
BYLAWS

OF THE

CLARION UNIVERSITY

PANHELLENIC ASSOCIATION

Revised 9/2015

Bylaws of Clarion University Panhellenic Association

Article I. Name

The name of this organization shall be the Clarion University Panhellenic Association.

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women's fraternity life and interfraternity relations at a high level of accomplishment and in 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. Membership Classes

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

- A. **Regular membership.** The regular membership of the Clarion University Panhellenic Association shall be composed of all chapters of NPC fraternities at Clarion 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. Each regular member will be able to participate in recruitment and hold a committee position on the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Clarion University Panhellenic Association shall be composed of all colonies of NPC fraternities at Clarion 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 Clarion University Panhellenic Association. The membership eligibility requirements and the

process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Clarion University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Clarion University Panhellenic Association shall be president, vice president of committees, vice president of recruitment and public relations, secretary and treasurer

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 Clarion University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Clarion 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 Clarion University Panhellenic Association shall be eligible to serve as an officer except President or the officers in charge of recruitment.

Section 3. Selection of Officers

The offices of President, Vice President of Committees, Vice President of Recruitment, Secretary, Treasurer and Assistant to the Vice President of Recruitment/Public Relations. The Clarion University Panhellenic Association shall be elected by ballot. In the event that only one nominee is named, that nominee shall be declared elected.

Each chapter shall have no more than one nominee per executive board position per election.

Section 4. Office-Holding Limitations

No more than 2 member(s) from the same women's fraternity shall hold office during the same term.

Section 6. Term

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 fall academic term.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies/Special Elections

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

In a case where special elections are required, nominations shall be opened in the same manner in which regular elections are opened, and must be open for at least one week before voting can occur.

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.
- Meet 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: 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.
- Perform all other duties as assigned.

B. The Vice President of Committees shall:

- Perform the duties of the president in her absence.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Serve as an ex-officio member of all Panhellenic Association committees.
- Meet regularly with committee chairs.
- Communicate regularly with the Panhellenic advisor
- Perform all other duties as assigned.

C. The Vice President of Recruitment and PR

- Coordinate and oversee Informal and Formal Recruitment, including "Meet the Greeks"
- Present proposed recruitment dates and rules at least 2 weeks prior to the end of the Semester
- Meet regularly with the Panhellenic Advisor
- Work with Panhellenic advisor and National Panhellenic on recruitment processes and standards
- Assist the PHC advisor in selection and training of recruitment counselors prior to formal recruitment
- Chair the Membership Recruitment Committee. In its capacity, she is responsible for the development, revision and enforcement of the recruitment policies established by her committee

D. The secretary shall:

- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Clarion University 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.
- Perform all other duties as assigned
- Chair of the Bylaws Committee
- Meet with the Panhellenic Advisor regularly

E. The treasurer shall:

- Supervise the finances of Clarion University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Clarion University 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 Clarion University Panhellenic Association.
- Communicate regularly with advisor
- 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.
- Perform all other duties as assigned

Assistant Vice President of Recruitment and PR

- Assist Vice President with recruitment training
- To help with recruitment councilor selection
- Manage PR for recruitment activities
- Communicate regularly with advisor
- Complete other duties as assigned

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Clarion 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 Clarion University Panhellenic Association including, but not limited to: annually review and adjust total as needed; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The Clarion University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Clarion University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary 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 year

Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of April. 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 the Clarion 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 9. Quorum

Two-thirds of the delegates from the member fraternities of the Clarion University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. 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. Each chapter will have one vote (to be given by the Senior Delegate)
- C. 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.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the president, vice president of committees, vice president of recruitment and public relations, secretary, treasurer and assistant 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 Clarion University Panhellenic Association shall be appointed the Clarion University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Clarion 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 the Clarion University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.

- B. The Committees of the Panhellenic Council shall be as follows: Community Service (2), Interfraternity Council Representative (IFC), Parliamentarian, Fundraising (2), Risk Management / Baccus Gamma, Women's Health and Issues, Scholarship (2), Student Senate, Public Relations.

Section 2. Appointment of Committee Membership

The Vice President of Committees 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.

Community Service

Senior and Junior Chair

Any person who holds the position of the Community Service Senior or Junior chair must:

- Organize and plan at least one community service event each semester.
- Keep up to date on community service events happening on campus.
- Provide a report that includes the current activities of the community service committee, any charitable works or community service events occurring on campus, and any tips for each chapter to utilize in bettering their community service.

Fundraising

Senior and Junior Chair

Any person who holds the position of a Fundraising chair must:

- Assist in planning and organizing any and all Panhellenic fundraising events.
- Keep up to date on all fundraising activities conducted by Greek life.
- Provide a weekly report to the Panhellenic Council that includes:
 - All current activities of the Fundraising Committee.
 - Any current or future fundraisers held by Greek life.
- Chair the Circle of Sisterhood Committee and host events relevant to raising money and awareness for circle of sisterhood.
- Create plans that best serve this foundation.

Interfraternity Council (IFC)

Any person who holds the position of the IFC chair must:

- Attend weekly IFC meetings.
- Be up to date on all Panhellenic Council events so you can provide information at the IFC meetings.
- Provide a weekly report to Panhellenic Council that includes:
 - Any future events being planned by IFC.
 - Anything discussed at the IFC meeting.

Parliamentarian

Any person who holds the position of the Parliamentarian chair must:

- Interpret the NPC Manual of Information and PHC constitution and Bylaws.
 - Read any section that is relevant to current proceedings.
- Keep the PHC constitution and bylaws up to date.
- Provide a weekly report to the PHC that includes:
 - Current activities of the Parliamentarian.
 - Tips on how to integrate a parliamentarian position into a chapter.
 - Tips on how to integrate Roberts Rules into a meeting.

Risk Management/ Bacchus Gamma

Any person who holds the position of the Risk Management Committee chair must:

- Attend weekly Bacchus Gamma meetings.
- Provide a weekly report to the Panhellenic Council of all information presented at Bacchus Gamma meetings.
- Read and be familiar with the Clarion University Anti-Hazing Policy
- Include in the weekly report, any tips, statistics or other information that will promote the health, wellness or safety of Panhellenic Council's delegates and constituent chapters.

Women's Health and Issues

Any person who holds the position of Women's Health and Issues must:

- Host a sisterhood retreat that reflects the values of our council.
- Provide facts and raise awareness of issues that are pressing to women today.

Scholarship

Senior and Junior Chair

Any person who holds the position of the Scholarship Senior/Junior chair must:

- Provide a report at each meeting that contains information pertaining to scholarship, grades, studying, etc.
- Host a scholarship banquet each semester to recognize outstanding academic achievement.

Student Senate

Any person who holds the position of the Student Senate chair must:

- Attend weekly student senate meetings.
- Give a detailed weekly report at each Panhellenic Council Meeting that includes:
 - All topics discussed that are relevant to Greek life.
 - All future events discussed.
 - Details about money disbursed, events sponsored and any matter that was put up to a vote.

Public Relations

Any person who holds the position of Public Relations must:

- Publicize all events held by the Panhellenic Council.
- Assist all committees with publicizing their events.
- Provide a strong, united image of the Panhellenic community across campus including outside students, faculty and administrators.

C. Term. The standing committees shall serve for a term of one semester

Section 3. Judicial Board

The Judicial Board shall:

- consist of the vice president of committees as chairman and junior delegate members

The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall:

- Participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor.

The procedures to be followed,

- proper questioning techniques,
- the rights of the charged organizations,
- evaluating evidence, and
- Deliberations and sanctioning

The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Clarion University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman, who shall be the Vice President of Recruitment, and one representative from each Panhellenic Chapter. 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 5. 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 Clarion University Panhellenic Association shall be from June 1st to May 31st.

Section 2. Contracts

Signatures of the President or Treasurer and Panhellenic Advisor, in conjunction with a representative from the Clarion Students Association, shall be required to bind the Clarion University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Clarion University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the president or the treasurer, and Panhellenic advisor.

Section 4. Payments

All payments due to the Clarion University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Clarion University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each Panhellenic Association member fraternity shall be payable on or before the first meeting of the semester.

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 fraternity. The Clarion 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 Clarion University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Clarion 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 Clarion 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 Panhellenics Judicial Appeal Committee. The Clarion University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals 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 Clarion 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 Clarion University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Clarion 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 Clarion 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.