



## Bylaws of Arkansas Tech University Panhellenic Association Updated: February 2, 2016

### Article I. Name

The name of this organization shall be the Panhellenic Council of Arkansas Tech University.

### Article II. Object

The object of the Panhellenic Council shall be to develop and maintain fraternal 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 organizations 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. Membership Classes

There shall be two classes of membership: regular and provisional.

- A. **Regular membership.** The regular membership of the Panhellenic Council shall be composed of all chapters of NPC fraternities at Arkansas Tech 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 Panhellenic Council shall be composed of all colonies of NPC fraternities at Arkansas Tech 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 women's organizations.

## 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 Panhellenic Council bylaws, code of ethics, Recruitment Rules and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the Panhellenic Council shall be President, Vice President, Secretary, Treasurer, Director of Recruitment, and Director of Public Relations.

### 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 Arkansas Tech University Panhellenic Association shall be eligible to serve as any officer if elected by their chapter.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in Arkansas Tech University Panhellenic Association shall not be eligible to serve as an officer.
- C. Members from women's fraternities with below a 2.7 GPA will not be deemed eligible to serve as any officer.

### Section 3. Selection of Delegates, Alternates, and Executive Board Representatives.

Delegates, alternates, and executive board representatives to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing no later than four weeks before the fall commencement.

### Section 4. Delegate Vacancies.

When a delegate or executive board representative vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within one week and to notify the Panhellenic Council secretary and/or advisor of her name, email address and

telephone number.

#### Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin January 1st of each year.

#### Section 6. Removal

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
- B. Any officer that falls below a 2.7 cumulative GPA during her term of office will immediately resign her position.

#### Section 7. Duties of Officers

- A. The President shall:
  - Preside at all regular and special meetings of the Panhellenic Council.
  - Preside at all meetings of the Executive Board. Note: If the Executive Board exists.
  - Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
  - Meet regularly with the Panhellenic Advisor and other University Administrators as needed.
  - Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - Ensure that the NPC College Panhellenic annual report is completed.
  - Communicate regularly with the NPC area advisor. Manual of Information, 20th Edition 2015 College Panhellenic Model Bylaws 75
  - Maintain current copies of the following: [name of institution] 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 NPC College Panhellenic reports, and other pertinent materials.
  - Be responsible for the official external correspondence of Arkansas Tech University Panhellenic Association unless provided for otherwise, including serving as the official voice of sororities to any external groups.
  - Attend all major Panhellenic activities as deemed mandatory by the Panhellenic Advisor so long as a 4 week notification is given. Examples include, but are not limited to, AFLV, Greek Leadership Retreat, and any National Panhellenic sponsored program (e.g., Something of Value and Advanced Panhellenic)
  - All monetary transaction, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through Primary Advisor for the purpose of liability issues and /or to avoid unwarranted

situations which may affect the entire council or Arkansas Tech University Greek Community.

- Assist with recruitment.
  - Perform all other duties as assigned.
- B. The Vice President shall:
- Perform the duties of the president in her absence.
  - Be familiar with the NPC Manual of Information and all governing documents of this Association.
  - Perform the duties of the President in her absence, or inability to serve;
  - Provide programming that reflects the needs and interests of the Panhellenic Community.
  - Visit with member chapters regularly to determine what chapter needs are not being met as well as which the Panhellenic Association efforts are particularly strong;
  - Build rapport and establish positive working relationships between the CPC and chapter leaders;
  - Maintain an up-to-date notebook with an accurate account of all activities pertaining to her office;
  - Call and preside overall Judicial Board hearings.
  - Interview and select a Judicial Committee.
  - Conduct Judicial Board training sessions which meet the criteria within the Judicial Procedures.
  - Inform chapter presidents and council delegates of current judicial procedures.
  - Assist in the review and revision of the Panhellenic Bylaws and recruitment rules.
  - All monetary transaction, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through Primary Advisor for the purpose of liability issues and /or to avoid unwarranted situations which may affect the entire council or Arkansas Tech University Greek Community.
  - Assist with recruitment.
  - Perform other duties as necessary.
- C. The Secretary shall:
- Keep an accurate roll of the members of Panhellenic Council.
  - Record, report, and distribute minutes to the Panhellenic delegates and NPC Area Advisor of all meetings of the Panhellenic Council and Executive Board actions.
  - Keep an up-to-date roll of the members of Panhellenic Council and call it at all Council Meetings.
  - Prepare a schedule of meetings dates/times and roster of Panhellenic delegates to be distributed to each Panhellenic Council delegate at the start of each new semester.
  - Record minutes of all meetings of the [Arkansas Tech] Panhellenic Council and the Executive Board. Note: If the Executive Board exists.
  - 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.
  - Maintain a complete and up-to-date drive in the Panhellenic Office which will include a copy of the current Bylaws, current Panhellenic Council budget, current

National Panhellenic Council Manual of Information and related materials, current correspondence and materials received from the National Panhellenic Conference Area Advisor, copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.

- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- All monetary transaction, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through Primary Advisor for the purpose of liability issues and /or to avoid unwarranted situations which may affect the entire council or Arkansas Tech University Greek Community.
- Register Panhellenic as registered student organization each fall with the Office of Student Involvement and Leadership Office via theLink.
- Hand out chapter totals, and compile chapter totals.
- Assist with recruitment.
- Perform all other duties as assigned.

D. The Treasurer shall:

- Supervise the finances of the [Arkansas Tech] Panhellenic Association.
- Send out dues payment sheets accordingly.
- Be responsible for the prompt payment of all bills for Arkansas Tech University Panhellenic Association.
- Be responsible for all reimbursements between officers and Panhellenic Council and between other registered student organizations and Panhellenic.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each [Arkansas Tech] Panhellenic Association member sorority.
- 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 [Arkansas Tech] Panhellenic Association.
- Maintain current 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- All monetary transaction, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through Primary Advisor for the purpose of liability issues and /or to avoid unwarranted situations which may affect the entire council or Arkansas Tech University Greek Community.
- Assist with recruitment.
- Perform all other duties as assigned.

E. The Director of Recruitment shall:

- Be responsible for the organization of Formal Recruitment in cooperation with the Panhellenic Advisor.
- Coordinate recruitment activities throughout the year.
- Keep a record of new members, disaffiliated new members, and re-affiliating new members and current statistics concerning the number of initiated members.

- Compile Recruitment statistics following Formal Recruitment.
  - Compile all Recruitment rules and schedules.
  - Head the committee for selection of Recruitment Counselors.
  - Maintain a flow of ideas among other National Panhellenic organizations concerning Panhellenic Recruitment.
  - Compile Recruitment evaluations from the Potential Members, Chapter Recruitment Chairwoman, Alumnae Advisor and Recruitment Counselors.
  - Chair the Rho Sigma Selection Committee.
  - Develop, execute, and assess all Rho Sigma Training.
  - Provide Rho Sigma scheduling during the week of recruitment.
  - Maintain a complete and up-to-date file of all materials related to this position.
  - Attend all major Panhellenic activities as deemed mandatory by the President so long as a 4 week notification is given.
  - All monetary transactions, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through the Primary Advisor for the purpose of liability issues and/or to avoid unwarranted situations which may affect the entire council or Arkansas Tech University Greek Community.
  - Perform all other duties as assigned.
- F. The Director of Public Relations shall:
- Promote the visibility and positive aspects of Panhellenic life on campus and in the community.
  - Create and distribute media materials including news releases, banners, flyers, displays, slide shows, and/ or videos to be used in publicizing activities, recognizing achievements and recruitment efforts of the Panhellenic community.
  - Coordinate faculty/staff appreciation, displays and staffing for RSO Fairs, Time out for Tech, and other campus or Panhellenic activities as determined by the Panhellenic Council.
  - Work closely with the Recruitment Director to create appropriate and engaging advertising for Panhellenic events and programs.
  - Compile a calendar of events from Panhellenic sororities each semester and distribute to the Greek Life Office, IFC, NPHC, GPB, and Order of Omega.
  - Primary Manager of all Social Media utilized by the Panhellenic Council. Including recruitment marketing materials.
  - Coordinate and publish a CPC Newsletter with policy changes and individual chapter successes.
  - Take note of what campus initiatives and events our council and sororities should be getting involved in; ways we can actively engage in the campus community.
  - Execute a Public Relations and Marketing system that emphasizes the positive activities of the Panhellenic Council and the Greek Community as a whole, as well as special events and /or programming executed by the Panhellenic Executive Council.
  - Maintain a complete and up-to-date file of all materials related to this position in the Panhellenic Office.
  - Attend all major Panhellenic activities as deemed mandatory by the President so long as a 4 week notification is given.

- All monetary transactions, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through the Primary Advisor for the purpose of liability issues and /or to avoid unwarranted situations which may affect the entire council or Arkansas Tech University Greek Community.

- Assist with recruitment.
- Perform all other duties as assigned.

G. Panhellenic Delegates shall:

- Attend all scheduled meetings on time. Attendance is defined as being present at both the beginning and the end of each meeting. If a delegate cannot be present at a meeting it is expected that a prepared alternate delegate will be sent in her place.
- Delegates should come to meetings with prepared chapter reports which should include, but are not limited to, recruitment events and progress, community service or philanthropic efforts, questions, ideas, thoughts or input.
- Serve as an active participant in meetings and report back to their chapter any information from the meeting. Special attention should be paid to matter concerning voting, recruitment, dues, deadlines, etc.
- Report to their respective National Delegate when necessary.
- Be familiar with National Panhellenic Conference and Arkansas Tech University policies
- Serve together as the one (1) voting representative for their chapter;
- Work with Executive Board members in the planning and hosting of Panhellenic events
- Write and submit 3 press releases per semester as well as one over the summer.
- Perform all other duties usually pertaining to this office.

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of Arkansas Tech 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 Arkansas Tech 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

Arkansas Tech University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Arkansas Tech 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 women's organizations, 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 organizations chapters.

#### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the delegate's chapter to select a replacement within 2 weeks and to notify the Panhellenic Association Vice President of Administration of her name, 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.

If a chapter is unable to send its primary delegate, an alternative delegate must be sent in the event of her absence. If the predetermined alternative delegate is not able to attend, the chapter can select another member that is in good standing to attend the meeting. For this representative to have voting rights, the chapter must notify the Panhellenic Council Secretary 24 hours in advance. If a chapter is not represented at a general meeting, then that chapter will be issued a \$30 fine, to be paid at the following meeting. If the primary delegate arrives after the meeting has been called to order, their chapter will be issued a \$15 fine, to be paid at the following meeting.

#### Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and 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 the written request of no less than one-fourth of the member women's fraternities of Arkansas Tech 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 Arkansas Tech University Panhellenic Association shall constitute a quorum for the transaction of business.

### Section 9. Vote Requirements

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

## Article VII. The Panhellenic Advisor

### Section 1. Appointment

The Panhellenic advisor of Arkansas Tech University Panhellenic Association shall be appointed by Arkansas Tech University administration.

### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to Arkansas Tech 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 committees of Arkansas Tech University Panhellenic Association shall be the Judicial Board and Member 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. Appointment of Committee Membership

The 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 an ex-officio member of all committees except the Judicial Board.

#### Section 3. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a 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.

#### 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 Arkansas Tech University Panhellenic Association shall be from January 1st to December 31st inclusive.

#### Section 2. Contracts

Dual signatures of the Panhellenic President and Vice President of Administration shall be required to bind Arkansas Tech University Panhellenic Association on any contract.

#### Section 3. Checks

All checks issued on behalf of Arkansas Tech University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures Panhellenic President and Vice President of Administration.

#### Section 4. Payments

All payments due to Arkansas Tech University Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to Arkansas Tech University Panhellenic Association.

#### Section 5. Dues

- A. NPC dues shall be paid annually based on an invoice from the National Panhellenic Conference.
- 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 after the primary recruitment period.
  - The dues of each Panhellenic Association member women's organizations shall be paid within two weeks of receiving an invoice.

#### Section 6. 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 organizations. Arkansas Tech 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.

#### Section 3. Extension Occurrence

1. When all NPC chapters at Arkansas Tech University are close to or over Total the Panhellenic Council shall consider raising Total or adding another chapter.
2. Such a chapter shall be organized by an NPC women's organizations or through organization of a local sorority which may petition an NPC women's organizations for a chapter.
3. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus.
4. The Panhellenic Council shall adhere to Arkansas Tech University' Colonization Procedures.

### 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 Arkansas Tech 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. Arkansas Tech 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. Arkansas Tech 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. Arkansas Tech University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

### Section 4. Time & Location

All Mediations and Judicial Board Hearings will occur within three weeks from the date the Vice President of Administration & Standards received the Violation Report. All parties involved will receive a Notice of Infraction including the date of the Mediation or Judicial Board Hearing.

All Mediations and Judicial Board Hearings will be held on Wednesday evenings beginning at 5:00pm. If any party cannot attend on the designated date, it is their responsibility to notify the Vice President of Administration and Standards immediately to reschedule.

## 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 Arkansas Tech 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 Arkansas Tech University Panhellenic Association may adopt.

### Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of Arkansas Tech University Panhellenic Council 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 Arkansas Tech 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.

## **Standing Rules of Arkansas Tech University Panhellenic Council**

### Article I. Recruitment Rules

#### Section 1. Committee

Recruitment Rules are to be annually reviewed and agreed upon by members of the Member Recruitment Committee.