

**BYLAWS OF THE  
PANHELLENIC ASSOCIATION OF  
NORTHERN KENTUCKY UNIVERISTY**

**Article I. Name**

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

**Article II. Object**

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

**Article III. Membership**

**Section 1. Membership Classes**

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

- A. **Regular membership.** The regular membership of the Panhellenic Association of Northern Kentucky University shall be composed of all chapters of NPC fraternities at Northern Kentucky 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 Association of Northern Kentucky University shall be composed of all colonies of NPC fraternities at Northern Kentucky 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 Panhellenic Association of Northern Kentucky University. 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 Panhellenic Association of Northern Kentucky University 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 Panhellenic Association of Northern Kentucky University shall be President, Executive Vice President, Vice President-Membership, Vice President-Communications, Vice President-Programming, and Director of Recruitment Counselors.

### 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 Panhellenic Association of Northern Kentucky University shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Panhellenic Association of Northern Kentucky University shall not be eligible to serve as an officer.

- C. **Associate membership.** [Members from women's fraternities holding associate membership in the Panhellenic Association of Northern Kentucky University shall not be eligible to serve as an officer.

### Section 3. Selection of Officers

The offices of President, Executive Vice-President, Vice President-Membership, Vice President-Communications, Vice President-Programming, Director of Special Programs and Scholarship, and Director of Recruitment Counselors shall be elected by the current Panhellenic Council delegates during the fall semester. The term of office shall begin with the first Panhellenic Council meeting of the spring semester and conclude at the end of the following fall semester.

All officers of Panhellenic Council shall have read the Constitution and Bylaws of the Panhellenic Association of Northern Kentucky University, applicable sections of the NPC Manual of Information, and shall have undergone officer training prior to becoming active in their offices.

### Section 4. Qualifications of Officers

1. Must be in good standing with the University by maintaining a previous-semester and cumulative minimum GPA of 2.5.
2. Must be an initiated member of their fraternity and an undergraduate at Northern Kentucky University at the time of election or appointment.
3. Chapter presidents may not hold an Executive Council position in the Panhellenic Association during their term(s) in the chapter.

### Section 5. Office-Holding Limitations

No more than 2 members 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 spring 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

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:

- Call and preside at all regular and special meetings of the Panhellenic Association of Northern Kentucky University.

- Preside over all regular and special meetings of the Panhellenic Council.
- Call and preside at all meetings of the Panhellenic Council 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: Panhellenic Association of Northern Kentucky University 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.
- Administer the logistical process for formal recruitment (ICS,SAP,room reservations/assignments and forms/documents)
- Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity?
- Serve as the official spokesperson of the Panhellenic Association.
- Perform all other duties as assigned.

B. Executive Vice President shall:

- Perform all duties of the President in her absence or at her call.
- Serve as the chairperson of the Judiciary Committee.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts when necessary.
- Be responsible for the general supervision of the finances of the Panhellenic Association.
- Be responsible for the preparation of the annual budget and following its approval by the Council, for providing a copy for each Association member fraternity and each member of the council.
- Maintain current financial records; give a financial report at each regular meeting of the council and an annual report at the close of her term of office.
- Perform all other duties usually pertaining to this office.

C. The Vice President-Membership:

- Coordinate all Formal Recruitment activities pertaining to the Panhellenic association member fraternities (recruitment meetings).

- Coordinate recruitment specific events.
- Submit a recruitment budget to the Executive Vice-President.
- Serve as Chairperson of the Panhellenic Recruitment Committee.
- Provide a written summary of each Recruitment Committee meeting to each Panhellenic Association member Fraternity.
- Assist Director of Recruitment Counselor with her responsibilities.
- Plan and coordinate the recruitment retreat
- Perform all other duties usually pertaining to this office.

D. The Vice President-Communications shall:

- Keep an up-to-date roll of the members of the Panhellenic Council and call it at each meeting.
- Keep full minutes of all meetings of the Panhellenic Association of Northern Kentucky University, and record all action taken by the Executive Board.
- Coordinate all marketing for Panhellenic events and formal recruitment.
- Maintain a current and accessible website for the Panhellenic Association.
- Administer the Orgsync, Twitter, and Facebook accounts by making events and keeping each page up to date.
- Maintain on campus a complete and current file which will include all past and current minutes of meetings of the Panhellenic Association and all correspondence.
- Be responsible for all external correspondence on behalf of Panhellenic Council unless stated otherwise.
- Perform all other duties usually pertaining to this office.
- NOTE: The majority of this office pertains to marketing the events of Panhellenic Council and publicizing events on campus.

E. The Vice President-Programming:

- Shall be responsible for the development of leadership programming.
- Shall be responsible for scheduling and supervising all Panhellenic campus and/or community projects, including blood drives.
- Shall seek to provide at least one service project per semester.
- Shall be responsible for planning and supervising all non-recruitment related activities (not assigned to another officer) of the Panhellenic Association.
- Shall be responsible for keeping a current calendar of all events of the Panhellenic Council member fraternities and of major campus social events.

- Shall be responsible for coordinating Greek Week activities and in conjunction with the appropriate officer from other Fraternity and Sorority Councils.
- Shall serve as Chair of and be responsible for convening a Greek Week committee at least 6 months prior to the actual week.
- Perform all other duties usually pertaining to this office.

F. Director of Recruitment Counselors:

- Coordinate the application and selection of Recruitment Counselors.
- Coordinate the training of the Recruitment Counselors.
- Assists with the coordinating of recruitment specific events.
- Coordinate a Gamma Chi Reunion at the end of the fall semester.
- Perform all other duties usually pertaining to this office.

G. Director of Special Programs and Scholarship:

- Shall coordinate an annual activity to celebrate scholastic excellence and recognize members and chapters for scholastic achievements.
- Coordinate the Rachel Votruba Arête Women in Leadership Award.
- Coordinate the New Member Dues Scholarship.
- Coordinate the Panhellenic Bid Day Activities and the Panhellenic Community Photograph.
- Assist the Vice President of Programming with her responsibilities.
- Perform all other duties usually pertaining to this office.

H. Director of Inclusivity:

- Shall coordinate event(s) that encourage collaboration with culturally based Fraternity and Sorority Councils and Chapters.
- Attend meeting(s) and program(s), upon invitation, as a liaison between Panhellenic Council and culturally based student organizations.
- Encourage, through programming and relationship building, the development of a more inclusive Panhellenic Community.
- Connect with Offices included in the Center for Student Inclusiveness as well as the Office of International Students and Scholars and others to identify opportunities for collaboration.

I. Panhellenic Delegates and Alternates:

- Attend all Panhellenic Council meetings.
- Support the NPC Unanimous Agreements, policies and procedures.
- Understand local Panhellenic policies and procedures and serve as the liaison to her chapter in communicating such information.

- Present regular Panhellenic reports at chapter meetings.
- Know when and how to contact the NPC Area Advisor or NPC delegates regarding chapter or Panhellenic concerns.

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the Panhellenic Association of Northern Kentucky University shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of Panhellenic Association of Northern Kentucky University 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.

- A. To allow groups to achieve parity as quickly as possible at the conclusion of primary recruitment, the Panhellenic Association of Northern Kentucky University shall automatically reset total at the first meeting of the Association held following the conclusion of the Formal Recruitment and Bid Acceptance activities. This meeting must take place within 72 hours of the conclusion of Bid Acceptance. Total will be determined by the average chapter size (ACS) rounded down to the nearest whole number.

### Section 2. Composition and Privileges

The Panhellenic Association of Northern Kentucky University shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Northern Kentucky 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 at the beginning of the spring academic term.

### 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 President 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. 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 Panhellenic Association of Northern Kentucky University. 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 Panhellenic Association of Northern Kentucky University 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 VI. The Executive Board



The Executive Board shall:

1. Select Recruitment Counselors and, in making these selections, recognize representation from all member fraternities when possible.
2. Administer routine business between meetings of the Panhellenic Council when advisable and other business as has been approved for action by Panhellenic Council.
3. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council by the Vice President-Communications and inserted in the minutes of that meeting.
4. Be disaffiliated from their respective chapters during formal recruitment from the day set aside for recruitment counselor disaffiliation to the day following the conclusion of formal recruitment.

## Article VII. The Panhellenic Advisor

### Section 1. Appointment

The Panhellenic advisor of the Panhellenic Association of Northern Kentucky University shall be appointed by Northern Kentucky University Administration.

### 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Panhellenic Association of Northern Kentucky University. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

## Article VIII. Committees

### Section 1. Standing Committees

- A. The standing committees of the Panhellenic Association of Northern Kentucky University shall be the Judiciary Committee, the Recruitment Committee, and the Public Relations 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

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. Judicial Board

The Judicial Board shall consist of the Executive Vice President as Chairperson and the members of the Executive Board. The Panhellenic advisor shall serve as a nonvoting ex-officio member. NOTE [See *Judicial Procedures Handbook chapter of the NPC Manual of Information for the composition of the Judicial Board.*] 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 Panhellenic Association of Northern Kentucky University 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 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 8. Public Relations Committee

The Public Relations Committee shall consist of the Vice President-Communications as Chairperson and Executive Council as members. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Panhellenic Association of Northern Kentucky University. This committee shall work closely with all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member women fraternities.

### 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 Panhellenic Association of Northern Kentucky University shall be from January 1 through December 31.

#### Section 2. Contracts

The signature of the President and the Panhellenic Advisor shall be required to bind the Panhellenic Association of Northern Kentucky University.

#### Section 3. Checks

All checks issued on behalf of the Panhellenic Association of Northern Kentucky University shall be signed by the Executive Vice-President and counter-signed by the Panhellenic Advisor.

#### Section 4. Payments

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

#### 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 second meeting in February. Chapters and colonies delinquent in payment of dues shall be subject to a fine of one dollar per person per day, each day of delinquency.

#### 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 Northern Kentucky 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 Panhellenic Association of Northern Kentucky University 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 Panhellenic Association of Northern Kentucky University shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The Panhellenic Association of Northern Kentucky University 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 Panhellenic Association of Northern Kentucky University 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 Panhellenic Association of Northern Kentucky University 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 Panhellenic Association of Northern Kentucky University may adopt.

#### Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Panhellenic Association of Northern Kentucky University 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 Northern Kentucky 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.

## STANDING RULES

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Recruitment Rules
- Judicial Procedures
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)
- Office Procedures
- Financial considerations (i.e., paying for staff)
- Recruitment Counselor selection/requirements/expectations