

# By-Laws

## Panhellenic Association

### **Article I** Finance

- Section 1. The signature of the president and of the treasurer shall be required to bind the Emporia State University Panhellenic Association to a contract.
- Section 2. All checks issued on behalf of the Emporia State University Panhellenic Association shall be signed by the treasurer or president.
- Section 3. All payments due to the Emporia State University Panhellenic Association shall be made to the treasurer who shall record them.
- 3.1 Checks for payments shall be made payable to the Emporia State University Panhellenic Association.
- Section 4. The dues for regular and associate membership shall be assessed according to the different classes of membership derived for the Panhellenic Association .
- 4.1 The amount of such dues shall be determined by the Panhellenic Association Executive Council.
- 4.2 \$3.00 of each Panhellenic Association members' dues per semester will be allocated to the recruitment account specifically for the purpose of future Recruitment Brochures

### **Article II** Selection of Officers

- Section 1. All officers shall be selected through an application and interview process with the current Panhellenic Association.
- 1.1 The president shall have served a minimum of one semester as a delegate, assistant, or Panhellenic officer to the Panhellenic Association.
- 1.2 Panhellenic officer elections will be held in the third week of November.

Section 2. All sorority women applying for executive board positions must have and maintain a cumulative grade point average of 2.5.

**Article III**  
Executive Council Duties

Section 1. The president shall:

- 1.1 Have overall responsibility for the operation of the Panhellenic Association and Executive Board.
- 1.2 Call and preside at all regular and special meetings of the Emporia State University Panhellenic Association.
- 1.3 Preside at all regular and special meetings of the Panhellenic Association Executive Council and call and preside at its special meetings.
- 1.4 Shall turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.
- 1.5 Sign all contracts and checks in absence of the treasurer.
- 1.6 Serve as member ex-officio of all Executive Council committees with Voice but no vote.
- 1.7 Report as required to the National Panhellenic Conference Area Advisor.
- 1.8 Maintain a complete and up-to-date president's file which will include a Copy of the current Emporia State University Panhellenic Association Constitution, By-Laws and Standing Rules, the current Panhellenic Association Executive Council Manual of Information and related materials for her National Panhellenic Council Report received from her National Panhellenic Conference Area Advisor, and other pertinent materials.
- 1.9 Plan an officer retreat each semester for the Panhellenic Association Executive Board.
- 1.10 Plan an officer transition following elections.
- 1.11 Members of sororities holding associate membership status shall not serve as President of the Emporia State University Panhellenic Association.

Section 2: The Vice-president shall:

- 2.1 Perform all duties of the president in her absence.

- 2.2 Serve as chairperson of the Emporia State University Standards Board in Fall and Vice-Chairperson of Standards Board in Spring while remaining the overall Panhellenic Association chairperson.
- 2.3 Have the opportunity to be elected to the president position if she chooses.
- 2.4 Serve as the overseer of all committees and keep an accurate record of committees activities for the sake of historical and officer transition purposes.
- 2.5 Review constitution annually
- 2.6 Members of sororities holding associate membership status shall not serve as Vice President of the Emporia State University Panhellenic Association.

Section 3: The secretary shall:

- 3.1 Keep an up-to-date roll of the members of Panhellenic Association Executive Council and record it at all Council meetings.
- 3.2 Keep full minutes of all meetings of the Emporia State University Panhellenic Association, the Executive Council, and a record of all action taken by the Executive Board.
- 3.3 Maintain a complete and up-to-date file which will include the minutes Of the meetings of the Emporia State University Panhellenic Association and its Executive Council from the date of its organization, copies of all contracts made by the council for the date of its organization, and current correspondence.
- 3.4 Be responsible for the official correspondence of the Executive Council And Executive Board unless otherwise provided for.
- 3.5 Shall be responsible for completing a calendar of the sororities' monthly events and making a Greek Life of Events.

Section 4: The treasurer shall:

- 4.1 Be responsible for the general supervision of the finances of the Emporia State University Panhellenic Association.
- 4.2 Be responsible for the preparation of the spring and fall budget and, Following it's approval be the Executive Council, provide a copy to each Emporia State University Panhellenic Association member sorority.
- 4.3 Receive all payments due to the Panhellenic Association, collect all dues And give receipts.

- 4.4 Be responsible for the prompt payment of all bills of the Emporia State University Panhellenic Association.
- 4.5 Maintain up-to-date financial records and give a financial report at each Regular meeting of the Panhellenic Association Executive Council.
- 4.6 Be in charge of any fundraisers for Panhellenic Association. Will be responsible for one fundraiser per semester.

Section 5. The recruitment chair shall:

- 5.1 Be responsible for the development and implementation of a fall formal Recruitment program.
- 5.2 Act as an advisor to Panhellenic Leaders of Tomorrow (PLOT) and assist In organizing social and service projects.
- 5.3 Serve as the chair of the recruitment committee.
- 5.4 Assist the activities chair in organizing Panhellenic Recruitment Kickoff.
- 5.5 Organize representation Panhellenic Association at any Emporia State University admissions events.
- 5.6 Live in Emporia.
- 5.7 Members of sororities holding associate membership status shall not serve as Recruitment Chair of the Emporia State University Panhellenic Association.

Section 6. The activities chair shall:

- 6.1 Serve as the Greek week chairperson from Panhellenic Association and work with the Interfraternity Council Activities Chairperson in implementing Greek Week.
- 6.2 Assist the recruitment chair in organizing the Panhellenic Recruitment Kick-off.
- 6.3 Coordinate a minimum of one exchange for Panhellenic Association per Semester.
- 6.4 Shall be in charge of the record keeping and shall oversee PHA Intramural sport.
- 6.5 Shall work with the president and the Greek Advisor(s) to evaluate the sports trophy winner and discuss all intramural related topics.

Section 7. The public relation chair shall:

- 7.1 Be in charge of all publicity for Panhellenic, including but not Limited to brochures, web sites, poster, and bulletin boards.
- 7.2 Be in charge of all engraving for plaques and trophies.
- 7.3 Organize the selection committees for the Ruth Schillinger Outstanding Senior Award, Community Service Award, Community Service Award, Mary Downing New Member Scholarship and the Gwen Hageman Academic Scholarship Women's Advocate.
- 7.4 Shall work with the president and the Greek Advisor(s) to evaluate all Greek week awards.

Section 8. The philanthropic chair shall:

- 8.1 Serve as the chairperson for the Community Service Committee.
- 8.2 Plan at least one philanthropic event per semester, beyond campus and highway cleans. One-third participation will be required from each chapter as long as a two weeks notice has been given.
- 8.3 Coordinate campus and highway clean up events, involving at least five women from each chapter.
- 8.4 Coordinate event and be responsible for creating a marketing plan to benefit the "Panhellenic Philanthropy" designated by the Panhellenic Association.
- 8.5 Be responsible for the record keeping and figures of the each semester and Christmas in April.

Section 9. The scholarship chair shall:

- 9.1 Organize at least one educational program for the Panhellenic Community per semester.
- 9.2 Compile sample scholarship incentive programs to benefit all chapters.
- 9.3 Work with individual chapters to develop effective scholarship programs.

#### **Article IV Standing Committees**

Section 1. The standing committee of the Emporia State University Panhellenic Association shall be the recruitment judiciary, membership/recruitment, scholarship, community service, public relations, and Greek week.

- 1.1 The standing committees shall serve for a term of one year, such term of

office to begin no later than six week before the end of the college year.

1.1:1 A committee chairperson or member may be appointed to serve for a further term of office.

Section 2. The recruitment judiciary committee:

- 2.1 The purpose of the recruitment judiciary committee is to handle all Recruitment infractions filed by the members of the Panhellenic Association in accordance with the NPC Manual of Information.
- 2.2 The recruitment judiciary committee shall consist of the PHA recruitment chair as chairperson, the president and recruitment chairs of the Panhellenic sororities, one alumnae advisor on a yearly rotation basis alphabetically (the current alumnae advisor on a yearly rotating basis will be Sigma Sigma Sigma in 2004), and the Panhellenic Association Advisor as an ex-officio member.
- 2.3 It shall be the duty of the recruitment judiciary committee to deal with violations of Recruitment Regulations of the Emporia State University Panhellenic Association.

Section 3. The recruitment committee:

- 3.1 The purpose of recruitment committee is to review and revise the rules. Policies, and procedures for each recruitment period in accordance with the NPC Manual of Information.
- 3.2 The recruitment committee shall consist of the recruitment chairperson and assistants from each National Panhellenic Conference member sorority at Emporia State University.
  - 3.2:1 The committee chairperson shall be the Panhellenic Association recruitment chairperson.
- 3.3 The committee shall be responsible for:
  - 3.3:1 All Panhellenic Association Executive Council matters related to recruitment.
  - 3.3:2 Reviewing and developing recruitment rules, submitting them for discussion and approval to the Panhellenic Association Executive