- f. No campaigning is allowed.
- g. Each chapter will possess one vote for each office. Voting will be conducted by secret ballot. They can choose to vote for the slate, write in another woman who applied and was approved, or can leave the ballot blank in order to give a vote of no confidence for the slate.
- h. Each Panhellenic Chapter must be represented no less than once on the executive board.
- i. A simple majority (>50%) of the chapters voting will elect. If a tie candidates will be brought back in for three more questions and then the delegates will revote.
- j. Ballots will be counted by the Panhellenic President and the Panhellenic Advisor.

1. MEETINGS:

- A. The Panhellenic Council shall meet weekly unless otherwise specified by the Panhellenic Council President.
- B. Meetings shall begin at 5:30 p.m. on Tuesdays in the University Center.
- C. Attendees shall be the Panhellenic Council Executive Committee, Delegates, Junior Delegates.
- D. Members of the Executive Committee will be allowed two unexcused absences before being removed from office.
- E. All other members of the Panhellenic Council will be allowed three unexcused absences before being removed from office.
- F. All unexcused absences will result in a twenty (20) dollar fine. If a delegate misses a meeting, it is a fine for the chapter.
- G. Emergency meetings may be called by the Panhellenic Council President or Executive Vice President with twenty-four (24) hours of notice.
- H. Emergency meetings do not count toward unexcused absences.
- I. Excused absences are for documented sickness and others on a case-by-case basis

2. LATE ENTRY:

- A. Late entry is not accepted.
- B. If you are late to meeting then you will still be allowed into meeting but it will count as an unexcused absence and a twenty (20) dollar fine will be administered.

3. EXECUTIVE COUNCIL QUALIFICATIONS:

- A. Officers of Austin Peay State University Panhellenic Council shall have and maintain minimum semester and cumulative grade point averages of 2.5.
- B. The President and Vice President of recruitment shall have served two consecutive semesters: all other executive officers shall have served one semester.
- C. All officers must be in good standing with their individual organization.

ARTICLE III. OFFICER DUTIES

1. PRESIDENT:

- A. Have overall responsibility for the operation of the Panhellenic Council.
- B. Call and preside at all regular, executive committee, and special meetings of the Austin Peay State University Panhellenic Council.
- C. Serve as an ex-officio participant of all Panhellenic Council meetings with a voice but no vote.
- D. Maintain a complete and up-to-date President's file which will include a copy of the current Austin Peay State University Panhellenic Council Constitution, By-laws, and Standing Rules, the current National Panhellenic Conference manual of information and related materials, current correspondence and materials received from the advisor and other pertinent materials.
- E. Must serve as the representative of Panhellenic Council at events where a representative of Panhellenic Council is requested to attend including organization meetings hosted by the Gobs Organization Council/Student Life and Leadership.
- F. Maintain positive communication with university officials.
- G. Shall call and preside over all extension meetings and progress
- H. Report as required to the National Panhellenic Area Advisor.
- I. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules.
- J. At the end of her term in office, she shall transition the next Panhellenic President on the duties of this office.

2. EXECUTIVE VICE PRESIDENT:

- A. Perform the duties of the President in her absence, inability to serve, or at her call.
- B. She will be in charge of executing Operation Fairy Godmother.
- C. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules.
- D. At the end of her term in office, she shall transition the next Panhellenic Executive Vice President on the duties of this office.

3. DIRECTOR OF ADMINISTRATION:

- A. Keep an up-to-date roll of the members of the Panhellenic Council and call roll at all council meetings.

- B. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Council sorority.
 - C. Keep full minutes of all meetings and a record of all actions taken by the Panhellenic Council.
 - D. Maintain a complete and up-to-date file, which will include the minutes, agendas, proposals, by-laws, reports, and correspondence for the Panhellenic Council.
 - E. File any paperwork and reports necessary with both National Panhellenic Conference and Austin Peay State University.
 - F. Be responsible for the general supervision of the finances of the Austin Peay State University Panhellenic Council.
 - G. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
 - H. Shall be responsible for collecting all fines from the Panhellenic Council member sororities, committee chairs, and executive committee members.
 - I. Shall deposit all checks within five (5) business days of receipt. Reimbursements will be made within five (5) business days unless otherwise notified.
 - J. Be responsible for prompt payment of all bills of the Panhellenic Council.
 - K. Maintain up-to-date financial records.
 - L. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules.
 - M. At the end of her term in office, she shall transition the next Panhellenic Director of Administration on the duties of this office.
4. DIRECTOR OF RECRUITMENT:
- A. Assume responsibility for all Panhellenic Council matters related to both formal and informal recruitment.
 - B. Call and preside at all meetings of Panhellenic Council member sorority recruitment chairs.
 - C. Call and preside at all meetings of recruitment staff, which includes Sorority recruitment counselors, and the Panhellenic Council Executive Committee.
 - D. Work with the Director of Administration to form a recruitment budget.
 - E. Oversee the Director of Recruitment Counselor in all aspects of the Sorority Recruitment Counselor program including selection of Sorority Recruitment Counselors and training sessions.
 - F. Serve as an ex-officio member of the Judiciary Board pertaining to recruitment infractions.
 - G. Enforce all recruitment rules upon the Panhellenic Council member sororities.
 - H. Responsible for holding recruitment rules review meetings each spring semester for the purpose of revising the Formal Recruitment Rules for the following fall semester.
 - I. File the National Panhellenic Conference recruitment reports by the deadlines set by the National Panhellenic Conference.
 - J. Work with Director of Membership to create a marketing plan for formal recruitment.

- K. In conjunction with the Director of Judicial Affairs, coordinate a spring meeting for the Panhellenic community to educate recruitment rules and judicial procedures.
 - L. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules.
 - M. At the end of her term in office, she shall transition the next Panhellenic Director of Recruitment on the duties of this office.
5. DIRECTOR OF JUDICIAL AFFAIRS:
- A. Responsible for updating the Constitution, Bylaws, and Standing Rules of the Austin Peay State University Panhellenic Council.
 - B. Call and preside over all meetings pertaining to revisions of the Constitution, By-laws, and Standing Rules.
 - C. Preside over all hearings regarding violations of the Constitution, By-laws, Standing Rules, and recruitment violations of the Austin Peay State University Panhellenic Council.
 - D. Act as a Parliamentarian during meetings of the Panhellenic Council and assist the President in conducting business at Panhellenic Council meetings.
 - E. Assign appropriate fines for violations of the Constitution, By-laws, Standing Rules, and Recruitment rules.
 - F. Serve as chairperson of the Panhellenic Council Judiciary Board.
 - G. File any reports necessary with the National Panhellenic Conference Area Advisor and Austin Peay State University.
 - H. In conjunction with the Director of Recruitment, coordinate a spring meeting for the Panhellenic community to educate recruitment rules and judicial procedures.
 - I. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules.
 - J. At the end of her term in office, she shall transition the next Panhellenic Director of Judicial Affairs in the duties of this office.
6. DIRECTOR OF MEMBERSHIP:
- A. Shall conduct one new member social mixer in the fall semester, and one all sorority mixer in the spring semester.
 - B. Shall be in charge of executing all public relations for any Panhellenic event
 - C. She must be responsible for coordinating community service initiatives.
 - D. Shall be in charge of hosting an annual academic recognition program.
 - E. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by Panhellenic recruitment rules.
 - F. At the end of her term in office, she shall transition the next Panhellenic Director of Membership in the duties of this office.
7. DIRECTOR OF RECRUITMENT COUNSELORS:
- A. Shall assist the Director of Recruitment in all matters pertaining to formal and informal recruitment of new members.

- B. Responsible for all aspects of the Sorority Recruitment Counselor program.
- C. Shall conduct recruitment counselor spring meetings and summer retreat.
- D. Shall coordinate the application and the selection of Sorority Recruitment Counselors.
- E. She must disaffiliate from her sorority the day after graduation until the following bid day unless specified by the Panhellenic recruitment rules.
- F. At the end of her term in office, she shall transition the next Panhellenic Director of Recruitment Counselors in the duties of this office.

ARTICLE IV. EXECUTIVE COUNCIL

1. The Executive Council of the Austin Peay State University Panhellenic Council shall consist of the following:
 - A. President
 - B. Executive Vice President
 - C. Director of Administration
 - D. Director of Recruitment
 - E. Director of Judicial Affairs
 - F. Director of Membership
 - G. Director of Recruitment Counselors

2. The Executive Council shall:
 - A. Administer routine business between meetings when advisable and such other business that has been approved for actions by Panhellenic Council vote.
 - B. Shall appoint all standing and special committees and their chairs, and in making these appointments, recognize representation from all Panhellenic Council member sororities.
 - C. Act as the screening body for all groups desiring recognition as a social sorority with the anticipation of petitioning for membership in the Austin Peay State University Panhellenic Council. The Executive Council shall present its recommendation to the Panhellenic Council for approval.
 - D. Serve for a term of one fiscal year.

ARTICLE V. SCHOLARSHIP

1. The minimum grade point average of each sorority is a 2.5 on the basis of a 4.0 system.

2. In computing the sorority's chapter grade point average, the individual semester grade point averages of all members listed on the chapter roster on file with Student Life and Leadership shall be used.

3. Any Sorority with less than a 2.5 average for the semester may submit to the Greek Advisor an appeal within one week of the official publication of the sorority's grades for that semester. The appeal may be requested only in the event that the sorority has a significant number of women who received incomplete grades and thus have incorrect

individual semester grades. The appeal must be accompanied by a letter of verification that grades have been changed from the professors involved.

ARTICLE VI. HAZING

1. No chapter shall participate in any activities during recruitment events or Bid Day, which includes hazing.
2. No chapter shall employ a program of pledge/new member education, which includes hazing.
3. Hazing shall be defined as, but not limited to, the guidelines outlined in the Austin Peay State University Code of Student Conduct: Violations of this section include any act of hazing on or off the Austin Peay State University campus or University-controlled property, by an Austin Peay State University individual, group of individuals or registered student organization. Hazing means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organizations.
4. It shall be the duty of all initiated sorority members, new members, and advisors to report any violation of this code in writing immediately to the Panhellenic Council Executive Committee and the Panhellenic Advisor.
5. It shall be the duty of the Panhellenic Council Executive Committee to notify the Greek Advisor of any and all reports of hazing by member sororities.
6. The following penalties shall be automatically evoked upon conviction of hazing by the Panhellenic Judicial Board.
 - A. Notification by the Greek Advisor to the national offices of the convicted sorority.
 - B. Social probation for a period of two semesters.
7. The Panhellenic Council Executive Committee, the Panhellenic Advisor, and the Greek Advisor reserve their right to report any and all reports of hazing to the office of Student Affairs for University sanctions.

ARTICLE VII. EXTENSION

1. When all National Panhellenic Conference chapters at Austin Peay State University are close to or over total, the Panhellenic Council shall consider adjusting total or adding

another chapter with the consultation of the National Panhellenic Conference Area Advisor.

2. A committee of representatives from the Austin Peay State University National Panhellenic Conference chapters shall be formed to evaluate total, research other National Panhellenic Conference organizations, and make recommendations to the Panhellenic Council.
3. Adding a new National Panhellenic Conference chapter shall be organized through colonization by a National Panhellenic Conference sorority or through organization of a local sorority, which may petition a National Panhellenic Conference sorority for a chapter.
4. Consideration should be given to National Panhellenic Conference sororities that have previously been chapters on the campus and to National Panhellenic Conference sororities, which have filed letters expressing an interest on the campus. The National Panhellenic Conference sororities on campus however may choose any sorority in the National Panhellenic Conference.

ARTICLE VIII. JUDICIAL PROCEDURES

1. **MISSION STATEMENT:** The Panhellenic Council of Austin Peay State University is established to promote and perpetuate the best interest of the university and the social sororities represented therein. Believing that a self-governing system is the strongest and best system, we do hereby adopt this constitution to insure fair treatment in the enforcement of our rules.
2. **JURISDICTION:** The Panhellenic Council shall have jurisdiction in all cases involving violations of:
 - A. The Panhellenic Council Constitution, Bylaws, and Recruitment Rules.
3. **FILING OF CASES:**
 - A. Cases may come before the Board in the following ways:
 - a. Referral by the University Administration
 - b. Charge from the Panhellenic Council members, Executive Committee, or representative members
 - c. Charge from any sorority member
 - B. The hearing shall be closed in compliance to the National Panhellenic Council Unanimous Agreements. This can be found in the 14th edition of the Manual of Information UA-9.
 - C. The Panhellenic Advisor shall notify, in writing, the accused sorority at least forty-eight (48) hours before the Judicial Board is called into session.

- D. There is a statute of limitations on formal complaints. Complaints cannot be filed after two meetings of the Panhellenic Council after the incident in contention occurred.

4. JUDICIAL BOARD:

- A. The Judicial Board shall be chaired by the Director of Judicial Affairs of the Panhellenic Council.
- B. The Panhellenic Judicial Board shall consist of the following voting members:
 - a. One representative of each chapter excluding the chapter charged with the violation.
 - b. Each representative must be in good standing with her chapter.
- C. The Panhellenic Judicial Board will consist of the following non-voting members:
 - a. Panhellenic Council Director of Judicial Affairs except in the case of a tie.
 - b. The Panhellenic Council Executive Vice President.
 - c. The Panhellenic Advisor.
 - d. The Panhellenic Council Director of Recruitment in recruitment related incidents.

5. At such times as the Panhellenic Council Judicial Board meets, the following procedures must be observed for a decision to be valid:

- A. All members of the Board must be present. Members may only address the Board as specified by the Director of Judicial Affairs of the Panhellenic Council.
 - a. The Judicial Board is charged to perform an expeditious investigation. The amount of time necessary for investigation will be suggested by the Executive Committee.
 - b. There must be substantial evidence before it can be brought to the Board.
 - c. Findings of the Judicial Board shall be confidential prior to the hearing.
- B. The hearing shall be closed in compliance to the National Panhellenic Council Unanimous Agreements. This can be found in the 14th edition of Manual of Information UA-9.
- C. The charges shall be read to the Board in the presence of the President of the sorority(ies) involved.
- D. The investigators, complainant(s), and defendant(s) shall present evidence as deemed necessary by the Board.
- E. The Board shall deliberate and vote in executive session and secret ballot shall be used and a simple majority shall be necessary for a verdict; the Director of Judicial Affairs shall vote only in the case of a tie.
- F. The sorority charged shall be given a written notice of the special session. At this special session the decision of the Board shall be announced.
- G. The Executive Vice President shall serve as Board Clerk, unless presiding over the hearing, in which case she shall appoint a clerk.

- a. The Executive Vice President shall preside over all hearings in the instance that the Director of Judicial Affairs is affiliated with the charged chapter.
 - H. All referrals to the Board shall be held in confidence by the Board if desired by the complainant or the Board.
 - I. The Board, in absence of the accused, can render a decision based on the evidence at hand.
 - J. The advisor shall serve as the final judge on rule and policy interpretations.
 - K. Written minutes must be taken at the time of the Judicial Board Hearing.
6. PENALTIES: Penalties that may be levied by the Board include, but are not limited to, the following:
- A. Notify National Organizations
 - B. Suspension from intramural recreation
 - C. Expulsion from National Panhellenic Conference and recommendation that the university remove recognition of the chapter
 - D. Monetary fines not exceeding five hundred (500) dollars excluding recruitment budgets and late fees
 - E. Community Service
 - F. Presentation of educational programs
 - G. Referral to the University Judicial System
7. FINES:
- A. The Panhellenic Council Executive Committee reserves the right to administer fines to individuals and/or chapters proving chapters are given notice of the possibility of a fine at least two Panhellenic Council meetings prior to the due date and/or event.
 - B. Possible announced fines may include, but are not limited to, the following:
 - a. Service events
 - b. Paperwork and/or reports
 - c. University functions
8. APPEALS PROCESS:
- A. Appeals must be filed in writing to the Panhellenic Advisor within five (5) business days of the receipt of the original decision.
 - B. The Panhellenic Advisor will notify the Panhellenic President that an appeal has been filed.
 - C. The Panhellenic Advisor and the Panhellenic President will set a date for the appeal hearing and will notify all parties involved of the hearing date in writing within three (3) business days.
 - D. The Appeals Board will consist of:
 - a. The Panhellenic President
 - b. The Director of Administration
 - c. The Panhellenic Advisor
 - d. The chapter presidents of the chapters not involved

- e. Director of Judicial Affairs and Judicial Board
- E. The Panhellenic President will preside over the hearing.
- F. The Panhellenic Director of Administration will not vote except in the case of a tie.
- G. The individual or chapter charged will be notified in writing of the decision regarding the appeal within twenty-four (24) hours of the appeals hearing.
- H. Consideration of the appeal shall be limited to the record of the previous hearings on the following issues:
 - a. Were the procedures of the Judicial Board properly followed in the hearing in accordance with National Panhellenic Conference regulations as stated in the 14th Edition of the Manual of Information (Green Book)?
 - b. Was the evidence presented at the hearing “substantial”?
 - c. Was the penalty imposed in keeping with the gravity of the violation?
- I. The Appeals Board shall have the authority to do any of the following upon review of an appeal:
 - a. Sustain the previous decision including the penalty imposed or
 - b. Sustain the previous decision but impose a greater or lesser penalty or
 - c. Remand the case for further consideration or
 - d. Reverse the previous decision.
- J. A decision by the Appeals Board may be appealed to the Assistant Director of Student Life and Leadership for student organizations and Greeks.

ARTICLE IX. RULES OF ORDER

The Austin Peay State University Panhellenic Council and its Executive Committee shall be governed by Robert’s Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws, and Standing Rules.

ARTICLE X. AMENDMENT

These Bylaws may be amended by a two-thirds (2/3) vote of the voting members of the Panhellenic Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.