

Bylaws of Northeastern State University Panhellenic Association

Latest Revision: November 28, 2016

Article I. Name

The name of this organization shall be the Northeastern State University Panhellenic Association.

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women's sorority 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 superior scholarship and basic intellectual development.
3. Cooperate with member sororities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.
6. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Northeastern State University Panhellenic Association and to compile rules governing the Panhellenic Council, including recruitment and pledging, which do not violate the sovereignty, rights and privileges of member sororities.

Article III. Membership

Section 1. Membership Classes

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

- A. Regular membership. The regular membership of the Northeastern State Panhellenic Association shall be composed of all chapters of NPC sororities at Northeastern State. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the Northeastern State Panhellenic Association shall be composed of all colonies of NPC sororities at Northeastern State. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

- C. Associate membership. Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of the Northeastern State Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

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 Northeastern State Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Northeastern State University Panhellenic Council shall be President, Vice President of Recruitment, Secretary, Treasurer, Parliamentarian, Vice President of Communications, Vice President of Academic Excellence and Programming, and Vice President of Philanthropy. Offices may be combined if the applicant pool does not fulfill the positions and if the Panhellenic advisor approves.

Section 2. Eligibility

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

- A. Regular membership. Members from women's sororities holding regular membership in the Northeastern State University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Northeastern State University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's sororities holding associate membership in the Northeastern State University Panhellenic Association shall not be eligible to serve as an officer.

Other eligibility requirements are as follows:

- A. All applicants for the officer positions of the Panhellenic Council shall not have expected graduation dates falling prior to the expiration of their terms of office.
- B. All applicants for the Executive Board officer positions of the Panhellenic Council must be an active member in good standing of a chapter represented in the Northeastern State University Panhellenic Council.
- C. All candidates for officer positions of the Panhellenic Council must have a minimum 3.0 cumulative grade point average. All candidates for chair position must have a 2.5 semester grade point average.
- D. All applicants must be enrolled as a full time student and must maintain full time student hours for the duration of office.
- E. Panhellenic President and Vice President of Recruitment cannot serve as her Chapter President or Rookie Bridge Camp Director. Panhellenic Executive Officers can serve as Executive Officers within their Chapter, excluding Chapter President and Recruitment chairs due to disaffiliation in the fall.

Section 3. Selection of Officers

The offices of President, Vice President of Recruitment, Vice President of Academic Excellence and Programming, Vice President of Communications, Parliamentarian, Secretary, Treasurer, and Vice President of Philanthropy of the Northeastern State University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office, that nominee shall be declared elected.

Section 4. Office-holding Limitations

To serve as President or Vice President of Recruitment prospective officers must have held an office on the Panhellenic Executive Board or on the Executive Board for her respective chapter unless an exception is granted by the Nominating Committee and approved by the Coordinator of Fraternity/Sorority Life.

Section 5. Nomination Procedure

The nominating committee will consist of the Panhellenic Executive officers and a delegate for each chapter. Prospective officers will complete an application and interview before the slate is compiled. Further nomination procedures are detailed in Article I of the Standing Rules of Northeastern State University Panhellenic Association.

Section 6. Term

The officers shall serve for a term of one academic year or until their successors are selected. The term of office will begin in December and last until November.

Section 7. Removal

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

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Sections 3 and 5 of this article.

Section 9. Duties of Officers

A. The President shall:

- Have overall responsibility for the operation of the Panhellenic Council.
- Preside at all meetings of the Northeastern State University Panhellenic Association.
- Preside at all meetings of the Panhellenic Council Executive Board.
- Serve as member ex-officio of all Panhellenic Council meetings with voice but no vote.
- Complete the NPC Annual Report and send it to the NPC Area Advisor.
- Report as required to the NPC Area Advisor.
- Maintain a complete and up to date President's file, which will include a copy of the current Northeastern State University Panhellenic Council Bylaws and Standing Rules; the current NPC Manual of Information, and related materials; the Panhellenic Association Budget, contracts executed on behalf of the Panhellenic Association, all NPC College Panhellenic Reports; current correspondence and material received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor; and other pertinent materials.
- Obtain from each outgoing officer a report of her term in office and recommendations for future improvements.
- Oversee the revision of the Constitution and the Bylaws each year when necessary for revision.
- Attend a weekly meeting with Panhellenic advisor.
- Meet bi-monthly and work closely with the Interfraternity Council President and his Executive Board on matters pertaining to the Greek System as a whole.
- Recognize and support all events sponsored by individual sororities and fraternities.
- Oversee the election process for the Panhellenic Executive Board.
- Serve as an ex-officio member of all Panhellenic Association committees, except the Judicial Board.
- Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
- Attend all Panhellenic meetings.
- Attend Panhellenic – IFC Officers Retreat.

- Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- B. The Vice President of Recruitment shall:
- Perform the duties of the President in her absence, inability to serve, or at her call.
 - Serve as a liaison between Panhellenic Council and the Recruitment chairs of each NPC Sorority. Additionally, the VP of Recruitment and the Sorority Recruitment Chairs shall meet at the discretion of the VP of Recruitment throughout the semester prior to women's formal recruitment.
 - Organize all areas relating to Recruitment including Recruitment events, Recruitment rules and education sessions, and any additional matters relating to Recruitment.
 - Educate all women on matters regarding Continuous Open Bidding and Snap Bidding.
 - Promote interrelations between all Greek organizations by ensuring Greek presence at enrollment sessions, Riverhawk Rally, and Riverhawk Jam.
 - Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
 - Attend all Panhellenic meetings.
 - Attend Panhellenic – IFC Officers Retreat.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- C. The Secretary shall:
- Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council meetings.
 - Maintain accurate rosters of each Panhellenic Association member sorority.
 - Keep full minutes of the Panhellenic Council meetings and a record of all actions taken by the Executive Board.
 - Maintain a complete and up-to-date file, which will include the minutes of all meetings of the Panhellenic Council and copies of all contracts made by the Panhellenic Council.
 - Be responsible for official correspondence of the Panhellenic Council unless provided for otherwise.
 - Make room reservations for Panhellenic Events.
 - Send meeting minutes to the NPC Area Advisor.
 - Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
 - Attend all Panhellenic meetings.

- Attend Panhellenic – IFC Officers Retreat.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- D. The Treasurer shall:
- Be responsible for the general supervision of the finances of the Panhellenic Association.
 - Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, provide a copy to each Panhellenic Association member sorority.
 - Receive all payment due to the Panhellenic Association and collect all dues and give receipts.
 - Be responsible for the prompt payment of annual NPC dues and all bills of the Panhellenic Association.
 - 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.
 - Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
 - Attend all Panhellenic meetings.
 - Attend Panhellenic – IFC Officers Retreat.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- E. The Parliamentarian shall:
- Be responsible for keeping order in meetings and for preparation of meetings.
 - Revise and update the Bylaws and Standing Rules and communicate with the Panhellenic Executive Board on all revisions.
 - Serve as the Head of the Judicial Board and train Judicial Board members.
 - Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
 - Attend all Panhellenic meetings.
 - Attend Panhellenic – IFC Officers Retreat.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- F. The Vice President of Communications shall:
- Be responsible for all forms of publicity dealing with the Northeastern State University Panhellenic Association.

- Make certain that the media is kept informed of favorable publicity about the Panhellenic Association and its member sororities.
 - Be responsible for encouraging Panhellenic and Sorority involvement in each other's activities, and work to integrate the Panhellenic community into activities of all campus organizations.
 - Plan and supervise all social activities of the Panhellenic Council and any activities involving the Interfraternity Council.
 - Maintain and update the graphic design of the Panhellenic website and social media websites (Facebook, Twitter, etc.).
 - Update current information to the links of the website to focus on the site as a resource.
 - Keep up to date accurate records of accomplishments of each chapter.
 - Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
 - Attend all Panhellenic meetings.
 - Attend Panhellenic – IFC Officers Retreat.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- G. The Vice President of Academic Excellence and Programming shall:
- Coordinate a roundtable with other sorority academic/scholarship chairs.
 - Encourage academic achievement among the Greek system by hosting programs for the Greek community and coordinate with the Panhellenic advisor to conduct grade checks as appropriate.
 - Inspire the Greek system to participate in academic and educational programs hosted by Panhellenic and the surrounding community.
 - Fill out all academic forms and reports from NPC.
 - Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
 - Attend all Panhellenic meetings.
 - Attend Panhellenic – IFC Officers Retreat.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties pertaining to this office.
- H. The Vice President of Philanthropy shall:
- Coordinate a roundtable with other sorority philanthropy/fundraising chairs.
 - Encourage philanthropic involvement among the Greek system by hosting philanthropy events.
 - Inspire the Greek system to participate in philanthropy and community service events hosted by Panhellenic and the surrounding community.

- Maintain at least a 3.0 cumulative GPA and remain as a full time student each semester during her term in office.
- Attend all Panhellenic meetings.
- Attend Panhellenic – IFC Officers Retreat.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties pertaining to this office.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Northeastern State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Northeastern State University Panhellenic Association including, but not limited to: review the parameters every regular academic term as adopted in the recruitment rules for the automatic adjustment of total; annually determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member sororities.

Section 2. Composition and Privileges

- A. Panhellenic Council shall be composed of one delegate and the President from each regular, provisional and associate member group at Northeastern State University as identified in Article III in these bylaws. The delegates shall be voting members of the Panhellenic Council except as otherwise provided in Article III. The Chapter President shall have voice but no vote; however, the Chapter President shall act and vote in the place of the delegate when the delegate is absent. If both delegate and Chapter President are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Panhellenic President.
- B. Upon discussion the Executive Board has the right to make any on-campus event mandatory. Mandatory events require 75% participation from each chapter.
- C. If a chapter does not reach 75% participation at a mandatory event, the chapter must hold a program of the same nature for their own chapter or for the Panhellenic Association. Specific requirements for these programs will be designated by the council.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective sorority chapters to serve for a term of one year. The term begins at the beginning of the spring semester and lasts until the end of the fall semester.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Secretary of her name, address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 6. Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no less than one-third of the member sororities of the Northeastern State University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Quorum

Two-thirds of the delegates from the member sororities of the Northeastern State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See Article XV on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Recruitment, Secretary, Treasurer, Parliamentarian, Vice President of Communications,

Vice President of Academic Excellence and Programming, and Vice President of Philanthropy.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular Meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Northeastern State University Panhellenic Association shall be appointed by Northeastern State University Administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Northeastern State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees

The standing committees of the Northeastern State University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member sororities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Parliamentarian as chairman and one member from each of the College Panhellenic member organizations. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII: College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Northeastern State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Recruitment as chairman and an equal number of representatives from each sorority. The Panhellenic advisor shall serve as an ex-officio member. The representatives of each sorority are chosen through an application/interview process. The position will last from the spring semester through the end of the Formal Recruitment Period. The Recruitment Committee members will participate in training to be prepared for their roles during the recruitment process. They will remain disaffiliated during the time period outlined in the Recruitment Rules. They will be expected to uphold the Northeastern State University Panhellenic Bylaws and Recruitment Rules to the best of their ability. They must remain unbiased so that they can help potential new members through the recruitment process.

Section 5. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Northeastern State University Panhellenic Association shall be from the first week of the spring semester to the first week of the spring semester of the following year.

Section 2. Contracts

The Panhellenic Association shall follow all Northeastern State University policies regarding contracts.

Section 3. Checks

All checks issued on behalf of the Northeastern State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Treasurer and Panhellenic advisor.

Section 4. Payments

All payments due to the Northeastern State University Panhellenic Association shall be received by the Treasurer, who shall record them. Checks for payments shall be made payable to the Northeastern State University Panhellenic Council.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per initiated member and new member. The amount of dues and late penalties are detailed in Article III of the Standing Rules of Northeastern State University Panhellenic Association.

Section 6. Fees and Assessments

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

Article X. Extension

Section 1. Definition

Extension is the process of adding an NPC sorority. The Northeastern State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information. Where an NPC sorority has had a chapter at Northeastern State University, reactivation of that chapter shall be given first consideration. Consideration shall be given to NPC sororities, which have filed letters expressing an interest in the campus.

Section 2. Voting Rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Northeastern State University Panhellenic Association shall be considered a violation.

Section 2. Informal Resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial Process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Northeastern State University Panhellenic Association shall follow all mediation guidelines found in NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The Northeastern State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board Hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for these purposes that are consistent with the NPC Unanimous Agreements. Order of events for judicial procedure is detailed in Article II of the Standing Rules of Northeastern State University Panhellenic Association.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The Northeastern State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

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

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Northeastern State University. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC.