Bylaws of Armstrong State University Panhellenic Association

Article I. Name

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

Article II. Object

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

1. **Regular membership.** The regular membership of the Armstrong State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Armstrong 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.

2. **Provisional membership.** The provisional membership of the Armstrong State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Armstrong 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.

3. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Armstrong State University Panhellenic Association. The membership eligibility requirements and
the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

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

Article IV. Officers and Duties

Section 1. Officers
The officers of the Armstrong State University Panhellenic Association shall be president, vice president of recruitment, vice president of judicial, vice president of programming and philanthropy, secretary, and treasurer.

Section 2. Eligibility

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

1. **Regular membership.** Members from women’s fraternities holding regular membership in the Armstrong State University Panhellenic Association shall be eligible to serve as any officer.

2. **Provisional membership.** Members from women’s fraternities holding provisional membership in the Armstrong State University Panhellenic Association shall not be eligible to serve as an officer.

3. **Associate membership.** Members from women’s fraternities holding associate membership in the Armstrong State University Panhellenic Association shall not be eligible to serve as an officer.
Section 3. Selection of Officers
The offices of president, vice president recruitment, vice president judicial and vice president programming and philanthropy, secretary, and treasurer of the Armstrong State University Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

A. The College Panhellenic Board will accept applications for all positions listed above, and the officers will be chosen after individual interviews held by the College Panhellenic Board. Closed discussion will be held and a 1-5 rating scale (ex: 1 is not suitable for the position, and 5 is the best person suitable) will be used to decide on officers.

Section 4. Office-Holding Limitations
No more than 3 member(s) from the same women’s fraternity and a minimum of 1 member from each women’s fraternity shall hold office during the same term.

A. Chapter delegates do not count in the 3 member limitation.
B. No chapter executive board members shall hold any Panhellenic executive board positions.
C. President, vice president of recruitment, and vice president of judicial shall each have one year of experience serving any officer position on the Panhellenic Council in order to be considered for those positions (beginning in Spring 2016).

Section 5. Nomination Procedure
Potential candidates will be nominated by their respective chapters and will then submit an application and go through an interview process. The current executive board will then discuss the candidates and use a rating system to determine slate. Chapter delegates will then return to their respective chapters with slate and candidate applications for discussion and voting on each position.

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 and terminate at the beginning of each spring semester. Officer transition will occur during the first two meetings of the spring semester.

Section 7. Removal
Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
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

1. 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: Armstrong State University 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.
   - Serve as an alternate for VP of programming and philanthropy at committee meetings if the VP is unable to attend.
   - Will perform room checks during formal recruitment.
   - In charge of presiding over the executive board.
   - Must disaffiliate prior to and during formal recruitment.
   - Perform all other duties as assigned.

A. The vice president of recruitment 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.
   - Will be in charge of all marketing for recruitment.
   - Receive and review formal recruitment plans, then present them to the executive board for approval.
   - Delegates will directly report to the VP of recruitment regarding recruitment issues and the VP recruitment will present all issues to the executive board.
• Pi Chi applications will be sent directly to the VP recruitment and they will be presented to the executive board for decision
• Will perform room checks during formal recruitment
• Must disaffiliate prior to and during formal recruitment
• Serve as chairman of the Membership Recruitment Committee
• Perform all other duties as assigned.

B. The vice president of programming and philanthropy
• Shall be familiar with the NPC Manual of Information and all governing documents of this association
• Shall be responsible for planning and overseeing all panhellenic philanthropy events
• Shall be responsible for non-recruitment marketing, fundraisers, socials, and Pi Chi training
• Will assist VP of recruitment when needed
• Will promote the general positive public relations for sorority life on the Armstrong Campus
• Will work with other governing bodies on Armstrong’s Campus
• Serve as chairman of the Programming and Philanthropy Committee
• Perform all other duties as assigned.

C. The vice president of judicial
• Shall be familiar with the NPC Manual of Information and all governing documents of this association
• Is responsible for keeping in close contact with the NPC area advisor regarding all judicial matters
• Will work with VP of recruitment to revise recruitment policies and procedures annually
• Will be responsible for following through with judicial procedures in conjunction with advisor
• Will follow all policies and procedures straight out of the Manual of Information
• Serve as chairman on the Judicial Board.
• Must disaffiliate prior to and during formal recruitment
• Perform all other duties as assigned.

D. The secretary shall:
• Keep an up-to-date roll of the members of Panhellenic Council.
• Record minutes of all meetings of the Armstrong State 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.

E. The treasurer shall:
● Supervise the finances of the Armstrong State University Panhellenic Association.
● Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Armstrong State 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 Armstrong State University 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.
● Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority
The governing body of the Armstrong 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 Armstrong State University 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 Armstrong State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Armstrong State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates
Delegates 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 spring semester each 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, email address and telephone number.

Section 5. Regular Meetings
Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term.

Section 6. 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 fewer than one-fourth of the member women’s fraternities of the Armstrong 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 Armstrong State University Panhellenic Association shall constitute a quorum for the transaction of business.
Section 9. Vote Requirements

1. 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.

2. 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 VI. The Executive Board

Section 1. Composition
The composition of the Executive Board shall be the president, vice president of recruitment, vice president of judicial, vice president of programming and philanthropy, secretary, and treasurer.

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. All members of the Executive Board shall remain unbiased throughout their term in order to work for the betterment of the community as a whole.

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

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the Armstrong 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
1. The standing committees of the Armstrong State University Panhellenic Association shall be the Judicial Board, Membership Recruitment, and Programming and Philanthropy Committee.
2. 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 Executive Board 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. Judicial Board
The Judicial Board shall consist of the Vice President of Judicial as chairman and 1 member from each of the College Panhellenic member groups. Members will be appointed by the executive board. The candidates must apply for this position and are not required to be members of the Panhellenic Executive Board. 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
Armstrong State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee
The Membership Recruitment Committee shall consist of the Vice President of Recruitment as chairman and one representative from each regular, provisional, and associate member 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. Programming and Philanthropy Committee
The Programming and Philanthropy Committee shall consist of the Vice President of Programming and Philanthropy as chairman and one member from each sorority. The Programming and Philanthropy Committee shall be responsible for all matters pertaining to academic excellence, philanthropy, assist with new member series, pre-recruitment events, and fundraising.

Section 9. 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 Armstrong State University Panhellenic Association shall be from July 1st to June 30th inclusive.

Section 2. Contracts
Dual signatures of the treasurer and Panhellenic advisor shall be required to bind the Armstrong State University Panhellenic Association on any contract.
Section 3. Checks
All checks issued on behalf of the Armstrong State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: treasurer and Panhellenic advisor.

Section 4. Payments
All payments due to the Armstrong State University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Armstrong State University Panhellenic Association.

Section 5. Dues
1. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

2. 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 twenty (20) dollars per member per semester payable on or before September 30th of each fall academic semester and on or before March 1st of each spring academic 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 Armstrong 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 Armstrong State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution
Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Armstrong State University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

1. Mediation. Mediation is the first step of the judicial process. The Armstrong State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
2. 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.
3. 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 Armstrong State 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 Armstrong 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 Armstrong State University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Armstrong State 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 Armstrong State University. In the event of the dissolution of this Association none of the assets of the Association shall be distribute 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.