

**Bylaws of Baker University Panhellenic Association**  
(Revised November 2016)

Article I. Name

The name of this organization shall be the Baker 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 two classes of membership: regular and associate.

- A. **Regular membership.** The regular membership of the Baker University Panhellenic Association shall be composed of all chapters of NPC fraternities at Baker 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 Baker University Panhellenic Association shall be composed of all colonies of NPC fraternities at Baker 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 Baker 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.

*NOTE [See College Panhellenic Resource Information chapter in the Manual of Information, Membership Statuses, for additional information on membership classes.]*

## 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 Baker 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 Baker University Panhellenic Association shall be president, executive vice president, vice president of communications and operations, vice president of community outreach and scholarship, vice president of recruitment, and assistant vice president of recruitment.

#### Section 2. Eligibility

Officers must have at least a minimum cumulative grade point average of 2.5.

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 Baker University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Baker 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 Baker University Panhellenic Association shall be eligible to serve as an officer if the offices are held by rotation.

#### Section 3. Selection of Officers

The offices of president, vice president, vice president of administration and finance, vice president of community outreach, vice president of recruitment, assistant vice president of recruitment, vice president of public relations, and the vice president of educational development of the Baker University Panhellenic Association shall be held by each eligible chapter. Officers will apply and interview for position(s). The current Panhellenic Executive Council will provide a slate to the general council members. The officers shall be popularly elected by simple majority.

#### Section 4. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election

#### 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

##### A. The president shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board (if it exists).
- 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: Baker 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.
- Organize meeting agendas for Council meetings
- Facilitate operation and maintain awareness of the Council
- Act as a spokesperson for the Council and the sorority community
- Maintain positive communication with Baker University Officials
- Release Information to Baker University President, Dean of Student Affairs, and other administrators regarding the efforts of the sorority community.
- Perform all other duties as assigned.

##### B. The executive vice president 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.
- Maintain oversight of vice presidents
- Serve as parliamentarian at council meetings
- Annually review and update the Panhellenic Bylaws and other standing rules as necessary
- Receive and present any requests for changes or amendments to the Panhellenic Bylaws and other standing rules of the Baker University Panhellenic Association to the Council
- Educate Council members and chapters on the Roberts Rules of Order, Judicial Board, Panhellenic Bylaws and other standing rules.
- Serve as Chairman of the Judicial Board (unless infraction is against her own member fraternity)
- Coordinate Judicial Board hearings and train all Judicial Board Justices, as needed
- Annually review and update the Judicial Board Manual
- With the help of the vice president of communications and operations, create an end of the semester report outlining the activities of the Judicial Board over the past semester in preparation for meetings with all members of the Interfraternity Council and Panhellenic Executive Council, the Greek Advisor, and the Dean of Student Affairs, to present the accomplishments of the Interfraternity Council and Panhellenic Council over the past semester
- Coordinate a semi-annual Risk Management Retreat
- Perform all other duties as assigned.

C. The vice president of administration and finance shall:

- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Baker University Panhellenic Council and the Executive Board (if it 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.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Supervise the finances of the Baker University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Baker 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 Baker 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.
- Perform all other duties as assigned

D. The vice president of community outreach shall:

- Meet regularly with chapter philanthropy chairs and community service chairs in order to:
  - Assist in the organization and execution of chapter and community philanthropy events.
  - Assign post – evaluation forms to gauge effectiveness and profitability of the events.
- Educate chapter representatives on upcoming community service opportunities.
- Organize sorority community philanthropy and community service events once a semester.
- Collect chapter’s community service hours and philanthropy amounts raised.
- Perform all other duties as assigned.

E. The vice president of recruitment shall:

- Work with the assistant vice president of recruitment.
- Plan and facilitate formal and informal recruitment events.
- Prepare a presentation for students during orientation sessions.
- Facilitate regular chapter recruitment chair meetings and coordinate plans of all chapter recruitment chairs.
- Co-Chair the Membership Recruitment Committee
- Organize summer mailings or e-mail, and social media correspondence with vice president of marketing.
- It is recommended that this officer reside in Baldwin City
- Perform all other duties as assigned.

F. The assistant vice president of recruitment shall:

- Work with the vice president of recruitment.
- Coordinate the selection process of recruitment counselors.
- Coordinate the training of recruitment counselors.
- Oversee the functions of the recruitment counselors during the recruitment process.
- Co-Chair the Membership Recruitment Committee
- Perform all other duties as assigned.

G. The vice president of public relations

- Create and maintain a comprehensive events calendar.
- Responsible for keeping council website up to date.
- Create marketing material for formal and informal recruitment

- Coordinates with member chapters and Membership Recruitment Committee to have systematic semester reviews of chapter pages and sorority life pages.
- Hold member chapters and Panhellenic Council accountable in upholding policies for appropriate maintenance of chapter sites
- Meet with Baker University Marketing Department to fully assess and develop a comprehensive public relations campaign.
- Organize summer mailings or e-mail, and social media correspondence with vice president of recruitment.
- Perform all other duties as assigned.

#### H. The vice president of educational development

- Plan and execute regular meetings with chapter educational programmers and scholarship representatives to:
- Facilitate open discussion pertaining to academic progress of member chapters and the sorority community as a whole.
- Suggest ways intended to improve the grade point averages of member chapters.
- Collect scholarship information from chapters pertaining to plans and methods of raising collective grade point averages.
- Set realistic goals for academic progress in the sorority community
- Distribute semester reports of academic progress.
- Facilitate alcohol awareness educational programs in the sorority community.
- Coordinate non-alcoholic sorority events.
- Perform all other duties as assigned.

### Article V. The Panhellenic Council

#### Section 1. Authority

The governing body of the Baker 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 Baker 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 Baker University Panhellenic Council shall be composed of one delegate and the chapter president from each regular and associate member group at Baker 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. An alternate delegate shall act and vote in the place of the delegate when the delegate is absent. An alternate delegate will be selected by the chapter president, providing her credentials have

been presented to the association president in advance of the meeting and the alternate has been informed of relevant issues.

### Section 3. Selection of Delegates and Alternates

A delegate and to the Panhellenic Council shall be selected by her 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 term.

### Section 6. 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 two-third of the member women's fraternities of the Baker 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 7. Quorum

All Chapter delegates from the member fraternities of the Baker University Panhellenic Association shall constitute a quorum for the transaction of business.

### Section 8. 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 VI. The Executive Board

### Section 1. Composition

The composition of the Executive Board shall be the president, executive vice president, vice president of communications and operations, vice president of community outreach and scholarship, vice president of recruitment 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 Baker University Panhellenic Association shall be appointed by the Baker University administration

#### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Baker 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 Baker University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, and Alumnae Advisory Council
- 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 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 and the Alumnae Advisory Council.

### Section 3. Judicial Board

The Judicial Board shall consist of :

- Chairman (may be elected or appointed); votes
- Vice chairman (may be elected or appointed); votes.
- 6 members (2 member from each chapter) representing sororities holding regular or associate (if provided for in the College Panhellenic bylaws, Article III) membership in the College Panhellenic Association; each votes
- The fraternity/sorority advisor as an ex-officio member; does not vote.

A Panhellenic judicial board member must be an initiated, undergraduate member in good standing according to the definition of her chapter at the time of appointment and throughout her term. Must maintain a grade point average of 2.5 or higher at time of appointment and throughout her term.

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. 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 Baker University Panhellenic Association that are not settled informally or through mediation.

### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular 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. The committee will conduct reviews of chapter website links and panhellenic information at the conclusion of every academic term and submit recommendations for improvement.

### Section 5. Alumnae Advisory Council

The Alumnae Advisory Council shall consist of one alumna advisor from each regular, provisional and associate member group at Baker University as identified in Article III. The alumnae advisors to the Panhellenic Council shall be selected by their respective fraternity chapters to serve for a term of one year.

## Section 6. 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 Baker University Panhellenic Association shall be from July, 1 to June, 30 inclusive.

### Section 2. Contracts

Dual signatures of the vice president of communications and operations and Panhellenic advisor shall be required to bind the Baker University Panhellenic Association on any contract.

### Section 3. Checks

All checks issued on behalf of the Baker University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the vice president of communications and operations, and the Panhellenic Advisor.

### Section 4. Payments

All payments due to the Baker University Panhellenic Association shall be received by the vice president of communications and operations, who shall record them. Checks for payments shall be made payable to the Baker 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 once per semester on the date established by the Panhellenic Executive Board

### 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 Baker 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 Baker University Panhellenic Association shall be considered a violation.

College Panhellenic Violation reporting form can be found at Baker University Greek Life webpage

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

Baker University Panhellenic Association Complete Judicial Procedures can be found at Baker University Greek Life webpage.

## Article XII. Hazing

Hazing is defined as any activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; being forced to publicly wear apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies. Every new member/member shall be required to read and sign the Men's and Women's Fraternity Hazing Code within the first 30 days of the fall semester. **New members shall be required to attend a presentation of the Executive Council on hazing before signing the code.** If hazing is seen it is to be reported to the Office of Student Life.

#### Article XIII. Parliamentary Authority

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

#### Article XIV. Amendment of Bylaws

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

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:

- Code of Ethics
- Recruitment Rules
- Judicial Procedures
- Social Events
- Recruitment Counselor selection/requirements/expectations
- Panhellenic Council Limits of Responsibilities and General Duties