



Panhellenic Association By-Laws

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.
- 2.1 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 2.75. These grades will be confirmed by the Greek Advisor.

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 special meetings of the Panhellenic Association Executive Council and of the Emporia State University Panhellenic Association.
- 1.3 Shall turn in an officer update sheet to Associated Student Government Senate Operations Committee Chair after each election.
- 1.4 Sign all contracts and checks in absence of the treasurer.
- 1.5 Serve as member ex-officio of all Executive Council committees with voice but no vote.
- 1.6 Report as required to the National Panhellenic Conference Area Advisor.
- 1.7 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.
- 1.8 Plan an officer retreat each semester for the Panhellenic Association Executive Board.
- 1.9 Plan an officer transition following elections.
- 1.10 Act as an advisor to Junior Panhellenic Association.

Section 2: The Vice-president shall:

- 2.1 Perform all duties of the president in her absence.
- 2.2 Call and preside at regular meetings of the Panhellenic Association Executive Council and of the Emporia State University Panhellenic Association.
- 2.3 Serve as Chief of Justice of the Emporia State University Panhellenic Association Standards Board
- 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.
- 2.6 Review constitution annually

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.
- 3.6 Be responsible for getting updated full minutes to each chapter's Panhellenic Association delegate directly following regular or special meeting of the Emporia State University Panhellenic Association.

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 its 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 Serve as the chair of the recruitment committee.
 - 5.2.1 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.
 - 5.2.2 The recruitment committee shall consist of the recruitment chairperson and assistants from each National Panhellenic Conference member sorority at Emporia State University.
 - 5.2.3 The committee shall be responsible for:
 - 5.2.3.1 All Panhellenic Association Executive Council matters related to recruitment.
 - 5.2.3.2 Reviewing and developing recruitment rules, submitting them for discussion and approval to the Panhellenic Association Executive.
- 5.3 Organize representation Panhellenic Association at any Emporia State University admissions events.
- 5.4 Live in Emporia.
- 5.5 Serve on Greek Life Marketing Committee.

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 Coordinate a minimum of one exchange for Panhellenic Association per Semester. (i.e. Sorority Switch and Progressive Dinner).
- 6.3 Shall be in charge of the record keeping and shall oversee PHA Intramural sport.
- 6.4 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.
- 7.5 Serve on Greek Life Marketing Committee.

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.
- 8.5 Be responsible for the record keeping and figures of the events 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. individual chapters' scholarship chairs will make up the Panhellenic Association Scholarship Committee.

Article IV Standard's Board

Section 1. The Standard's Board:

- 1.1 The purpose of the Panhellenic Association Standard's Board is to handle all recruitment infractions, and/or grievances filed against members, chapters or Panhellenic Association delegates or officers who have allegedly violated the NPC or PHA constitution or its policies.
- 1.2 The Standard's Board shall consist of the PHA Vice President as Chief of Justice and one member from each PHA chapter. Standard's Board members will be appointed by Chief of Justice with the approval of the Assistant Director of Student Involvement for Greek Life.

Section 2. Complaint Procedure:

- 2.1 A member shall fill out a 'Sorority Complaint Form' to be kept on file with the Assistant Director of Student Involvement for Greek Life and Chief Justice.
- 2.2 The Chief Justice and the Assistant Director of Student Involvement for Greek Life shall then review the complaint and will determine if it is within PHA jurisdiction. If not, the Chief Justice will refer the complainant to the appropriate source.

- 2.3 If the complaint is within PHA jurisdiction and the Standard's Board determines there is probable cause to believe a violation has occurred, the Chief Justice will, within one week of receiving the complaint, give notice to the chapter president of the complaint. The notice will include the Sorority Complaint Form, time of hearing and an invitation for the group or individual to respond in writing.
- 2.4 The Standard's Board will hold a private meeting prior to the hearing in which they will review the Sorority Complaint Form and supporting information to determine if there is reasonable cause to believe a violation has occurred.
- 2.5 The Standard's Board shall then take action to determine if the group is in violation of NPC or PHA policy. This may include, but is not limited to:
 - 2.5.1 Questioning of appropriate witnesses, sorority representatives, or government officials.
 - 2.5.2 Examination of any physical evidence that may be available.
 - 2.5.3 Consultation of any public record or report of events published by officials.
- 2.6 One undergraduate representative of the chapter may speak for the sorority in question at the hearing unless other witnesses are requested by Standard's Board. In addition, one advisor may be present to consult the undergraduate representative, but does not speak on behalf of the chapter. Legal presentation is not permitted, but may be consulted prior to the hearing. Rules of civil procedure will not be followed.
- 2.7 Standard's Board will adjourn to privately discuss the case until a determination of whether a violation occurred and the person or entity committing the violation is reached by a majority vote of all voting members. The greater weight of credible evidence will be the basis of all decisions.
- 2.8 If Standard's Board determines that a violation has occurred, Standard's Board will determine appropriate sanctions. After sanctions have been determined, the Standard's Board will immediately contact the Chapter by phone for notification. The Standard's Board will also issue a written decision. All decisions will be kept on open file with the Assistant Director of Student Involvement for Greek Life. At this time, the sorority will be notified of their right to appeal, and the procedures for doing so.
- 2.9 The group or individual accepts the decision, unless she or it appeals to the PHA Appellate Board in writing within five business days. The sorority will be notified of their right to appeal when written decisions are issued. All written statements, recordings, and materials associated with proceedings will be kept on file with the Assistant Director of Student Involvement for Greek Life.
- 2.10 All sanctions will be effective the following Monday after the Standard's Board meeting in which the sanctions were determined, unless otherwise stipulated.

Section 4: Appeal Process:

- 4.1 The PHA Appellate Board shall consist of the Assistant Director of Student Involvement for Greek Life, Director of the Memorial Union/Assistant Director and the PHA President.
- 4.2 The sorority or individual must submit an appeal in writing to the Chief Justice of the Standard's Board within five (5) business days of notification of the decision by Board.
- 4.3 New evidence may be heard at the discretion of the Appellate Board. The Appellate Board reserves the right to call any representatives of the sorority for questioning.
- 4.4 The Appellate Board will then go into deliberations to review the case. The Appellate Board, by a majority vote will find:
 - 4.4.1 Affirmation of the original Standard's Board decision in its entirety;
 - 4.4.2 Affirmation of the original Standard's Board decision, but penalty is altered; or
 - 4.4.3 Negation of the original decision; with assessment of alternative penalty.
- 4.5 Written notification of the decision rendered by the Appellate Board will be disbursed in a timely manner.
- 4.6 Any appeal thereafter may be filed with the Vice President of Student Affairs within five business days of the Appellate Board decision.

Section 5: Amendment:

- 5.1 The Standard's Board may amend these procedures upon the agreement of a majority of its members.

Section 6: Sanctions:

- 6.1 Admonition: This includes verbal or written reprimand that the actions of the sorority or individual were inappropriate and were not a positive reflection of the Greek community. A copy of the admonition may be sent to regional and national officers, advisors, the Vice President of Student Affairs, or other persons or organizations of importance as determined by the Board.
- 6.2 Monetary Fines: The maximum fine as a method for punishment is \$250.00. All fines are to be used for educational purposes as approved by the Standard's Board. Fines will be deposited into the PHA General account.
- 6.3 Community Service: Each member of a sorority, or the individual herself, will be required to complete a number of community service

hours determined by Standard's Board. The projects used for this sanction must be approved by the Assistant Director of Student Involvement for Greek Life and must be completed by a specific date.

- 6.4 Deferred Adjudication: The organization has been found to be in violation and, during no more than one calendar year, if the group is found again in violation, a more severe penalty will be imposed.
- 6.5 Probation: The organization has been found to be in violation and, during no more than one calendar year, if the group is found again in violation, a more severe penalty will be imposed.
- 6.6 Suspension: This action will include loss of voting membership in PHA for not more than one calendar year and may include any of the following stipulations.
 - 6.6.1 No participation in PHA intramurals or tournaments as an organization or by any member of the fraternity on behalf of the organization will be allowed. However, the stipulation may in no way limit individual or group utilization of recreational facilities for informal recreation.
 - 6.6.2 During the course of the suspension period, the fraternity may not:
 - 6.6.2.1 Participate in any PHA sponsored activities;
 - 6.6.2.2 Participate in PHA intramurals;
 - 6.6.2.3 Vote or be recognized in any PHA meeting.
- 6.5 Reduced Quota: This action will include the decrease of quota or total if violation is found during PHA Formal Recruitment.
- 6.6 Any combination of the above sanctions may be imposed appropriately upon both individual and member chapter parties as deemed necessary by the Standard's Board. Any other sanctions which are applicable to the offense may be devised and implemented by the Standard's Board.

Revised & Approved by the Panhellenic Association

8/8/2008

Amended by the Panhellenic Association

4/6/2009