

Bylaws of Lafayette College Panhellenic Association

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Article I. Name

The name of this organization shall be the Lafayette College 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, policies and best practices.
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 Lafayette College Panhellenic Association shall be composed of all chapters of NPC fraternities at Lafayette College. 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 Lafayette College Panhellenic Association shall be composed of all colonies of NPC fraternities at Lafayette College. 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 Lafayette College 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 Lafayette College 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 Lafayette College Panhellenic Association shall be President, Vice President, Vice President for Operations, Vice President of Public Relations, Vice President of Recruitment, and Vice President of Events.

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 Lafayette College Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Lafayette College Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in the Lafayette College Panhellenic Association shall be eligible to

serve as an officer except president, vice president, or the officer in charge of recruitment.

Section 3. Selection of Officers

The offices of president, vice president, vice president of operations, vice president of public relations, vice president of events, and vice president of recruitment of the Lafayette College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-Holding Limitations

No more than 2 members from the same women's fraternity shall hold office during the same term. All regular, provisional, and associate members will have one representative on each committee provided by the Lafayette College Panhellenic Association.

Section 5. Election Procedure

A Nominating Committee of 12 members comprised of the anticipated Executive board and current Panhellenic delegates shall be formed. The members of the Nominating Committee shall elect their own chairman. Any officer or delegate who will be running for executive board cannot be present during the interviews or election process. The delegates must be responsible for finding a temporary replacement from themselves. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position within a week of the last interview. The slate shall be officially announced at the next regular Panhellenic meeting and the delegates have the opportunity to discuss with their chapters, and then vote at the following regular College Panhellenic meeting. There needs to be a two-thirds majority vote is needed to pass the slate. The Panhellenic advisor shall serve as a non-voting ex-officio member of the Nominating Committee. In the event the slate is not passed, the Nominating Committee will create a new slate within a week.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office shall be from January-December.

Section 7. Removal

Any officer may be removed for cause by a vote of at least two-thirds of the Panhellenic Council, including both officers and delegates.

Section 8. Vacancies

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

Section 9. Duties of Officers

A. The President shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- 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: Lafayette College 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.
- Reports all Panhellenic activities regularly to the AISB.
- Perform all other duties as assigned.

B. The Vice President shall:

- Perform the duties of the president in her absence.
- Shall attend all Executive Board and Panhellenic Council meetings.
 - If unavailable, contact the Vice President of Operations.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Act as the chairwoman for the Judicial Board.
- Communicate regularly with the Panhellenic advisor
- Perform all other duties as assigned.

C. The Vice President of Operations shall:

- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Lafayette College Panhellenic Council and the Executive Board.
- 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.
- Supervise the finances of the Lafayette College Panhellenic Association.

- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Lafayette College Panhellenic Association member fraternity.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Lafayette College 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.
- Communicate regularly with the Panhellenic advisor
- Perform all other duties as assigned.

D. The Vice President of Public Relations shall:

- Shall attend all Executive Board and Panhellenic Council meetings.
 - If unavailable, contact the Vice President of Operations.
- Communicate regularly with the Panhellenic advisor
- Oversees and directs the initiatives of the Public Relations Committee officers.
- Chair the Public Relations Committee.
 - Organize a bi-weekly (or other amount of time) Public Relations Committee meeting with its members.
- Oversee and direct all forms of social media under the Lafayette College Panhellenic Association name.
 - Include Facebook, Twitter, Instagram, Pinterest, etc.
- Plan and executive Greek Week
- Perform all other duties as assigned.

E. The Vice President of Recruitment shall:

- Shall attend all Executive Board and Panhellenic Council meetings.
 - If unavailable, contact the Vice President of Operations.
- Coordinate all membership selection activities, including all informal recruitment and formal recruitment.
- Communicate regularly with the Panhellenic advisor
- Lead and facilitate annual evaluation of recruitment method and total.

- Coordinate all publications and media strategies related to membership with the Vice President of Public Relations.
- Monitor and hold accountable disaffiliation expectations, Panhellenic Ethical Recruitment Statement, Recruitment Policies, and the Panhellenic Creed.
- Chair the Recruitment Committee.
 - Organize a bi-weekly (or other amount of time) Recruitment Committee meeting with its members
- Perform all other duties as assigned.

F. Vice President of Events

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Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Lafayette College 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 Lafayette College Panhellenic Association including, but not limited to: annually 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 Lafayette College Panhellenic Council shall be composed of one delegate from each regular, provisional, and associate member group at Lafayette College 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.

Section 3. Selection of Delegates

Delegates 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 calendar year.

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 secretary of her name, address and telephone number. Two consecutive absences, without any prior notification to the President, will fall under the vacancies standard and the chapter will have 2 weeks once again to notify the President and find a replacement.

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, that are not part of the regular meeting schedule, may be called by the president when necessary and shall be called by her upon the written request of at least one-fourth of the member women's fraternities of the Lafayette College 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 a waiver of said notice.

Section 7. Quorum

At least two-thirds of the delegates from the member fraternities of the Lafayette College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

- A. Proposed motions on issues that impact any chapter as a whole must be announced at least 2 weeks in advance prior to the vote to allow opportunity for chapter input to be taken on the issue.
- B. At least two-thirds vote of the Panhellenic Council shall be required to approve a re-colonization 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 the amendment of these bylaws.)

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President, Vice President of Operations, Vice President of Public Relations, and Vice President of Recruitment.

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 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 Lafayette College Panhellenic Association shall be appointed by the Lafayette College administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Lafayette College 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 committees of the Lafayette College Panhellenic Association can include the Judicial Board, Membership Recruitment Committee and the Public Relations Committee. Any executive council member can choose to form a committee if they seen a need for it and the rest of the executive council unanimously agrees on it.
- B. 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 Executive Board shall appoint members and chairman 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 an ex-officio member of all committees except the Judicial Board and the Alumni Interfraternity and Sorority Board (AISB).

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President as chairman and one representative from each regular, provisional, the president as an ex-officio member, and associate the College Panhellenic member groups. The Panhellenic advisor shall serve as a non voting 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 regulations of the Lafayette College 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. 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 Lafayette College Panhellenic Association shall be from January 1st to December 31st inclusive.

Section 2. Contracts

Dual signatures of the President, Vice President of Operations, and the Panhellenic Advisor shall be required to bind the Lafayette College Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Lafayette College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President or Vice President of Operations.

Section 4: Business Bank Account

The President, Vice President of Operations, and the Advisor shall have the information to manage the Panhellenic Business Bank Account. A credit card with the name "Panhellenic Council Member" is used for purchases to eliminate the need for reimbursement and checks. The credit card is held by the Advisor and a sign out sheet will keep track of the handler of the card. Any member of the executive board can sign out and use the credit card for Panhellenic purposes.

Section 5. Payments

All payments due to the Lafayette College Panhellenic Association shall be received by the Vice President of Operations, who shall record them. Checks for payments shall be made payable to the Lafayette College Panhellenic Association. Only documented record of payments can be eligible for reimbursement

Section 6. 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 is set as \$20.00 and shall be payable on or before November 1st.
 - Panhellenic Association membership dues shall be collected on yearly basis.
- C. ICS program fees shall be paid as invoiced by the use of the ICS program.

Section 7. 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 Lafayette College 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 Lafayette College Panhellenic Association shall be considered a violation. Violations will be directly sent to the President of the Panhellenic Council.

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 Lafayette College 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 Lafayette College 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, 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 Panhellenics Judicial Appeal Committee. The Lafayette College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Membership Selection

- A. A deferred 1st Year (Fall Semester) formal recruitment shall be held.
- B. The National Panhellenic Conference Quota-Total system shall be followed, using the Preferential Bidding System.
- C. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, total will be automatically adjusted no later than 72 hours following bid distribution. The adjustment will be to median chapter size unless the College Panhellenic adopts an acceptable alternative formula according to the Manual of Information. The preferential bidding system and new release figure method should be used.
- D. Except during the formal recruitment period, Continuous Open Bidding shall be in effect during the college year (fall through spring) for all eligible women students.
 - a. A list of new, initiated and affiliated members shall be filed with the Executive Board and the Panhellenic Advisor within the first month of each semester.

- b. If a chapter has not filled basic quota during formal recruitment, they may do so in continuous open bidding.

NOTE: Vacancies in chapter total are not created by the granting of alumni status to undergraduate members except when a member is recolonizing.

Article XIII. Hazing

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

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Lafayette College Panhellenic Council by at least two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at least 2 weeks in advance prior to the vote allowing an opportunity for chapter input.

Article XVI. Dissolution

This Association shall be dissolved when only one regular member exists at Lafayette College. 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
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)
- Office Procedures
- Financial considerations (i.e., paying for staff)
- Recruitment Counselor selection/requirements/expectations