



Panhellenic Association  
Delta State University

**BYLAWS**

Revised: **November 2017**    Approved: **January 2018**

**Article I.     Name**

The name of this organization shall be the Delta 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:

- A. Consider the goals and ideals of member organizations as applicable to campus and personal life.
- B. Promote superior scholarship and intellectual development.
- C. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies, and best practices.
- E. Act in accordance with such rules established by the Panhellenic Council as to 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 Delta State University Panhellenic Association shall be composed of all chapters of NPC sororities at Delta State University. Regular chapter members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member (chapter) shall have a voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Delta State University Panhellenic Association shall be composed of all colonies of NPC sororities at Delta State University. Provisional members (chapters) shall pay no dues and shall have voice but no

vote on all matters. A provisional member (chapter) shall automatically become a regular member (chapter) 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 Delta 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 Council. Associate members (chapters) shall pay dues as determined by the Panhellenic Council. An associate member (chapter) shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member (chapter) may be expelled for cause by a majority vote of the Panhellenic Council. An associate member (chapter) shall not be entitled to vote on the question of its expulsion.

## **Section 2. Privileges and Responsibilities of Membership**

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Delta State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The officers of the Delta State University Panhellenic Association shall be president, vice president, and secretary/treasurer.

### **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 Delta 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 Delta 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 Delta State University Panhellenic Associate shall not be eligible to serve as an officer if the offices are held by rotation.

### **Section 3. Selection of Officers**

The offices of president, vice president, and secretary/ treasurer of the Delta State University Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation at Delta State University. Eligibility for a Panhellenic Council officer position requires one year of experienced service on the Panhellenic Council. If a member from the women's sorority in order of rotation is not prepared to serve as a designated officer, the member organization will be responsible for filling the position with an eligible member within 48 hours. The 48 hours will begin after the completion of the established chapter meeting. If there is not an eligible member from the women's sorority to serve as an executive officer, the organization will be responsible for presenting a member to be voted on, for the Panhellenic Executive Board, by the Panhellenic Council at the next available Panhellenic meeting.

#### **Section 4. Term**

The officers shall serve for a term of one year or until their successors are selected. The term of the office will begin at the beginning of the spring academic term, or no later than February 1.

#### **Section 5. Removal**

Any officer may be removed for cause by a vote of two-thirds (2/3) of the Panhellenic Council.

#### **Section 6. Vacancies**

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

#### **Section 7. Duties of Officers**

- A. The president shall:
  - Preside at all meetings of the Panhellenic Council.
  - Preside at all meetings of the Executive Board.
  - Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
  - Communicate regularly with the Panhellenic advisor.
  - Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - Ensure that the NPC College Panhellenic annual report is completed.
  - Communicate regularly with the NPC area advisor.
  - Maintain current copies of the following: Delta State University Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
  - Perform all other duties as assigned.
- B. The vice president shall:
  - Perform the duties of the president in her absence, inability to serve, or at her call.
  - Serve as chair of the Judicial Board, and oversee its activity.
  - Select and train members of the Panhellenic Judicial Board.
  - Serve as Risk Management Officer for the Panhellenic Association.
  - Plan a risk management seminar at the beginning of every semester.
  - Keep an updated file on each Chapter's Risk Management policy.
  - Revise and edit the Panhellenic Association bylaws and standing rules.
  - Serve as chair of the Membership Recruitment Committee, and oversee its activity.
  - Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - Perform all other duties as assigned.
- C. The secretary/treasurer shall:
  - Keep an accurate roll of the members of the Panhellenic Council.
  - Record minutes of all meetings of the Delta State University Panhellenic Council and the Executive Board.
  - Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
  - Send meeting minutes to the NPC area advisor.
  - Supervise the finances of the Delta State University Panhellenic Association.
  - Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Delta State University Panhellenic Association member sorority.

- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Delta State University Panhellenic Association.
- Maintain current 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

## **Article V. The Panhellenic Council**

### **Section 1. Authority**

The governing body of the Delta 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 Delta State University Panhellenic Association including, but not limited to: every regular academic term review the parameters 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 women's sororities.

### **Section 2. Composition and Privileges**

The Delta State University Panhellenic Council shall be composed of one Voting Delegate and one Non-Voting Delegate from each regular, provisional and associate member organization at Delta State University as identified in Article III. The Voting Delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The Non-Voting Delegate shall have voice but no vote. The Non-Voting Delegate shall act and vote in the place of the Voting Delegate when the Voting Delegate is absent. If both Voting Delegates and Non-Voting Delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented and approved by the Association president.

Each sorority shall select one Junior Delegate from the fall new member class to serve for the fall semester only. She shall have no voting privileges unless her chapter recommends her to vote in the place of all other absent delegates and she is approved by the Association president. The Junior Delegate will serve as a liaison between her new member class and the Panhellenic Council. She will also be subject to serving on any committee as voted on by the Panhellenic Council. During the fall semester only, if both Voting Delegate and Non-Voting Delegate is absent, the vote may be cast by the Junior Delegate without advanced notice.

### **Section 3. Selection of Voting and Non-Voting Delegates**

Voting and Non-Voting Delegates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing at the beginning of the spring academic term, or no later than February 1.

### **Section 4. Panhellenic Council Retreat**

At the beginning of the spring academic term, or no later than February 1, the Panhellenic Council will hold a half day or all day retreat for the officers (incoming and outgoing) and delegates. New officers will be trained and the entire council will work together on goal setting and planning for the next school year.

### **Section 5. Delegate Vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two (2) weeks and to notify the Panhellenic Association secretary/treasurer of her name, address, email, and telephone number.

### **Section 6. 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 7. Special Meetings**

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth (1/4) of the member women's sororities of the Delta 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 8. Quorum**

Two-thirds (2/3) of the delegates from the member sororities of the Delta State University Panhellenic Association shall constitute a quorum for the transaction of business.

### **Section 9. 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 (2/3) 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.

## **Article VI. The Executive Board**

### **Section 1. Composition**

The composition of the Executive Board shall be the president, vice president, and secretary/treasurer.

### **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/treasurer, 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 Delta State University Panhellenic Association shall be appointed by the Delta State University administration.

### **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity to the Delta 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**

- A. The standing committees of the Delta State University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee. Each Association may add additional standing committees based on the need of the Association.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### **Section 2. Appointment of Committee Membership**

The Executive Board shall appoint members and chairmen of all committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's 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 Vice President as chairman and two (2) members from the College Panhellenic member organizations. The Panhellenic Advisor shall serve as a non-voting, 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 Delta 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 a chairman and one representative from each regular, provisional and associate member (chapter). Recruitment advisors may attend

meetings of the committee. The Recruitment 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 Council before the end of the academic term preceding the formal membership recruitment period. After each formal membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, and recruitment evaluations from new members, potential new members who withdrew, each member organization, Recruitment Advisor.

### **Section 5. Other Committees**

Other such committees shall be appointed as deemed necessary by the Panhellenic Council.

## **Article IX. Finances**

### **Section 1. Fiscal Year**

The fiscal year of the Delta State University Panhellenic Association shall be from January 1<sup>st</sup> to December 31<sup>st</sup> inclusive.

### **Section 2. Contracts**

Dual signatures of the President, Vice President, or Secretary/ Treasurer, with Panhellenic Advisor shall be required to bind the Delta State University Panhellenic Association on any contract.

### **Section 3. Checks**

All checks issued on behalf of the Delta State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the President, Vice President, the Secretary/ Treasurer, and Panhellenic Advisor.

### **Section 4. Payments**

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

### **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 member and new member.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - b. The dues of each Panhellenic Association member fraternity shall be payable on or before November 30<sup>th</sup> for fall and April 30<sup>th</sup> for spring.

### **Section 6. Fees and Assessments**

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

## **Article X. Member Organization Responsibilities**

At the beginning of the spring academic term, or no later than February 1, each member organization will be responsible for providing the Panhellenic Council with a list of the executive officers for said organization. The executive officers must include the chapter president, vice president(s), and any other officer position that is deemed executive in accordance with the member organization policies. All member organization executive officers are required to attend at

least one Panhellenic Council meeting during their term as an officer for the member organization. Each officer must make prior arrangements for attendance through the chapter Panhellenic delegates or the acting Panhellenic President, and there can be no more than two members from each chapter in attendance per meeting. For each officer that fails to attend one meeting, there will be a \$25 fine for the chapter per officer. This fine must be paid at the beginning of the spring academic term, or no later than February 1, of the new officer rotation.

## **Article XI. Special Awards Criteria**

### **Section 1. Panhellenic Woman of the Month**

- a. Panhellenic Woman of the Month recognizes one sorority woman for her demonstration of Panhellenic values of scholarship, philanthropy, sisterhood and Greek unity as well as her outstanding contribution to campus and Panhellenic life.
- b. Nominations for this award are as follows:
  - i. Any Panhellenic Association active member who is in good standing with her respective chapter is eligible for nomination. A woman receiving Panhellenic Woman of the Month may not receive the recognition more than once in an academic year.
  - ii. The nominator may recommend a woman for the award, even if she does not share the same Greek letter membership.
  - iii. All nominations shall be received by each Chapter's Panhellenic Council voting delegate. All nominations will be collected, discussed, and an award recipient selected by the sitting Panhellenic Council at the last regular meeting of each month.

### **Section 2. Academic Recognition Award**

- a. An Academic Recognition Award is given to each sorority member who attains at least a 3.50 semester GPA. The award is given each academic semester based on the member's previous semester GPA.

## **Article XII. Annual Awards Criteria**

### **Section 1. Most Improved Chapter GPA**

- a. Most Improved GPA will be calculated from Spring of the previous academic year to Fall of current academic year

### **Section 2. Highest Chapter GPA**

- a. Highest Chapter GPA from the Fall of the current academic year

### **Section 3. Philanthropy Award**

- a. The Philanthropy Award is based on projects dated from previous Awards Banquet to the current Awards Banquet
- b. This award will be based upon written application submitted to Panhellenic Council by each chapter which should include only the following:
  - i. Name of philanthropic project(s)
  - ii. Date of project(s)
  - iii. Number of members involved in each project
  - iv. A brief description of each project
  - v. Name of organization directly benefiting from each project
  - vi. Amount of money raised, if applicable



#### **Section 4. Outstanding New Member from Each Chapter**

- a. This award recipient is chosen by Panhellenic Council from nominations made by other chapters. Nominations must be based upon a letter of recommendation from each of the two chapters other than the nominee's own and must be signed by the person writing the letter. Recipient must be a New Member (Formal or COB) from the current Recruitment year. Recommendations should include, but are not limited to:
  - i. Scholarship – list GPA and honor societies
  - ii. Campus involvement – list organizations, activities, etc.
  - iii. Leadership – list offices held, etc.
  - iv. Support of our Panhellenic Association

#### **Section 5. Panhellenic Greek Woman of the Year**

- a. This award recipient is chosen by Panhellenic Council from nominations made by other chapters. Nominations must be based upon a letter of recommendation from each of the two chapters other than the nominee's own and must be signed by the person writing the letter. Recommendations should include, but are not limited to:
  - i. Scholarship – list GPA and honor societies
  - ii. Campus involvement – list organizations, activities, etc.
  - iii. Leadership – list offices held, etc.
  - iv. Support of our Panhellenic Association

#### **Section 6. Outstanding Faculty Member of the Year**

- a. Recipient chosen by the Panhellenic Council from nominations made by the three chapters based on their outstanding leadership and support of our sorority system. Recipient must occupy a faculty position at Delta State University.

#### **Section 7. Outstanding Staff Member of the Year**

- a. Recipient chosen by the Panhellenic Council from nominations made by the three chapters based on their outstanding leadership and support of our sorority system. Recipient must occupy a staff position at Delta State University.

#### **Section 8. The Carol Brumby Model Chapter Award**

- a. The Carol Brumby Model Chapter Award will be presented to the sorority each year which best exemplifies its own goals and ideals.
- b. In Spring of each year the Panhellenic Council will select a committee of two Faculty or Staff members and one student to serve as a panel judges. The committee will base its decision on submitted papers.
- c. The basis for the award will be as follows:
  - i. *Service Projects* – List all service projects in which the chapter has participated and briefly describe all activities involved
  - ii. *Scholarship* – (1) Give a brief description of the chapter scholarship program, (2) List all President's List Students, Dean's List Students, and Faculty Scholars, (3) List overall average of chapter's scholarship average set by the chapter in order to be initiated and to remain in good standing
  - iii. *Campus Activities* – List DSU sponsored events. These may include but are not limited to:
    1. Homecoming – (1) List all awards won and (2) Give a brief description of display
    2. Beauty Pageant(s) – List participants and titles won

3. Campus Elections – SGA Officers, Publication editors, and Honors (Class Favorites, Homecoming Court, Miss DSU, Hall of Fame, Who's Who Among Students in American Colleges and Universities, and Honorary fraternities)
  4. Campus Publicity
  5. Activities not previously listed
- iv. *National Awards and Recognition* – Give brief description of each award. This may include Chapter Awards as well as individual chapter members recognized by National organizations.
- d. This award is not to be based on the format or style of the paper submission, but the content. The paper should cover only Spring of the previous academic year and Fall of the current academic year. Neither credit nor penalization will be given for current semester information.

Each chapter will submit written recommendations, letters of applications, and submissions for each award to the Panhellenic Council, located in H. L. Nowell Union 200 (Office of Student Life) no later than noon, March 28<sup>th</sup> of the current year.

### **Article XIII. Extension**

#### **Section 1. Extension**

Extension is the process of adding an NPC women’s sorority. The Delta 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 Council shall vote on extension matters.

### **Article XIV. 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 Delta State University Panhellenic Association shall be considered a violation.

#### **Section 2. Informal resolution**

Members are encouraged to resolve alleged violations through informal discussions 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 Delta State University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. **Mediation.** Mediation is the first step of the judicial process. The Delta State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- 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 this purpose 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 to the NPC College Panhellenic Judicial Appeals Committee. The Delta State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

**Article XV. Hazing**

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

**Article XVI. Parliamentary Authority**

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

**Article XVII. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Delta State University Panhellenic Council by a two-thirds (2/3) 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 XVIII. Dissolution**

This Association shall be dissolved when only one regular member chapter exists at Delta 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 the debts, its assets shall be given to the National Panhellenic Conference.

## STANDING RULES

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics are best suited for standing rules:

- Awards
- Code of Ethics
- Financial considerations (i.e., donations policies, etc.)
- Judicial Procedures
- Office Procedures
- Recruitment Counselor selection/requirements/expectations
- Recruitment Rules
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)