

Bylaws of the Indiana State University

Panhellenic Association

2018

Article I – Name

The name of the organization shall be the Indiana State University Panhellenic Association (Referred to as Panhellenic Association or PA).

Article II – Object

The object of the Panhellenic Association shall be to develop and maintain women's fraternity life and Interfraternity relations at a high level of accomplishment and in doing so:

1. To further intellectual accomplishments and sound scholarship.
2. Promote women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
3. To be a panel for discussion of questions and interests that concern to University and sorority affairs.
4. To formulate policies when necessary which encompass matters such as recruitment, new members, and initiation on our campus.
5. To review, when necessary violations of Panhellenic policies.
6. Act in accordance with National Panhellenic Conferences (NPC) unanimous agreements, resolutions and policies.
7. Act in accordance with such rules established by the Panhellenic Association as to not violate the sovereignty, rights and privileges of member women's fraternities.

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 Indiana State University Panhellenic Association shall be composed of all National Panhellenic Conference fraternity groups in good standing with the Panhellenic Association at Indiana State University.
- B. **Provisional Membership** - The Provisional Membership of the Indiana State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Indiana State University. Provisional members shall pay no dues, shall have voice and will be ineligible to vote. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate Membership** - Local sororities or national or regular non-NPC member groups may apply for associate membership of the Indiana State University Panhellenic

Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Association. Associate members shall pay dues as determined by the Panhellenic Association. 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 Association. An associate member shall not be entitled to vote on questions of expulsion.

Section 2. Privileges and Responsibility of Membership

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Indiana State University Panhellenic Association bylaws, code of ethics and any additional rules his 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 Indiana State University Panhellenic Association shall be President, Vice President for Administration, Vice President for Community Engagement, Vice President for Membership, Vice President for Student Success, Vice President for Sisterhood and Vice President for Standards.

Section 2. Eligibility

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

- A. **Regular Membership** - Members from women's fraternities holding regular membership in the Indiana State University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional Membership** - Members from women's fraternities holding provisional membership in the Indiana State University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate Membership** - Members from women's fraternities holding associate membership in the Indiana State University Panhellenic Association shall be eligible to serve as an officer except the offices of President or VP for Membership.

Section 3. Selection of Officers

The offices of President, Vice President for Administration, Vice President for Community Engagement, Vice President for Membership, Vice President for Student

Success, Vice President for Sisterhood and Vice President for Standards of the Indiana State University Panhellenic Association shall be elected by slate.

Section 4. Office - Holding Limitations

No more than two (2) members from the same women's fraternity shall hold office during the same term.

The women of the Panhellenic Association Executive Board cannot hold a position in their chapter unless application pool deems it necessary and with an advisory recommendation.

All Executive Officers must have a cumulative Grade Point Average of at least 2.65 and must maintain a 2.65 semester Grade Point Average throughout their term in office.

Attendance at every Panhellenic Association meeting and Executive Board meeting is mandatory. Executive Officers must notify the Vice President for Administration 24 hours prior to a missed meeting or mandatory event. After three (3) unexcused absences in a semester or two (2) in a row the Panhellenic Executive Board will vote to revoke the office.

Section 5. Nomination Procedure

A nominating committee of 9 members shall be elected by ballot by the Panhellenic Council. A majority vote shall elect. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor(s) shall serve as a nonvoting ex-officio member of the nominating committee.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin in January and end the following December. All officers shall keep on file the National Panhellenic Conference Manual of Information, Bylaws and the rules of Indiana State University, and information pertinent to their office.

Section 7. Removal

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

Section 8. Vacancies

Vacancies shall be filled by open election at Panhellenic Association meetings. Each candidate shall be nominated from the floor. All candidates will be required to give a two minute speech at the Panhellenic Association meeting. After all speeches have been conducted a vote will be taken, a winner is selected by majority vote.

Section 9. Duties of Officers

A. The President:

- Shall be the official representative of the Panhellenic Association on and off campus wherever such representation shall be required. She should select another officer to take her place if she is unable to attend.
- Shall only vote in event of a tie.
- Shall have the right to appoint an assistant.
- Shall work with the Panhellenic Association Advisor to determine eligibility of all Panhellenic Executive Officers.
- Shall work with the Vice President of Administration to make agendas and preside at every Panhellenic Association and Executive Board meeting.
- Shall call special meetings when necessary.
- Shall attend the Chapter Advisors' meetings as needed.
- Shall report to the National Panhellenic Area Advisor as needed.
- Shall attend all Tri-Council and Presidents' Roundtable meetings and report information back to Panhellenic Executive Board and Panhellenic Association.
- Shall prepare an information packet regarding the Panhellenic Association to give to the Panhellenic Association Delegates at the beginning of their term.
- Shall complete the National Panhellenic Conference Annual Report on time (NPCwomen.org).
- Shall notify members of special meetings and schedule changes.
- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications.
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend one-on-ones with the Panhellenic Advisor(s) once a week.
- Shall maintain at least three (3) office hours per week in the Fraternity/Sorority Life Suite.
- Shall work with the Panhellenic Advisor(s) to plan Executive Officer transition at the conclusion of term in office.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

B. The Vice President for Administration:

- Shall keep a record of all meetings and attendance of Panhellenic Association and Panhellenic Executive Board.
- Shall provide a copy of the minutes to the Panhellenic Executive Officers, Chapter Delegates, Chapter Presidents, Panhellenic Advisor(s), and Chapter Advisors.

- Shall serve as the Clerk of the Judicial Hearing Board.
- Shall handle all correspondence for the Panhellenic Association.
- Shall provide a calendar of office hours for Panhellenic Executive Board for chapters.
- Shall create a calendar of all chapter events each semester, and distribute to all chapters.
- Shall attend Tri-Council meetings report back to Panhellenic Association.
- Shall complete an officer contact sheet from each chapter.
- Shall receive all money due to the Panhellenic Association.
- Shall meet weekly with Student Activities and Organizations Administrative Assistant (Vicki Banks) to pay all bills and balance account.
- Shall keep all financial records in accordance with Student Activities and Organizations policies.
- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications.
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall have the right to appoint an assistant.
- Shall attend Executive Board meetings.
- Shall attend every Panhellenic Association meeting.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend a one-on-ones with the Panhellenic Advisor(s) once a week.
- Shall maintain at least three (3) office hours per week in the Fraternity/Sorority Life Suite.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

C. The Vice President for Community Engagement:

- Shall be responsible for assisting, planning, and marketing the Panhellenic Association and All-Greek service and philanthropy projects at least once a semester.
- Shall serve as co-chair for Greek Week along with a representative from Interfraternity Council and National Pan-Hellenic Council.
- Shall communicate with the Center for Community Engagement on a regular basis in an effort to keep sororities updated on volunteer opportunities.
- Shall meet with Philanthropy chairs of the chapters at least one time per semester.
- Shall be responsible for collecting each chapters' service hours and a copy of their philanthropic funds they raised for the semester.
- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall have the right to appoint an assistant.
- Shall attend Executive Board meetings.
- Shall attend every Panhellenic Association meeting.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend a one-on-ones with the Panhellenic Advisor(s) once a week.

- Shall maintain at least three (3) office hours per week in the Fraternity/Sorority Life Suite.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

D. The Vice President for Membership:

- Shall serve as the recruitment chair for the Panhellenic Association.
- Shall preside over recruitment chair meetings and have an agenda for each meeting.
- Shall be responsible for reserving facilities for any Panhellenic recruitment event.
- Shall implement a comprehensive marketing plan for fall formal recruitment.
- Shall be responsible for year-round recruitment programs and educational workshops related to recruitment.
- Shall assign recruitment tasks to the Panhellenic Association Executive Officers, Committee of Delegates, Lead Recruitment Counselor, and Recruitment Assistant (if applicable).
- Shall have formal recruitment evaluations for the Recruitment Chairs, Recruitment Counselors, new members, and women who dropped out of the process.
- Shall be at all Recruitment Counselor meetings.
- Shall be responsible for appointing an application process for the Lead Recruitment Counselor(s).
- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall have the right to appoint an assistant.
- Shall attend Executive Board meetings.
- Shall attend every Panhellenic Association meeting.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend a one-on-ones with the Panhellenic Advisor(s) once a week.
- Shall maintain at least three (3) office hours per week in the Fraternity/Sorority Life Suite.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

E. The Vice President for Student Success:

- Shall be involved in all Panhellenic Association Programming events.
- Shall be responsible for organizing at least one scholarship event/program per semester for Panhellenic Association.
- Shall create an ongoing incentive program to promote good scholarship.
- Shall implement the Month of the scholar programming.
- Shall complete NPC scholarship reports (NPCwomen.org) as soon as fall and spring grades are available.
- Shall be in charge of the application process for all Panhellenic Association scholarships.

- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications.
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall have the right to appoint an assistant.
- Shall attend Executive Board meetings.
- Shall attend every Panhellenic Association meeting.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend a one-on-ones with the Panhellenic Advisor(s) once a week.
- Shall maintain at least three (3) office hours per week in the Fraternity/Sorority Life Suite.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

F. The Vice President for Sisterhood:

- Shall organize at least one major Panhellenic sisterhood program per semester for Panhellenic Association.
- Shall facilitate Positive Panhellenic discussions and voting for Positive Panhellenic Chapter of the Month at Panhellenic Association.
- Shall implement other ongoing Panhellenic sisterhood and Positive Panhellenic programming.
- Shall meet with the Sisterhood Chairs from each chapter a minimum of one (1) time a semester.
- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications.
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall have the right to appoint an assistant.
- Shall attend Executive Board meetings.
- Shall attend every Panhellenic Association meeting.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend a one-on-ones with the Panhellenic Advisor(s) once a week.
- Shall maintain at least three (3) office hours per week in the Greek Suite.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

G. The Vice President for Standards:

- Shall serve as acting President in the event that the office of President is vacant until which time the vacancy is filled.
- Shall be responsible for the distribution and presentation of the procedures of the Panhellenic Judicial System once per semester.
- Shall preside at hearings of the Judicial Committee.
- Shall attend all recruitment meetings.
- Shall have a Judicial Committee for Hearings.
- Shall investigate any complaints which may be filed.

- Shall review the Constitution and Bylaws of the Indiana State University Panhellenic Association each semester and revise them at least every year.
- Shall be responsible for explaining Recruitment Rules, Policies, Bylaws, and the Constitution to all of the chapters before the fall semester of each year.
- Shall implement risk management programming for the Panhellenic Community.
- Shall assist with NPC Excellent and Association of Fraternity Leadership and Values (AFLV) award applications.
- Shall oversee a committee comprised of Panhellenic Delegates if applicable.
- Shall have the right to appoint an assistant.
- Shall attend Executive Board meetings.
- Shall attend every Panhellenic Association meeting.
- Shall host at least two (2) officer roundtables per semester.
- Shall attend a one-on-ones with the Panhellenic Advisor(s) once a week.
- Shall maintain at least three (3) office hours per week in the Fraternity/Sorority Life Suite.
- Shall attend the Executive Officer transition retreat at the beginning and conclusion of term in office.

Article VI - The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President for Administration, Vice President for Community Engagement, Vice President for Membership, Vice President for Student Success, Vice President for Sisterhood, and Vice President for Standards.

Section 2. Duties

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

Section 3. Meetings

A. Regular meetings of the Panhellenic Association shall be held at a time and place established at the beginning of each semester.

B. Special Meetings- A special meeting of the Indiana State University Panhellenic Association may be called by the President when necessary and may be called by a written request of any regular or associate member fraternity. A twenty-four (24) hour notice must be given.

C. The Panhellenic Delegate(s) from each regular or associate member fraternity shall be responsible for notifying her chapter members of all meetings of the Association. Two delegates must be present at Panhellenic Association meetings to conduct a vote.

D. Active chapter delegates shall make up all missed roundtable meetings with the chapter advisor and Panhellenic Exec delegate.

E. All Panhellenic Presidents shall serve one office hour per week in the Greek Life office.

Section 5. Quorum - Panhellenic Association

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

Article VII - The Panhellenic Advisor

Section 1. Appointment

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

Section 2. Authority

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

Article VIII - Committees

Section 1. Standing Committees

- A. The standing committees of the Indiana State University Panhellenic Association shall be the Judicial and Membership Recruitment Committees.
- B. The standing committees shall serve for a term of one year which shall coincide with the term of the executive officers.

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 women fraternities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

Recruitment Counselors (Rho Gammas) are chosen by the Panhellenic Association Executive Board. Applications are submitted in the spring semester followed by an interview process. Duties are as follows:

A. The Recruitment Counselor:

- Shall have a 2.5 cumulative and semester GPA.
- Should have participated in formal recruitment on both sides of the recruitment process.
- Application and interview process to be selected by elected officials of Panhellenic.
- Shall have had one full of active membership in her chapter.
- Shall encourage and promote the advantages of Fraternity/Sorority Life to potential new members.
- Shall be objective and impartial throughout the whole recruitment process.
- Shall provide potential new members with support and a channel of communication with sorority women who are well trained in Panhellenic procedures.
- Shall disassociate from their own chapter during Formal Recruitment in order to promote the sorority community as a whole.
- Shall follow all of the NPC Unanimous Agreements as well as the approved Indiana State University Panhellenic Association Recruitment Rules.
- Must be an active member of a recognized NPC chapter.

Section 3. Judicial Board

The Judicial board shall consist of the Vice President of Standards and nine members. 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, evaluation of evidence, deliberations and sanctioning. The judicial board shall educate member fraternities about the Panhellenic 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 Indiana State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless the Panhellenic Association 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.

Further duties include:

- Shall attend all Judicial Board meetings.
- Shall have a 2.65 cumulative and semester GPA.
- Should be an active member of chapter for one full year.
- Each chapter will nominate one member and Panhellenic Executive Council will approve committee.
- Shall keep any infraction information confidential.

- Shall respect one another.
- Shall act in accordance with the Indiana State University Panhellenic Association Bylaws, The Unanimous Agreements, and Code of Ethics of the National Panhellenic Conference.
- If a Judicial-Board delegate misses two or more Judicial Board meetings, then chapter will lose representation on judicial board.
- If a Judicial Board delegate misses a hearing, then the chapter loses representation at Judicial hearings for the calendar year.
- If a chapter loses their representative on the board, they may gain a seat back by petition of the Panhellenic Association President.
- The role of confidentiality is important, if broken it should be then brought forth to the Panhellenic Executive Board and Advisor to deem the appropriate consequence.
- Shall act as the permanent nominating committee.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Membership and one representative from each regular, provisional and associate member, preferably the Recruitment Chair. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Association before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Association based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Article IX – Finances

Section 1. Fiscal Year

The fiscal year of the Indiana State University Panhellenic Association shall be from January to December inclusive.

Section 2. Contracts

Dual signatures of the President and Panhellenic Advisor shall be required to bind the Indiana State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Indiana State University Panhellenic Association shall bear a signature from the controller's office. The following shall be authorized to be one of the two required signatures.

Section 4. Payments

All payments due to the Indiana State University Panhellenic Association shall be received by the Vice President for Administration, who shall record them. Checks for payments shall be made payable to the Indiana State University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
1. For local chapters of the Panhellenic Association dues shall be \$20.00 per semester from each active member and new member listed on chapter roster on file in the Student Activities and Organizations office for each sorority recognized by the Panhellenic Association.
 2. Dues for fall semester will be payable on the first Tuesday of November for all chapter members. Dues for the spring semester will be payable the first Tuesday of March for all chapter members (this applies to all PA groups). A late fee of \$5.00 per day will be assessed when not received on the due date.

Section 6. Fees and Assessments

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

Article X – Extension

Section 1.

Extension is the process of adding an NPC women's fraternity. The Indiana 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.

Section 2. Voting Rights

Only regular members of the Panhellenic Association 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 contradictory to the NPC Unanimous Agreements, these

bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Indiana State University Panhellenic Association shall be considered a violation.

Section 2. Informal Resolution

Members are encouraged to resolve alleged violations through informal discussion and mediation 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 Indiana State University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The Indiana 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 Association shall adopt procedures in the standing rules for these purposes that are consistent with the NPC Unanimous Agreements.
- C. Appeal of Judicial Board Decision. A decision of the judicial board may be appealed by any involved party of the NPC College Panhellenic Judicial Appeal Committee. The Indiana 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. The National Panhellenic Conference defines hazing as “any action or situation with or without consent which 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 which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of an NPC member fraternity.”

Article XIII - Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Indiana 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 the order of the Indiana State University Panhellenic Association may adopt.

Article XIV - Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Indiana State University Panhellenic Association by a majority vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for chapter input. Two chapter delegates must be present to vote on bylaw changes.

Article XV – Dissolution

The Association shall be dissolved when only one regular member group exists at Indiana State University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.