



Bylaws

Angelo State University
Panhellenic Association

Bylaws

Angelo State University

Panhellenic Association

Article I. Name

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

Article II. Object

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

- I. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- II. Promote superior scholarship as basic to intellectual achievement.
- III. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- IV. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
- V. Act in accordance with such rules established by Panhellenic Association as to not violate the sovereignty, rights, and privileges of member women's fraternities.

Article III. Membership

Section I: Membership Classes

There shall be three classes of membership: Regular, Provisional and Associate.

- I. The **REGULAR** membership of the Angelo State University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference women's fraternities at Angelo State University.
- II. The **PROVISIONAL** membership of the Angelo State University Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference colonies and pledged chapters at Angelo State University.
- III. The **ASSOCIATE** membership of the Angelo State University Panhellenic Association shall be composed of all members in good standing of local sororities or interest groups or national or regional non-National Panhellenic Conference member groups that have met the requirements for membership in the Angelo State University Panhellenic Association. These requirements include:
 - I. Proven sustainability by actively growing over the course of two full academic semesters.

- II. Majority of the membership is made up of women of first year, sophomore, and junior semester standing.
- III. Developed programming and membership development that is in line with our values of fraternal life-leadership development, academic excellence, community service, and sisterhood
- IV. Support from the Greek Life program within the Center for Student Involvement (CSI) at Angelo State University.
- V. Maintains risk management policies, including anti-hazing, that are in line with policies of Angelo State University.
- VI. Support from advisor or alumnae.

All **ASSOCIATED** members will agree to abide by NPC UNANIMOUS AGREEMENTS and policies.

Clause 1: In order for an interest group to become a member of the Panhellenic Association, the group must meet the all requirements listed above. The interest group must present a Petition for Membership to the Panhellenic Association that provides information proving that the interest group meets all of the preset requirements, as well as the following: examples of values based programming and member development, involvement in the campus community, level of advisor or alumnae support, and continued growth in membership. A copy of the current Bylaws and any other governing policies including risk management and anti-hazing policies must also be submitted.

Clause 2: The interest group must present the Petition for Membership at a Panhellenic Association meeting and provide enough copies of all material for each member group of the Panhellenic Association as well as the Panhellenic Association Executive Board and Panhellenic Advisor. The Petition for Membership shall be voted on following consideration of the current voting members of the chapters at the next Panhellenic Council meeting immediately following completion of the review process adopted by the National Council for each voting group.

Section II: Privileges and Responsibilities of Membership

I. Duty of Compliance.

- a. All members without regard to membership class, shall comply will all NPC Unanimous Agreements and be subject to the Angelo State University Panhellenic Association, and the Panhellenic Council 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

Section I: Officers

- I. The offices of President, Vice President of Recruitment, Secretary, Treasurer, and Programs, and Public Relations Chairmen of the Angelo State University Panhellenic Council shall be held in rotation by each eligible woman's fraternity chapter in order of its installation at Angelo State University.
 - a. Each officer is required to attend all meetings of Panhellenic Council and Executive Council. Officers are granted 2 excused meetings per semester. An excused meeting is defined as a meeting in which the delegate informs the Panhellenic Secretary of her absence at least 24 hours prior to the meeting and sends the chapter alternate. If the 24 hours deadline is not met and a replacement is not sent a fine will be billed to the chapter.
 - b. Excuses will be review by the Executive Board on an individual basis.

- II. The officers shall serve a term of one year. The term of office will begin with the first regular Panhellenic Council meeting in January and end with the last regular Panhellenic Council meeting in December.

Section II: Eligibility

- I. The officers shall be delegates from women's fraternities holding regular and associate membership in the Angelo State University Panhellenic Council. Delegates from organizations holding Associate membership shall not be eligible to hold office, unless such privileges are granted in the Panhellenic Bylaws.

- ~~II.~~ The President and Vice President of Recruitment should have served on the Panhellenic Council for at least one year,

- III. All officers shall be in good standing with their respective organizations and shall have a cumulative GPA of 2.5 or higher. An exception, if allowed by the officer's member organization, may be granted upon agreement of the Panhellenic Advisor, and in accordance with the organization's policies and practices. Women must be in good standing with Angelo State University maintaining at least a 2.0 minimum GPA.

Section III: Selection of Officers

- I. Elections will be held within each NPC woman's fraternity chapter. The election shall be for the designated offices as well as for two delegates. Candidates for the Panhellenic officer positions must meet the requirements set forth in the Panhellenic Bylaws.

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

III. Vacancies shall be filled in the same manner of selection as provided in **Section III.**

IV. Any officer failing to perform her duties as outlined shall resign and a successor shall be designated by selection as provided in Section III.

Section IV: Officer Duties

I. The President shall:

- a. Have overall responsibility for the operation of the Panhellenic Council.
- b. Call and preside at all regular and special meetings of the Angelo State University Panhellenic Council.
- c. Call and preside at all Panhellenic Council Officer meetings.
- d. Serve as a member ex-officio of all Panhellenic Association Committees.
- e. Maintain a complete and up-to-date President's file, which will include a copy of the current Angelo State University Panhellenic Association Bylaws and Standing Rules, the current NPC Manual of information and related materials, and other pertinent materials.
- f. Has been an initiated member of a women's fraternity for at least one academic year.
- g. Maintain current copies of the following: Angelo 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.
- h. Perform all other duties usually pertaining to this office.

II. The Vice President Shall

- a. Perform the duties of the President in her absence, inability to serve or at her call.
- b. Shall be familiar with the NPC Manual of Information and all governing documents of this association.

C. Serve as a Chairman of the Judicial Committee. Serve as Chairman of the Membership Recruitment Committee.

- c. Has been an initiated member of a women's fraternity for at least one academic year.
- d. Perform all other duties usually pertaining to this office.

III. The Secretary shall:

- a. Keep an up to date list of all the members of Panhellenic Council and call the roll at all Council meetings.
- b. Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association women's fraternity.
- c. Keep full minutes of all meetings of the Angelo State University Panhellenic Association, the Panhellenic Council and a record of all action taken by the executive board.
- d. Maintain a complete and up to date file that will include the minutes of meetings at Angelo State University Panhellenic Association and its Panhellenic Association from the previous semester; copies of all contracts made by the Panhellenic Association; and current correspondence.
- e. Be responsible for the official correspondence of the Panhellenic Council unless provided otherwise.
- f. Send meeting minutes to the members of the Panhellenic Council, designated advisors of these groups, the Panhellenic Advisor and the NPC Area Advisor.
- g. Perform all other duties usually pertaining to this office.

IV. The Treasurer shall:

- a. Be responsible for the general supervision of the finances of the Angelo State University Panhellenic Council.
- b. Be responsible for the preparation of the annual budget and, following its approval by the Panhellenic Council, for providing a copy to each Angelo State University Panhellenic Council member organization.
- c. Make each Panhellenic Executive member aware of the budget limitations and work closely with the Executive council to stay within the budget.

- d. Receive all payments due to the Panhellenic Council, collect all dues and give receipts.
- e. Be responsible for the prompt payment of the annual NPC dues and all bills of the Angelo State University Panhellenic Council.
- f. Maintain up-to-date financial records.
- g. Give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- h. Perform all other duties usually pertaining to this office.

ARTICLE V. THE PANHELLENIC COUNCIL

I. Purpose.

- a. The administrative body of Angelo State University Panhellenic Association shall be the Angelo State University Panhellenic Council.
- b. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Angelo State University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership and recruitment, which do not violate the sovereignty, rights and privileges of member fraternities.

II. Membership

- a. The Angelo State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each Regular, Provisional and Associate member group at Angelo State University as identified in Article IV.
- b. The Angelo State University Alumnae Advisory Council shall be composed of one alumna advisor from each Regular, Provisional and Associate member group at Angelo State University as identified in Article III.

III. Selection of Delegates and Advisors

- a. Delegates and alumnae advisors to Panhellenic Council shall be selected by their respective chapters to serve for a term of one calendar year.
- b. Whenever possible, the alternate delegate of one year shall be the delegate for the succeeding year.

IV. Delegate Vacancies

- a. When a delegate vacancy occurs, it shall be the responsibility of the

chapter concerned to select a replacement within two weeks and to notify the Panhellenic Association Secretary of her name, e-mail address and telephone number.

- b. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the chapter concerned shall fulfill the duties of the delegate in all cases, except that of President. The Vice President of Recruitment shall fulfill the duties of President.

V. Meetings

a. Regular.

- i. The Angelo State University Panhellenic Council shall hold at least one regular meeting monthly.
- ii. Regular Meeting of the Panhellenic Council shall be held bi-weekly on Tuesday's at 5:15pm at a location designated by the Greek Life advisor.

b. Special.

- i. A special meeting of the Angelo State University Panhellenic Council may be called by the President when necessary. She shall also call such meeting upon the written request of any Regular or Associate member women's fraternity at Angelo State University.
- c. The reporting delegate from each regular, provisional or associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Angelo State University Panhellenic Council.
- d. If a delegate or officer is more than five (5) minutes late to a meeting, and a replacement has not been sent in her place, her organization may be subject to a \$5.00 fine paid to the Treasurer.
- e. If a delegate or officer is absent from a Panhellenic Council meeting and no alternate is sent in place, her organization may be subject to a \$15.00 fine paid to the Treasurer.

VI. Officers

- a. The officers of the Angelo State University Panhellenic Association shall also serve as the officers of its Panhellenic Council. These officers shall serve as the Executive Board of the Panhellenic Council and shall have such powers and duties as are prescribed in the Bylaws of the Angelo State University Panhellenic Council.

VII. Voting

- a. The voting body of the Angelo State University Panhellenic Association shall be its Panhellenic Council.
- b. The voting members of the Panhellenic Association shall be the

delegates from each woman's fraternity holding Regular membership. The delegate from each group holding Associate membership shall be a voting member if the College Panhellenic Association as grants the right outlined in Article V. If a delegate is absent, its alternate shall cast the vote of her chapter. If both delegate and alternate are absent, a member of the chapter may cast the vote, provided she is in good standing with her chapter.

- c. 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.
- d. Each group with voting rights shall have one vote as provided by the NPC Unanimous Agreements.
- e. Three-quarters of the voting members of the Panhellenic Council shall be required to establish membership recruitment rules, to determine Quota and to establish total chapter size, to set the date for recruitment and to add a chapter. A majority vote shall be required to carry all other questions.

VIII. Voice

- a. The alternate delegates and members of the Alumnae Advisory Council shall have voice but no vote.

ARTICLE VI. THE EXECUTIVE BOARD

The Executive Board Shall:

- I. Appoint Standing and Special Committees and their chairmen and, in making these appointments, recognize representation from all member fraternities.
- II. Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council Vote.
- III. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council through the Recording secretary, and record the action in the minutes of that meeting.

ARTICLE VII. PANHELLENIC ADVISOR

I. The Panhellenic Advisor shall be appointed by:

- a. The Angelo State University administration or
- b. The Panhellenic Council and the Alumnae Advisory Council or
- c. The Alumnae Advisory Council

- II. The Panhellenic Advisor shall serve in an advisory capacity to the Angelo State University Panhellenic Association.

ARTICLE VIII. STANDING COMMITTEES

The Standing Committees of the Angelo State University Panhellenic Association shall be the President Committee, Judicial Board (JBOARD), Membership Recruitment Committee, Programming Committee, Public Relations Committee, and any other committees depending on the size and needs of the Panhellenic Association. The Standing Committees shall serve a term of one year. Immediately following the selection of officers for the ensuing year, the President-elect shall call a meeting of the Executive Board to appoint committee chairmen and members.

I. President's Committee

- a. The President's Committee shall consist of the President of the Panhellenic Council, along with the presidents of the member organizations.
- b. Duties. It shall be the duty of the President's Standing Committee to promote the general welfare of the Angelo State University Greek Community and the Panhellenic Council.

II. Judicial Board

- a. The Judicial Board shall consist of the vice president as chairman and 4 members (two from each Member Fraternity. The Panhellenic advisor shall serve as a nonvoting member.
- b. 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 Angelo State University Panhellenic Association that are not settled informally or through mediation.
- c. 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.

III. Membership Recruitment Committee

- a. The Committee shall consist of the Vice President of Recruitment as

chairperson, the recruitment chairman's of the respective organizations, and an alumnae advisor from each chapter.

b. Duties.

- i. The Committee shall be responsible for all Panhellenic Council matters related to membership recruitment. This Committee shall be responsible for reviewing and developing membership recruitment rules and regulations, submitting them for discussion and approval to the Panhellenic Council and distributing copies of the approved document to the delegate of the member women's fraternities. The revised rules should be presented for discussion no later than one month following completion of formal recruitment.
- ii. Following each membership recruitment period, the Chairperson shall present a full report, including recommendations to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment evaluations from new members, potential new members who withdrew, to the delegates of each member group, the chapter advisors, and the Alumnae Advisory Council, if applicable.

IV. Programming Committee

- a. The Programming Standing Committee shall be composed of the Programs Chair of Panhellenic as chairperson, along with the officer of the member organizations responsible for programming.

b. Duties.

- i. The Programming Committee shall be responsible for the planning and supervising of all social activities and events of the Angelo State University Panhellenic Council (Greek Week and Greek Awards). This Committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council member fraternity and of major campus events.

V. Public Relations Committee

- a. Membership. The Public Relations Committee shall consist of the Public Relations Chair of Panhellenic as chairperson, and the Public Relations Chairs of the respective women's fraternity chapters.
- b. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Angelo State University

Panhellenic Council. This Committee shall make sure that the news media is kept informed of favorable publicity about the Panhellenic Association and its chapters.

ARTICLE IX. FINANCE

- I. **FISCAL YEAR.** The fiscal year of the Angelo State University Panhellenic Association shall be from January 1 through December 31.
- II. **CONTRACTS.** The signatures of two of the following shall be required to bind the Angelo State University Panhellenic Council: President, Treasurer, and Panhellenic Advisor.
- III. **CHECKS.** All checks issued on behalf of the Angelo State University Panhellenic Association shall be signed by two of the following: President, Vice President of Recruitment, Treasurer, and Panhellenic Advisor.
- IV. **PAYMENTS.** All payments due to the Angelo State University Panhellenic Council shall be made to the Treasurer, who shall record them. Checks for payments shall be made payable to the Angelo State University Panhellenic Association.
- V. **DUES.**
 - a. NPC College Panhellenic dues are paid yearly as invoiced by the NPC office.
 - b. Panhellenic Association membership dues shall be an assessment per member and new member.
 - i. The amount of such dues shall be determined by Panhellenic Council. The dues of each Panhellenic Association membership shall be \$3.00 per member per semester and \$10.00 per new member per semester. The amount of such dues can be changed if the need arises by the Panhellenic Association at its first meeting. Associate members/interest groups shall pay half of the regular member dues.
 - ii. Time of Payment. The dues of each Panhellenic Association member organization shall be payable at the beginning of each academic semester, two weeks after notice given by the President or Treasurer. For each day late, a \$1 fee will be added per chapter.

VI. FEED AND ASSESMENTS

- a. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

ARTICLE X. EXTENSION

- I. Extension is the process of adding an NPC women's fraternity.
- II. The Angelo 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.
- III. Voting rights. Only regular members of the Panhellenic Council shall vote on extension matters.

ARTICLE XI. UNANIMOUS AGREEMENTS AND POLICIES

- I. All members of the Angelo State University Panhellenic Council shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS.
- II. All Angelo State University Panhellenic Council rules and policies shall be in harmony with those currently established by National Panhellenic Conference.

ARTICLE XII. VIOLATION RESOLUTION

Violations of the National Panhellenic Conference UNANIMOUS AGREEMENTS, any regulations of Bylaws, of membership recruitment rules, of rules concerning matters other than membership recruitment, shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

I. Violation

- a. 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 Angelo State University Panhellenic Association shall be considered a violation.

II. Informal resolution

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

III. Judicial process

- a. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Angelo State University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.
 - i. Mediation. Mediation is the first step of the judicial process. The Angelo State University Panhellenic Association shall follow all

NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

- ii. 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.
- iii. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Angelo State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

ARTICLE VIII. HAZING

- I. Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned

ARTICLE XIV. PARLIMENTARY AUTHORITY

- I. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Angelo 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 Angelo State University Panhellenic Association may adopt.

ARTICLE XV. AMENDMENT OF BYLAWS

- I. These bylaws may be amended at any regular or special meeting of the Angelo State University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced at the previous regular meeting allowing an opportunity for chapter input.

ARTICLE XVI. DISSOLUION

- I. This Association shall be dissolved when only one regular member exists at Angelo State 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.

Amended on 9/20/2016

Voted on and approved