Panhellenic Association
By-Laws

Article I. Name

The name of this organization shall be the Emporia 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 doing so:

1. Consider the goals and ideas of member groups as continually applicable to campus and personal life.

2. Promote superior scholarship as a basis of intellectual achievement.

3. Cooperate with member women’s fraternities and the university administration in concern for and maintenance of high social and moral standards.

4. Act in accordance with National Panhellenic Conference rules and policies and Unanimous Agreements.

5. Act in accordance with all rules established by Panhellenic Association so as to not violate the sovereignty, rights, and privileges of National Panhellenic Conference member and associate 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 Emporia State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Emporia State University. Regular members of each College Panhellenic Council

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shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. **Provisional membership.** The provisional membership of the Emporia State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Emporia State University. Provisional members shall pay no dues and shall have vote but no vote on all matters. 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 regional non-NPC member groups may apply for associate membership of the Emporia 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 shall pay dues as determined by the College Panhellenic Council. 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 Council. An associate member shall not be entitled to vote on the question of its expulsion.

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 Emporia 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.

B. Panhellenic Association does not discriminate on the basis of race, creed, color, national origin, religion, age, sexual orientation, ability, Vietnam Era Veteran Status, or such other factors that cannot lawfully be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity within this organization.

**Article IV: Officers and Duties**

Section 1. Officers
The officers of the Emporia State University Panhellenic Association shall be President, Vice President of Internal Affairs, Secretary, Vice President of Finance, Vice President of Membership Recruitment, Director of Programming, Director of Philanthropy and Community Service, and Director of Scholarship and Risk Management.

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Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of the membership:

A. Regular membership. Members from women’s fraternities holding regular membership in the Emporia 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 Emporia 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 Emporia State University Panhellenic Association shall be eligible to serve as an officer except President or Vice President of Membership Recruitment.

Section 3. Selection of Officers

A. All officers shall be selected through an application and interview process with the current Panhellenic Association.

1. The President shall have served a minimum of one semester as a delegate, assistant, or Panhellenic officer of the Panhellenic Association.

2. Panhellenic officer elections will be held in the third week of November.
   a. Vice President of Membership Recruitment is elected through an application and interview process following Formal Recruitment.

B. 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 Life Director.

C. The officer shall serve for a term of one year, the term of office to begin following installation of the new Executive Council.

D. Any officer may be removed for cause by a majority vote from the Panhellenic Council.

E. Vacancies of positions shall be filled in the same manner of selection as stated in Section 3A of this article.

F. Installation and transition of officers shall be held within 2 weeks following the selection of officers.

Section 4. Duties of Officers

A. The President shall:
   • Have overall responsibility for the operation of the Panhellenic Association and Executive Board.

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• Call and preside at all special meetings of the Panhellenic Association Executive Council and of all regularly held Council meetings of the Emporia State University Panhellenic Association.
• Shall submit the organization registration information form/sheet after each election to Associated Student Government.
• Sign all contracts and check requisitions in absence of the Treasurer.
• Serve as member ex-officio of all Executive Council committees and Ad-hoc with voice but no vote.
• Report as required to the National Panhellenic Conference Area Advisor.
• 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 Standards Board rules, the current National Panhellenic 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.
• Organize the selection committees for the Ruth Schillinger Outstanding Sorority Woman Award, Community Service Award, Campus Leadership Award, Mary Downing New Member Scholarship and the Gwen Hageman Academic Excellence Award, Women’s Advocate Award, and the Ruben Perez Panhellenic Excellence Award
• Create and distribute all promotion for events planned.

B. The Vice President of Internal Affairs shall:
• Perform all duties of the President in her absence.
• Call and preside at regular meetings of the Panhellenic Association Executive Council.
• Serve as Chief of Justice of the Emporia State University Panhellenic Association Standards Board
• Serve as the overseer of all committees and keep an accurate record of committees activities for the sake of historical records and officer transition purposes.
• Review the Constitution and By-Laws annually.
• Plan an officer retreat each semester for the Panhellenic Association Executive Board.
• Plan executive council training and schedule installation.
• Create and distribute all promotion for events planned.

C. The Executive Secretary shall:
• Keep an up-to-date roll of the members of Panhellenic Association Executive Council and record it at all Council meetings.
• 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.
• 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

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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.

- Be responsible for the official correspondence of the Executive Council and Executive Board unless otherwise provided for.
- Shall be responsible for completing a calendar of the sororities’ monthly events and making a Greek Life Calendar of Events.
- Be responsible distributing minutes to each chapter’s Panhellenic Association delegate directly following regular or special meeting of the Emporia State University Panhellenic Association.
- Be responsible for the record keeping and figures of all required events each semester
  - One third participation will be required from each chapter as long as two weeks notice has been given at each event.
- Create and distribute all promotion for events planned.

D. The Vice President of Finance shall:

- Be responsible for the general supervision of the finances of the Emporia State University Panhellenic Association.
- Be responsible for the preparation of the spring and fall budget and, following its approval by the Panhellenic Association, provide a copy to each Emporia State University Panhellenic Association member sorority.
- Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- Be responsible for the prompt payment of all bills of the Emporia State University Panhellenic Association.
- Maintain up-to-date financial records and give a financial report at each regular meeting of the Panhellenic Association Executive Council.
- Coordinate a minimum of one fundraising project per semester.
- Create and distribute all promotion for events planned.

E. The Vice President of Membership Recruitment shall:

- Be responsible for the development and implementation of a fall formal recruitment program.
- Serve as the chair of the recruitment committee.
  - 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.
  - The recruitment committee shall consist of the recruitment chairperson and assistants from each National Panhellenic Conference member sorority at Emporia State University.
  - The committee shall be responsible for:
    - All Panhellenic Association Executive Council matters related to recruitment.
    - Reviewing and developing recruitment rules and presenting them to the Panhellenic Association for approval.

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• Organize representation of Panhellenic Association at any Emporia State University admissions events.
• Live in Emporia during the summer of her term or have prior arrangements made with the Greek Life advisor.
• Create and distribute all promotion for events planned.

F. The Director of Programming shall:
• Serve as the Greek Week chairperson for Panhellenic Association and work with the Interfraternity Council Activities Chairperson in implementing Greek Week.
  o Oversee the selection of the Greek Week Committee and Committee Chairs with the Interfraternity Council Activities Chairperson
• Coordinate a minimum of one exchange for Panhellenic Association per Semester. (i.e. Sorority Switch and Progressive Dinner).
• Coordinate all aspects of PHA Intramural Sports as outlined in the PHA Sports handbook including record keeping in accordance with ESU Recreation Center.
  o Shall work with the President and the Greek Advisor to discuss all intramural related topics.
  o Shall oversee the annual meeting of the PHA All-Sports Team in order to reevaluate the Sports handbook.

G. The Director of Philanthropy and Community Service shall:
• Serve as the chairperson for the Community Service Committee.
• Plan at least one community service event per semester.
• Plan at least one philanthropy event per semester.
• Create and distribute all promotion for events planned.

H. The Director of Scholarship and Risk Management shall:
• Organize multiple educational programs per calendar year. This can be done with the help of the Office of Greek Life.
• Compile scholarship opportunities to benefit all chapters.
• Work with the PHA Scholarship Committee to develop effective scholarship programs.
  o Individual chapters’ scholarship chairs will make up the Panhellenic Association Scholarship Committee.
• Produce the Panhellenic Association Scholarship Newsletter, a minimum of one per semester in partnership with the IFC Scholarship Chair.
• Be in charge of all engraving for plaques and trophies.
• Choose multiple Risk Management programs per calendar year. This can be done with the help of the Office of Greek Life.
• Educate chapters in issues pertaining to risk management including but not limited to alcohol and hazing issues

Article V: The Panhellenic Association

Section 1. Authority

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The governing body of the Emporia 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 Emporia State University Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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 Emporia State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Emporia 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 a member of the fraternity, providing her credentials have been presented to 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 upon selection by the chapter.

Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two (2) weeks and to notify the Panhellenic Association Executive Secretary of her name, email 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 less than one-fourth of the member women’s fraternities of the Emporia 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. Dress Code
All Executive Board members, in addition to the delegates (and delegate assistants), will all dress in co-ordination with some type of dress code policy (on the day set) for each
Executive and Council meeting. Dress Codes may vary (from formal business attire to board t-shirts) from week to week; therefore, being decided each week by the President or by a “set schedule”.

Section 8. Quorum
Two-thirds of the delegates from the member fraternities of the Emporia State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Voting
A. The voting body of the Emporia State University Panhellenic Association shall be all chapter delegates.
B. Agenda items must be presented to the executive council a minimum of 24 hours prior to the executive council meeting in order to be discussed in new business.
C. A three-fourths (3/4) majority of the voting body of the Panhellenic Association shall be needed to accept associate members to Emporia State University Panhellenic Association and establish total chapter size.
D. The President and Panhellenic Advisor shall have voice, but no vote.

Article VI. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the Emporia State University Panhellenic Association shall be appointed by the Emporia State University administration.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the Emporia State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing Committees
A. The standing committees of the Emporia State University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Judicial Board
The Judicial Board will consist of the Vice President of Internal Affairs as chairman and 4 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, 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

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regulations of the Emporia 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 3. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of the Vice President of Membership Recruitment as chairman and one representative from each regular, provisional, and associate member. 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 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 and chapter advisor.

Article VIII. Finances

Section 1. Fiscal Year
The fiscal Year of the Emporia State University Panhellenic Association shall be from August 1 to May 31 inclusive.

Section 2. Contracts
Dual signatures of the President and Vice President of Finance shall be required to bind the Emporia State University Panhellenic Association on any contact.

Section 3. Checks
All checks issued on behalf of the Emporia State University Panhellenic Association shall be signed by the Vice President of Finance or President and Panhellenic advisor.

Section 4. Payments
A. All payments due to the Emporia State University Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the Emporia State University Panhellenic Association.
B. Late fees will be applied if bills are not on time as follows:
   - $10 on one (1) week late
   - $20 for two (2) weeks with a $10 increase after each week following.

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 shall be $15 per member each semester for National Panhellenic Conference sororities and shall be $10 per member each semester for each associate chapter.
• $3.00 of each Panhellenic Association members’ dues per semester will be allocated to the recruitment account.

**Article IX. Extension**

Section 1. Extension is the process of adding an NPC women’s fraternity. The Emporia 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 X. 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 Emporia State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion 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 Emporia 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 Emporia 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 Emporia State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

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Article XI. Hazing

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

Article XII. Parliamentary Authority

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

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Emporia State University Panhellenic Council 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.

Article XIV. Dissolution

This Association shall be dissolved when only one regular member exists at Emporia 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.