



Panhellenic Association  
Delta State University

**BYLAWS**

Revised: **May 2015**    Approved: **May 2015**

**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 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 superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities 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, resolutions and policies.
5. Act in accordance with such rules established by the Panhellenic Council 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 Delta State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Delta State University. Regular chapter members of the College Panhellenic Council shall pay dues as determined by the College 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 fraternities at Delta State University. Provisional chapters shall pay no dues and shall have voice but no vote on all matters. A provisional chapter shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. **Associate membership.** Local sororities or national or regional non-NPC member groups 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 chapters shall pay dues as determined by the College Panhellenic Council. An associate chapter 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 chapter 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.

*NOTE [See College Panhellenic Resource Information chapter in the Manual of Information. Membership Statuses, for additional information on membership classes.]*

## **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 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, secretary and treasurer.

### **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 Delta State University Panhellenic Association shall be eligible to serve as an officer.
- B. **Provisional membership.** Members from women's fraternities 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 fraternities holding associate membership in the Delta State University Panhellenic Associate shall not be eligible to serve as an officer.

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

- A. The offices of president, vice president, secretary and treasurer [list specific additional officers, if applicable] of the Delta State University Panhellenic Association shall be held in rotation by each eligible women's fraternity chapter in order of its installation at Delta State University. If a member from the women's fraternity in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.
1. The officers shall serve for a term of one year. The term of office shall begin no later than February 1.
  2. The officers shall be fully initiated members in good standing with the university and their fraternities holding regular membership in Delta State University Panhellenic Council.

### **Section 4. Removal**

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

### **Section 5. Vacancies**

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

### **Section 6. Duties of Officers**

- A. The president shall:
- Preside at all meetings of the Panhellenic Council.
  - Preside at all meetings of the Executive Board (if it exists).
  - Serve as an ex-officio member of all Panhellenic Association committees.
  - 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 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 College Panhellenic reports to NPC; and other pertinent materials.
  - Perform all other duties as assigned.
- B. The vice president shall:
- Perform the duties of the president in her absence.
  - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
  - Perform all other duties as assigned.
  - Serve as chair of the Judicial Board and recruitment committee.

- C. The secretary shall:
- Keep an up-to-date roll of the members of the Panhellenic Council.
  - Record minutes of all meetings of the Delta State University Panhellenic Council and the Executive Board (if it exists).
  - 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.
  - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
  - Perform all other duties as assigned.
- D. The treasurer shall:
- 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 fraternity.
  - Receive all payments due to the Panhellenic Association, collect all dues and deposit in our account at Cleveland State Bank.
  - Pay promptly the annual NPC dues and all bills of the Delta State University 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.
  - Shall be familiar with the NPC Manual of Information and all governing documents of this association.
  - Perform all other duties as assigned.

*NOTE [Where it is advisable or necessary to provide for additional officers, their duties shall be outlined in this section.]*

## **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: annually review and adjust total as needed; enforce total; 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 fraternities.

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

The Delta State University Panhellenic Council, in addition to the Officers as previously described in Article IV, shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Delta State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in

Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by the Panhellenic officer of the fraternity. If the officers voting delegate and alternate delegate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented and approved by the association president. Each sorority shall select one Junior Panhellenic representative from the fall new member class to serve as a non-voting delegate 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.

### **Section 3. Selection of Delegates and Alternates**

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing at the beginning of the Spring academic term.

### **Section 4. Delegate Vacancies**

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Association president and advisor 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 fewer than one-fourth of the member women's fraternities 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 7. Quorum**

Two-thirds of the delegates from the member fraternities of the Delta 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 the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

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

*NOTE [This article is optional and would be included if Panhellenic has a separate Executive Board made up of officers who meet in the interim of regular Panhellenic*

*Council meetings. In the absence of a separate Executive Board, remove this Article and renumber the remaining Articles.]*

### **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, 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 any member of the Exec Board or Advisor when necessary and shall be called to conduct business necessary for the Council or University.

### **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, usually the VP for Student Affairs.

### **Section 2. Authority**

The Panhellenic advisor shall serve in an advisory capacity of the Delta State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in 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 Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws. 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.

### **Section 3. Judicial Board**

The Judicial Board shall consist of the vice president as chairman and 2 members representing the 2 chapters not represented by the Vice President from the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member.

*NOTE [See Judicial Procedures Handbook chapter of the NPC Manual of Information for the hearing (s) by the Judicial Board.]*

The Judicial Board members shall participate in training to be educated about the purpose for the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the right of the charged organizations, evaluating evidence, and 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 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 member group. 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 membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, and recruitment evaluations from new members, potential new members who withdrew, each member group, Chapter and Recruitment Advisors, and Panhellenic Advisor.

*If needed, an Academic Excellence Committee may be formed.*

*The Academic Excellence Committee shall consist of a chairman and 1 member, from each sorority not represented by the chairmen. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement.*

*If needed, a Community Service/Philanthropy Committee*

*The Community Service/Philanthropy Committee shall consist of a chairman and one member. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.*

*If needed, a Public Relations Committee*

*The Public Relations Committee shall consist of a chairman and one member. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Delta State University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member women fraternities.*

### **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 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, or treasurer, with Panhellenic advisor shall be required to bind the Delta State University Panhellenic Association on any contract, including all banking agreements.

### **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 or the treasurer and Panhellenic advisor.

### **Section 4. Payments**

All payments due to the Delta State University Panhellenic Association shall be received by the 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.
  - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
  - The dues of each Panhellenic Association member fraternity shall be payable on or before September 15<sup>th</sup> for Fall and February 15<sup>th</sup> for Spring. Any new members added after this date will not be charged until the following semester. [All COB members will pay the COB fee.]

### **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. Extension is the process of adding an NPC women's fraternity.**

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 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 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 mediation guidelines found in the Manual of Information.

- A. **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 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 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 Appeal Committee. The Delta 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 Delta 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 Delta State University Panhellenic Association may adopt.

## **Article XIV. 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 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 chapter exists at Delta 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.

### **Standing Rules...**

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than 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 (as well as others) are best suited for standing rules:

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