



BYLAWS

Of the Penn State University

PANHHELLENIC ASSOCIATION

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Article I. Name

The name of this organization shall be the Pennsylvania State University Panhellenic Association. The Panhellenic Association is governed by the Panhellenic Council.

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. Chapter Membership Classes

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the Pennsylvania State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Pennsylvania State University. Regular members of the College Panhellenic Council 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 Pennsylvania State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Pennsylvania State University. Provisional members shall pay no dues and shall have voice 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 Pennsylvania 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 Chapter Membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to the Pennsylvania State University Panhellenic Association bylaws, standing rules, code of ethics and any additional rules and policies 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.

Section 3. Single Sex Chapter Membership

- A. No co-ed organizations are allowed to join the Pennsylvania State University Panhellenic Association.
- B. As stated in the Manual of Information: All chapters involved in the Panhellenic Association, regardless of their membership class, must be women's only organizations.

Section 4. Individual Level Membership

- A. All individual members of the Pennsylvania State University Panhellenic Association must follow the policies of the NPC Unanimous Agreements. Individual, initiated members of associate chapters cannot join an NPC fraternity. Individual, initiated members of NPC chapters cannot join an associate fraternity.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Pennsylvania State University Panhellenic Association shall be President, Executive Vice President, Vice President for Standards, Vice President for Membership, Vice President for Communications, Vice President for Finance, Vice President for Membership Development, Vice President for Programming, Vice President for Community Development, Vice President for Philanthropy, and Vice President for Wellness.

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 Pennsylvania 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 Pennsylvania 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 Pennsylvania State University Panhellenic Association shall be eligible to serve as an officer except President, Executive Vice President, Vice President for Membership, or Vice President for Membership Development.

Section 3. Selection of Officers

- A. The Panhellenic Association elected officers shall be the President, Executive Vice President, Vice President for Standards, Vice President for Membership, Vice President for Communications,



Vice President for Finance, Vice President for Membership Development, Vice President for Programming, Vice President for Community Development, Vice President for Philanthropy, and Vice President for Wellness.

- B. Officer elections shall be held in the beginning of November. All dates concerning elections must be presented to and approved by the Panhellenic Association by the second delegates meeting.

Section 4. Office-Holding Limitations

- A. No more than two Executive Board officers shall be selected from the same sorority.
- B. The President and Executive Vice President shall not be elected from the same sorority.
- C. The President, the Vice President for Membership, and the Vice President for Standards must be from three different sororities.
- D. The same sorority may not be represented in the office of President for two consecutive years.
- E. Nominations can be made that do not follow these limitations, but once the officer is elected, the policies stand. Any nominated and slated officer will need to drop out of the election process if the election of another officer violates the limitations.

Section 5. Nomination Procedure

Potential candidates for Panhellenic Executive Board positions should be nominated by the Panhellenic Delegates at the appropriate Delegates meeting. Nominees must accept their nomination in person or in writing at the time of the nomination.

Section 6. Term

- A. The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the spring semester.
- B. The Panhellenic President, Vice President for Standards, Vice President for Membership, and Vice President for Membership Development will continue to serve their term from the beginning of the spring semester until bid day of formal recruitment. These officers cannot be abroad or away from campus during formal recruitment.
 - a. These officers will each be paid an additional \$100 as their stipend for their extended term. This stipend amount will be paid after bid day.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Association. This vote can be proposed by any voting member of the Panhellenic Association.

Section 8. Vacancies

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

Section 9. Duties of Officers

- A. DUTIES OF THE **PRESIDENT**:
 - a. Call and preside at all meetings of the Panhellenic Association Executive Board.
 - b. Call and preside at all Panhellenic Meetings, including President's Council and Delegates Meetings.
 - c. Review, approve, and sign all contracts involving The Pennsylvania State University Panhellenic Association.



- d. Report as required to the National Panhellenic Conference Area Advisor.
 - e. Maintain a complete and up-to-date President's file which will include a copy of the current Pennsylvania State University Panhellenic Association Constitution, Bylaws and Standing Rules; the current Panhellenic Association Budget; the current NPC Manual of Information and related materials; current correspondence and materials received from the NPC Area Advisor and copies of the College Panhellenic Reports to the Area Advisor, and other pertinent materials.
 - f. Review and approve all finances of the Panhellenic Association with the Panhellenic Vice President for Finance, the Associated Student Activities Office, and the Panhellenic Advisor.
 - g. Obtain from each officer a mid-year report, final report, and Primary Recruitment report containing a description of her activities in office and recommendations for future improvements.
 - h. Meet with each officer weekly to discuss updates.
 - i. Fill vacated offices by appointment with the approval of the Executive Board.
 - j. Speak to media and provide quotes on behalf of Panhellenic when deemed appropriate.
 - k. Meet regularly with the staff member in the Office of Fraternity and Sorority Life that is responsible for advising the Panhellenic Association.
 - l. Meet regularly and receive weekly updates from the Panhellenic UPUA representative through either written reports or one-on-one meetings.
 - m. Oversee the revision of the Constitution, Bylaws, Standing Rules, and Social Policies each year with the Panhellenic Executive Board, pending approval from the Panhellenic Association.
 - n. Meet with/determine which campus organizations to donate or sponsor with the help of the Vice President for Finance.
 - o. Serve as a constant representative of the Panhellenic community to the University community, willing and ready to collaborate with other student leaders and organizations on campus.
 - p. Oversee and communicate activities with UPUA representative and is responsible for weekly updates through either written reports or one-on-one meetings.
 - q. Maintain an up-to-date notebook and file with an account of all activities related to this office.
 - r. Perform all other duties pertaining to this office.
- B. DUTIES OF THE EXECUTIVE VICE PRESIDENT:**
- a. Perform the duties of the President in her absence, inability to serve, or at her call.
 - b. Oversee PanPal events run by Panhellenic Delegates each semester.
 - c. Define Panhellenic Delegate education and plan a Panhellenic Delegate workshop to inform the Panhellenic Delegates of their duties as outlined in Article I.
 - d. Coordinate and oversee Junior Panhellenic Council.
 - e. Coordinate the logistics of the Panhellenic Association Executive Board installation ceremony.
 - f. Coordinate chapter visitations at the beginning of the spring semester.
 - g. Schedule all Executive Board, Delegates Council, Chairwomen, and Junior Panhellenic Council meetings.



- h. Keep a complete and accurate list of all chapter representatives and their attendance at meetings.
- i. Keep and distribute full minutes of all meetings of the Panhellenic Association Executive Board and Panhellenic Association, and keep a record of all action taken by the Panhellenic Association Executive Board.
- j. Submit minutes to College Panhellenic Area advisor.
- k. Coordinate Senior Farewell events or activities.
- l. Coordinate Panhellenic Executive Board Elections.
- m. Coordinate Panhellenic Pride Week in the fall.
- n. Maintain the Panhellenic internal calendar and update the calendar regularly to include all Panhellenic events and meetings.
- o. Perform all other duties pertaining to this office.

C. DUTIES OF THE VICE PRESIDENT FOR STANDARDS:

- a. Be responsible for the interpretation of, the enforcement of, and education regarding the Panhellenic Association Constitution, Bylaws, Standing Rules, Social Policies, and Recruitment Policies, and any other governing documents and policies.
- b. Coordinate the NPC judicial process for any Panhellenic infractions.
- c. Responsible for the selection and training of the Judicial Board.
- d. Review and manage the revision of the Constitution, Bylaws, Standing Rules, Social Policies, Recruitment Policies, and any other relevant policies annually and update as needed with the help of other pertinent officers.
- e. Represent Panhellenic in all mediation matters regarding sorority chapters.
- f. Process all violations of the Panhellenic Constitution and Bylaws, Recruitment Code of Conduct, and group violations of the Conduct Code as stated in The Pennsylvania State.
- g. Work with chapter Risk Management and Social Chairs to proactively deal with all pertinent issues causing risk to our chapters and/or individual members.
- h. Provide chapters with appropriate registration for all social events.
- i. Work with the Interfraternity Council Executive Vice President and the two Vice Presidents for Standards on issues that pertain to the IFC and Panhellenic communities.
- j. Collaborate with the Office of Student Conduct.
- k. Work with the Office of Sorority and Fraternity Life Compliance Coordinators to develop training; monitor social registrations; assist the Compliance Coordinators; and act as a liaison between Student Affairs, Office of Fraternity and Sorority Life, and the Panhellenic chapters.
- l. Meet with the Office of Sorority and Fraternity Life Compliance Coordinators and Student Conduct representatives to discuss risk and safety issues.
- m. Perform all other duties pertaining to this office.

D. DUTIES OF THE VICE PRESIDENT FOR MEMBERSHIP:

- a. Oversee and coordinate all Panhellenic Association Recruitment activities. This includes: Recruitment during the spring and fall semesters, and Continuous Open Bidding.
- b. Appoint and oversee the Overall Recruitment Team in coordination with Vice President for Member Development.
- c. Promote Panhellenic Recruitment.



- d. Continuously assess and reevaluate the Panhellenic Recruitment program.
 - e. Work with the national organization of any colony and assist them in their Recruitment program.
 - f. Conduct an evaluation of all Panhellenic Recruitment procedures.
 - g. Meet regularly with member chapter Recruitment officers to discuss Panhellenic Recruitment rules and procedures.
 - h. Maintain an up-to-date notebook with an accurate account of all activities related to this office.
 - i. Hold a yearly review of the Penn State Panhellenic Recruitment Code of Conduct.
 - j. Coordinate a review of chapter total at the beginning of each semester in accordance with National Panhellenic Conference guidelines.
 - k. Meet regularly with the Office of Fraternity and Sorority Life Panhellenic Advisor.
 - l. Have strong organizational skills and the ability to handle multiple tasks at once.
 - m. Understand formal recruitment rules at both the campus level and the National Panhellenic level.
 - n. Perform all other duties pertaining to this office.
- E. DUTIES OF THE VICE PRESIDENT FOR COMMUNICATIONS:**
- a. Contact regularly and work closely with all local media to promote Greek Life.
 - b. Create and execute innovative ideas for advertising and marketing the Panhellenic and Greek Councils in conjunction with the Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council.
 - c. Responsible for all social media development and executing branding and imaging campaigns through those mediums.
 - d. Coordinate advertisement materials for all specific Panhellenic events and general Panhellenic promotion.
 - e. Communicate regularly with other Panhellenic Executive Board officers to promote upcoming programs and events efficiently.
 - f. Maintain accurate directory information at all times for all chapter representatives, Panhellenic officers, Interfraternity Council officers, Multicultural Greek Council officers, National Pan-Hellenic Council officers, Greek Week Executive Board members, Greek Sing Executive Board members, Judicial Board members, Junior Panhellenic members, all other Panhellenic committee members, and other individuals as necessary.
 - g. Create and maintain all Panhellenic Google Groups.
 - h. Oversee submission of press releases to local media sources.
 - i. Oversee the maintenance of the Panhellenic website and social media accounts.
 - j. Serve as official correspondence of the Panhellenic Association.
 - k. Collaborate with Student Affairs Strategic Communications.
 - l. Maintain the Panhellenic website external calendar and update the calendar regularly to include all Panhellenic events and meetings.
 - m. Maintain an up-to-date notebook and file with an account of all activities related to this office.
 - n. Coordinate with the Vice President for Membership to develop the Recruitment Booklet.
 - o. Perform all other duties pertaining to this office.



F. DUTIES OF THE VICE PRESIDENT FOR FINANCE:

- a. Distribute chapter invoices for various items including but not limited to: apparel, fines, event registration, etc.
- b. Work with the Vice President for Membership and the Vice President for Member Development to create a budget for recruitment based on previous transaction reports
- c. Receive all payments due to the Panhellenic Association, and collect all dues.
- d. Assess the dues amount as needed.
- e. Be responsible for the prompt payment of all bills of The Pennsylvania State University Panhellenic Association.
- f. Maintain up-to-date financial records and financial reports throughout her term of office for each of the Panhellenic Association's accounts.
- g. Sit on the Board of Directors of the Nittany Co-Op.
- h. It is necessary to build a relationship with the Nittany Co Op intern upon election and encourage Panhellenic Association Chapters' membership in the Nittany Co-Op.
- i. Act as an office manager to the Interfraternity Council, Panhellenic Association, National Pan-Hellenic Council and the Multicultural Greek Council office with the assistance of a representative from each of the councils above. Duties of the office manager include, but are not limited to: ordering office supplies, requesting University Park Allocation Committee (UPAC) funding for executive board conferences and institutes, maintaining records concerning the office computers, and contacting the service provider for the copiers as needed.
- j. The newly-elected and most recent Panhellenic Vice President for Finance shall meet with the newly elected Interfraternity Council, National Pan-Hellenic Council, and Multicultural Greek Council Vice Presidents for Finance within two weeks of the latest council's elections to review joint office expenses and determine an equitable division of expenses.
- k. The newly elected and most recent Vice President for Finance shall formulate a budget for the upcoming fiscal year within the first three weeks of the following semester. This budget is subject to the approval of the newly elected Executive Board and it will be submitted to the Panhellenic Association for approval.
- l. Present budget updates at all Council and delegate meetings.
- m. Assist Panhellenic Association Finance Chairs with creating their own budget to keep track of their expenses throughout their term
- n. Communicate with the Chapter Treasurers and have at minimum one meeting with them per semester.
- o. Allocate donation funds for the Greek Sing Scholarship awarded in December.
- p. Have a copy made of every form processed through Associated Student Activities and keep these copies organized in the Greek Life Office.
- q. Process all reimbursements in a timely manner and receive a "Panhellenic Reimbursement Form" for all expenses.
- r. Maintain an up-to-date notebook and file with an account of all activities related to this office.
- s. Perform all other duties pertaining to this office.



G. DUTIES OF THE VICE PRESIDENT FOR MEMBER DEVELOPMENT:

- a. Coordinate and oversee the selection and training process of Panhellenic Recruitment Counselors
- b. Coordinate recruitment preparation program for all Panhellenic chapters in the Spring semester.
- c. Promote Panhellenic Recruitment.
- d. Coordinate and lead meetings and discussions with the Panhellenic new member educators.
- e. Coordinate and work with the new member educators to brainstorm activities for the two weeks following formal recruitment.
- f. Prepare new member educators in chapters participating in Continuous Open Bidding for the fall new member classes.
- g. Maintain an up-to-date notebook and file with an account of all activities related to this office.
- h. Perform all other duties pertaining to this office.

H. DUTIES OF THE VICE PRESIDENT FOR PROGRAMMING:

- a. Appoint the Assistant Programming Chairwoman and Liaison for Greek Week and Greek Sing and oversee their respective duties.
- b. Coordinate, plan and implement programming for chapters and provide inter-chapter development concerning the following topics (suggested but not limited to): alcohol awareness, diversity, sexual assault, eating disorders, and leadership education, anti-hazing, and other women's issues.
- c. Coordinate and execute National Panhellenic Conference Badge Day.
- d. Plan and coordinate National Hazing Prevention Week in the fall.
- e. Plan and coordinate Month of the Scholar in February.
- f. Evaluate and oversee all Scholastic efforts of the Panhellenic Association.
- g. Maintain relations with Panhellenic alumni.
- h. Oversee the Liaison for Greek Week and Greek Sing communicate about the activities of the Panhellenic Liaison for Greek Sing and Greek Week.
- i. Maintain an up-to-date notebook and file with an account of all activities related to this office.
- j. Perform all other duties pertaining to this office.

I. DUTIES OF THE VICE PRESIDENT FOR COMMUNITY DEVELOPMENT:

- a. Responsible for organizing, coordinating, and executing at least one Greek community outreach activity per semester, including but not restricted to Spring Carnival, Spring Egg Hunt, Greek or Treat, and Holiday Village.
- b. Responsible for planning at minimum one Panhellenic Day of Service each semester.
- c. Responsible for sitting on planning committees when asked for other local non-profit events including but not limited to days of service, charity runs, community events.
- d. Serve as a liaison between Panhellenic and the State College community by attending borough council meetings and Highland Civic Association meetings.
- e. Serve as a member on the Council of Lionhearts and the Student Sustainability Council and carry out duties.



- f. Serve as liaison to community service chairs in regards to Standards of Excellence procedures and provide chapters with possible service opportunity ideas, assist chapters in reaching Standards of Excellence community service hours, charitable contributions, and civic engagement requirements.
 - g. Responsible for coordinating and communicating community wide events with the other three Greek Councils.
 - h. Perform all other duties pertaining to this office.
- J. DUTIES OF THE VICE PRESIDENT FOR PHILANTHROPY:**
- a. Serve as liaison between Panhellenic chapters in regards to all aspects of philanthropic efforts and philanthropy event planning.
 - b. Organize and coordinate Philanthropy Week, including assisting chapters in creating their respective event(s).
 - c. Create and execute a large-scale event at the end of Philanthropy Week.
 - d. Host as needed meetings with all Philanthropy Chairs.
 - e. Hold at least one one-on-one meeting with each Philanthropy chairs during each semester.
 - f. Train all Philanthropy chairs on CrowdChange and how to create CrowdChange event pages, work as the liaison between Panhellenic and CrowdChange.
 - g. Approve and edit all CrowdChange event pages created by individual chapters.
 - h. Maintain relationship with CrowdChange management.
 - i. Perform all other duties pertaining to this office.
- K. DUTIES OF THE VICE PRESIDENT FOR WELLNESS:**
- a. Represent Panhellenic on the Sexual Violence Awareness Roundtable.
 - b. Represent Panhellenic on the Mental Health and Awareness Roundtable.
 - c. Serve as a facilitator for Greeks Care.
 - d. Plan and execute Women’s Empowerment Week (spring).
 - e. Plan and execute Wellness Week (fall).
 - f. Plan and execute programs each semester regarding women’s issues.
 - g. Work closely with CAPS and the Women’s Resource center as a liaison for the Panhellenic community.
 - h. Work with Stand For State to coordinate chapter involvement and serve as a facilitator.
 - i. Perform all other duties pertaining to this office.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Pennsylvania 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 Pennsylvania State University Panhellenic Association including, but not limited to: annual review the parameters as adopted in the recruitment rules for the automatic adjustment of 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 Pennsylvania State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Pennsylvania 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the chapter cannot have a vote.

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 semester.

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 Executive Vice President of her name, address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held on Wednesdays at 7pm. These meetings will occur biweekly, unless otherwise noted.

Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of December. The purpose of the annual meeting shall be for the newly elected officers and previous officers to discuss any other business that may properly come before the delegates.

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon written request of no less than one-fourth of the member women's fraternities of the Pennsylvania 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 of the delegates from the member fraternities of the Pennsylvania State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motion 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 Article on Amendment of Bylaws for specific voting requirements for amendment of these bylaws.)

Article VI. The Executive Board

Section 1. Composition

The Executive Board of the Panhellenic Association shall be referred to as the Executive Board or the Panhellenic Council. The composition of the Executive Board shall be: President, Executive Vice President, Vice President for Standards, Vice President for Membership, Vice President for Communications, Vice President for Finance, Vice President for Membership Development, Vice President for Programming, Vice President for Community Development, Vice President for Philanthropy, and Vice President for Wellness.

Section 2. Duties

The Executive Board shall:

- A. Appoint all standing and special Committees and their Chairpersons. When appointing these Chairpersons, selection should include interested members from the Panhellenic Association both Regular, Associate (with the expectation of Committees and Chairperson positions that are connected with Recruitment) member chapters, for the purpose of diversity.
- B. Administer routine and other business that has been approved and/or advised by the Panhellenic Association during Panhellenic Association meetings.
- C. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Association through the Vice President for Communications and record the action on the minutes of that meeting.
- D. Attend all Executive Board, Panhellenic Association, and Chapter Visitation meetings that follow elections.
- E. Positively promote the Panhellenic Association to the University, the State College Community, and the Greek Community. Maintain an open and honest working relationship with all NPC groups and the University in issues regarding all infractions and accomplishments.

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. These meetings should occur on a weekly basis.

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 Pennsylvania State University Panhellenic Association shall be appointed by Pennsylvania State University.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Pennsylvania 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 committee of the Pennsylvania State University Panhellenic Association shall be the Judicial Board.
- B. The standing committees shall serve for a term of one year, which shall coincide with the term of the Panhellenic Council officers.

Section 2. Appointment of Committee Membership

The Executive Board or Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The president shall be ex officio a member of all committees except the Judicial Board.

Section 3. Judicial Board

- A. The judicial board shall consist of the Vice President for Standards as chairman and 8 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.
- B. When possible, the judicial board should be made up of diverse members (different chapters, years in school, experience within respective fraternity) to promote fairness and non-bias.
- C. 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, recruitment policies, and social policies 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.

Article IX. Finances

Finances of the Panhellenic Association shall be handled by the Panhellenic Association Vice President for Finance through the Associated Student Activities Office.



Section 1. Fiscal Year

The fiscal year of the Pennsylvania State University Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Dual signatures of the Pennsylvania State University Panhellenic Association President and Vice President for Finance, or the Vice President for Finance and the Panhellenic Advisor shall be required to bind The Pennsylvania State University Panhellenic Association.

Section 3. Checks

All checks issued on behalf of The Pennsylvania State University Panhellenic Association shall be authorized by the Panhellenic Association Vice President for Finance and the Panhellenic Advisor.

Section 4. Payments

All payments due to The Pennsylvania State University Panhellenic Association shall be forwarded to the Vice President for Finance, who shall record them. Checks for payments shall be made payable to: The Panhellenic Association. The Panhellenic Association will impose a \$30 charge on all returned checks.

Section 5. Nittany Co-Op

The Panhellenic Association is a member of the Nittany Co-Op, with the Vice President for Finance serving on the Board of Directors in order to represent the interests of sororities who individually are members.

- 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.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Pennsylvania 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 Pennsylvania State University Panhellenic Association shall be considered a violation. Each Panhellenic organization is expected by the Panhellenic Association to follow policies set forth by their national organization, or in the case of an associational policy and a national policy addressing the same matter, whichever policy is stricter. Our



council will continue to communicate to the national representatives of each NPC group represented on our campus to report incidents of non-compliance of the Panhellenic Association policies.

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 Pennsylvania 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 Pennsylvania 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:** Any involved party to the NPC College Panhellenic's Judicial Appeal Committee may appeal a decision of the Judicial Board. The Pennsylvania State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeal 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 Pennsylvania 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 Pennsylvania State University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Pennsylvania State University Panhellenic Association 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 exists at Pennsylvania 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.

Last Update:

Samantha Schmitt, Panhellenic Vice President for Standards (submitted to Delegates 9/19/18, voted in 10/3/2018)

Past Updates:

Madison Cutillo, Panhellenic Vice President for Standards (November 2015)