**Bylaws of Fort Hays State University Panhellenic Council**

**Adopted 5/3/18**

**Article I. Name**

The name of this organization shall be the Fort Hays State University Panhellenic Council (hereinafter referred to as the Panhellenic Council).

**Article II. Object**

*Section 1.* The object of the Panhellenic Council shall be to develop and maintain women’s sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women’s sororities and the university administration to maintain 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 sororities.

**Article III. Membership**

Section 1. Membership Classes

1. There shall be three classes of membership: regular, provisional, and associate.
	1. **Regular membership.** The regular membership of the Panhellenic Council shall be composed of all chapters of NPC sororities at Fort Hays State University. Regular members shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
	2. **Provisional membership.** The provisional membership of the Panhellenic Council shall be composed of all colonies of NPC sororities at Fort Hays 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 sorority
	3. **Associate membership.** Local sororities or inter/national or regional women’s non-NPC member organizations may apply for associate membership of the Panhellenic Council. Panhellenic Council shall determine the membership eligibility requirements and the process for submitting an application and approval of the application. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary 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 Panhellenic Council bylaws, code of ethics, and any additional rules this Panhellenic Council may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

**Article IV. Officers and Duties**

Section 1. Officers

1. The officers of the Panhellenic Council shall be President, Vice President, Secretary/Treasurer, Recruitment Chair, Campus/Community Relations Chair, and Philanthropy Chair.

Section 2. Eligibility

1. Only members from women’s sororities holding regular membership in the Panhellenic Council shall be eligible to serve as any officer.
2. Officers must have at least a 2.75 GPA.\*
3. The officers of the Panhellenic Council shall not be held by the individual member’s, chapter Vice President of Recruitment or an equivalent office of the same responsibilities.

Section 3. Selection of officers

1. The offices of President, Vice President, Secretary/Treasurer, Recruitment Chair, Campus/Community Relations Chair, and Philanthropy Chair of the Panhellenic Council shall be elected by ballot.

Section 4. Office-holding limitations

1. Each chapter shall have at least one (1), but no more than three (3) members holding office during the same term. No one chapter shall hold both the office of President and Recruitment Chair.

Section 5. Nomination procedure

1. Any Panhellenic member meeting the eligibility requirements outlined in Article IV, Section 2 may submit an officer application.
2. The nominating committee shall review applications. The nominating committee shall consider the qualifications of all candidates and conduct interviews if they deem it necessary.
3. The nominating committee shall nominate at least one name for each elected officer position. Nominees shall be announced at the third to last meeting of each calendar year.
4. The nominating committee shall be made up of two members from each chapter. Committee members shall be selected from individuals serving in the following groups in rank order until the committee is filled:
	1. Outgoing Panhellenic Executive Board officer
	2. Senior Delegates
	3. Junior Delegates
	4. Alternate Delegate selected by each chapter
5. Members applying for office shall not serve on the nominating committee. The members of the nominating committee shall elect their own chair and the Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee.

Section 6. Elections

1. Elections shall take place during the second to last meeting of each calendar year. Each officer shall be elected by a majority of votes cast.

Section 7. Term

1. The officers shall serve for a term of one year or until their successors are selected. The Panhellenic officer term shall begin immediately following the instillation.

Section 8. Removal

1. Any officer may be removed for reasonable cause by a vote of two-thirds of the Panhellenic Council.
2. Reasonable Cause of Removal is, but is not limited to:
	1. Failure to uphold duties as defined in Article IV, Section 10
	2. Violation of Panhellenic Bylaws
	3. Greater than 3 unexcused absences of Panhellenic Council and Panhellenic Executive Board meetings per semester
	4. Violation of the values as stated by the National Panhellenic Conference’s Creed

Section 9. Vacancies

1. Vacancies shall be filled by a procedure determined at the digression of the Panhellenic Executive Board.

Section 10. Duties of officers

1. The President shall:
2. Preside at all meetings of the Panhellenic Council and Executive Board.
3. Serve as an ex-officio member of all Panhellenic Council committees.
4. Communicate regularly with the Panhellenic advisor.
5. Serve as liaison between Interfraternity Council, Fraternity and Sorority Office Assistant, and Panhellenic Council in joint projects.
6. Ensure that the NPC College Panhellenic annual report is completed.
7. Communicate regularly with the NPC area advisor.
8. Maintain current copies of the Panhellenic Council bylaws, the budget, contracts, correspondence, and materials received from the NPC area advisor, all reports, and other pertinent materials.
9. The Vice President shall:
10. Perform the duties of the president in her absence.
11. Oversee all standing committees; reference By-Laws Article VIII: Committees.
12. Serve as Co-Chief Justice of the Fraternity/Sorority Judicial Board.
13. Provide opportunities for the development of Panhellenic sisterhood.
14. Serves as the de facto parliamentarian
15. The Secretary/Treasurer shall:
16. Keep an accurate roll of the members of Panhellenic Council.
17. Record minutes of all meetings of the Panhellenic Council and the Executive Board.
18. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
19. Send meeting minutes to the NPC area advisor.
20. Keep an up-to-date events calendar for all member women’s sororities.
21. Treasurer shall:
22. Supervise the finances of the Panhellenic Council.
23. Prepare the annual budget, and after its approval by the Panhellenic Council, provide a copy to each Panhellenic Council member sorority.
24. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
25. Pay promptly the annual NPC dues and all bills of the Panhellenic Council.
26. Maintain current 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.
27. Serve as the chair of the Scholarship Committee
28. The Recruitment Chair shall:
29. Collaborate with the President in deciding recruitment dates, schedules, and activities.
30. Be responsible for presenting a full report following each recruitment period, which will include recommendations to the Panhellenic Council.
31. Assist the Campus/Community Relations Chair with handling all recruitment marketing endeavors.
32. Serve as the chair for the Recruitment Committee.
33. Be responsible for setting up a meeting of the Recruitment Committee for reviewing and developing recruitment rules. Be responsible for submitting rules for discussion and approval to the Panhellenic Council, and distributing copies of rules, when approved, to the delegates of the member women’s sororities.

E. The Campus/Community Relations Chair shall:

A. Be responsible for all publicity for the Panhellenic Council, including newspaper articles, flyers, recruitment brochures, and any additional publicity materials the Council decides are necessary.

* 1. Be responsible for obtaining publicity information from all fraternity chapters.
	2. Assist in the management of all official social media accounts.
	3. Serve as the chair for the Publicity Committee.
1. The Philanthropy Chair shall:
2. Be responsible for organizing and planning Circle of Sisterhood events.
3. Provide and develop opportunities and events for members to serve.
4. Collect and maintain records of participation for all members, and funds raised.
5. Serve as the chair for the Philanthropy Committee.
6. General Duties of Officers
7. Fully train the succeeding officer.
8. Be familiar with the NPC Manual of Information and all governing documents of this Council.
9. Perform all other duties as assigned.

**Article V. The Panhellenic Council**

Section 1. Authority

1. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Panhellenic Council including, but not limited to:
	1. adjust total as needed
	2. determine dues
	3. approve the budget
	4. consider extension
	5. set a calendar of events
	6. determine programming
	7. establish recruitment rules and recruitment style.
2. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Council that do not violate the sovereignty, rights, and privileges of member women’s sororities.

Section 2. Composition and privileges

1. The Panhellenic Council shall be composed of one senior delegate and one junior delegate from each regular, provisional, and associate member organization at Fort Hays State University as identified in Article III.
2. The senior delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws.
3. The junior delegates shall have voice but no vote.

Section 3. Selection of delegates

1. Delegates to the Panhellenic Council shall be selected by their respective women’s sorority chapter~~s~~ to serve for a term of one year commencing upon selection by the chapter.
	1. The names of the selected delegates shall be turned into the Panhellenic Advisor by the second regular meeting of the semester.

Section 4. Delegate vacancies

1. When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Council secretary of her name, email address, and telephone number.

Section 5. Regular meetings

1. Regular meetings of the Panhellenic Council shall be held every Monday.
2. The room assignments and time of meeting will be established at the beginning of each academic term.
3. Roll will be called at each Panhellenic Council Meeting.

Section 6. Special Meetings

1. Special meetings of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of no less than one-fourth of the member women’s sororities of the Panhellenic Council.
2. 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

1. A majority of the delegates from the member sororities of the Panhellenic Council shall constitute a quorum for the transaction of business.
2. If quorum is not reached, regular meeting will not begin and business will not be conducted.

Section 8. Vote requirements

1. Proposed motions on issues that affect a member women’s sorority 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. The senior delegates of each member women’s sorority holding regular membership shall cast the vote of her respective fraternity.
3. If the senior delegate is absent, the junior delegate shall cast the vote of her member sorority. If both senior and junior delegates are absent, an alternate shall cast the vote.
4. In the event of a tie, the president will cast the deciding vote.
5. A simple majority vote shall be required to carry all questions.
6. 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 simple majority vote for adoption.

**Article VI. The Executive Board**

Section 1. Composition

1. The composition of the Executive Board shall be the president, vice president, secretary/treasurer, recruitment chair, Campus/Community Relations Chair, and philanthropy chair.

Section 2. Duties

1. 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.
2. 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

1. 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

1. 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

1. A majority of Executive Board members shall constitute a quorum for the transaction of business at Executive Board Meetings.

**Article VII. The Panhellenic Council Advisor**

Section 1. Appointment

1. The Vice President of Student Affairs shall appoint the Panhellenic Council Advisor.

Section 2. Authority

1. The Panhellenic Council Advisor shall serve in an advisory capacity to the Panhellenic Council.
2. The Panhellenic Council 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 Panhellenic Council shall be the Judicial Board, Recruitment Committee, Campus/Community Outreach Committee, Philanthropy Committee, and Scholarship Committee.
2. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers. Such term or office is to begin no later than six weeks before the end of the spring semester. A committee chair or member may be appointed to serve for a further term of office.
3. Immediately following the selection of officers for the ensuing year, the President-Elect shall appoint, with the approval of the Executive Board, the committee chairs, and members.
4. Each committee shall meet no less that once a semester.

Section 2. Appointment of committee membership

1. The Executive Board shall appoint members and chair 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 sororities as much as possible.
2. The president shall be an ex-officio member of all committees, except the Judicial Board.

Section 3. Judicial Board

1. The Panhellenic Council will follow the Fraternity and Sorority Judicial Policy, which is referenced on the Fort Hays State University Greek Life website ([www.fhsu.edu/greek](http://www.fhsu.edu/greek)).

Section 4. Recruitment Committee

1. The Recruitment Committee shall consist of the Panhellenic Recruitment Chair, the Recruitment Chair from each member women’s sorority, and additional members appointed by the chapters on an as need basis in equal representation.
2. The Panhellenic Recruitment Chair shall serve as chair of the committee.
3. This committee shall be responsible for:
	1. All Panhellenic Council matters related to recruitment.
	2. This committee shall be responsible for reviewing and developing recruitment rules
	3. Submitting them for discussion and approval to the Panhellenic Council
	4. Distributing copies when approved to the delegates of the member women’s sororities.
4. The committee shall also be in charge of planning any Panhellenic Recruitment events.
5. Following each recruitment period, the chair shall present a full report, including recommendations to the Panhellenic Council.

Section 5. Philanthropy Committee

1. The Philanthropy Committee shall consist of the Panhellenic Philanthropy Chair, the philanthropy chairs from each chapter, and the junior delegates from each chapter.
2. The Panhellenic Philanthropy Chair shall serve as chair of the committee.
3. This committee shall be responsible for planning all Panhellenic service projects.

Section 6. Campus/Community Relations Committee

1. The Campus/Community Relations Committee shall consist of the Campus/Community Relations Chair, the public relations chair or the chapter equivalent from each member women’s sorority, and additional members appointed by the chapters on an as need basis in equal representation.
2. The Campus/Community Relations Chair shall serve as the chair of the committee.
3. The Campus/Community Relations Committee shall publicize all events and activities relating to Panhellenic. This committee will work directly with the Recruitment Committee for printing and publicizing formal recruitment activities.

Section 7. Scholarship Committee

1. The Scholarship Committee shall consist of Panhellenic Secretary/Treasurer and the President, Vice President, and Scholarship Chairs from each chapter.
2. The Panhellenic Secretary/Treasurer shall serve as the chair of the committee.
3. The Scholarship Committee shall be responsible for, but not limited to:
	1. providing tips for study skills
	2. informing when relevant workshops are offered
	3. providing other resources for academic support.

**Article IX. Finances**

Section 1. Fiscal Year

1. The fiscal year of the Panhellenic Council shall be from July 1st to June 30th inclusively.

Section 2. Student Activity Account

1. Panhellenic Council will maintain a Student Activity Account through Fort Hays State University.
2. All policies and procedures for the handling of activity accounts will be followed.
3. The Panhellenic Advisor shall serve as the Budget Authority for this account.

Section 3. Payments

1. The Secretary/Treasurer, who shall record them, shall receive all payments due to the Panhellenic Council.
2. Checks for payment shall be made payable to the Fort Hays State University Panhellenic Council.

Section 4. Dues

1. NPC College Panhellenic dues shall be paid semesterly as invoiced by the NPC office.
2. Panhellenic Council membership dues shall be an assessment per member and new member.
3. The dues of each Panhellenic Council member fraternity shall be an assessment of $15.00

per active member per semester.

I $5 of this $15 is an excess fund to support Panhellenic events and sisterhoods.

1. The dues for each new member shall be $15.00 per semester.
2. The dues of each Panhellenic Council member sorority shall be payable in October and March for each respective semester.
3. Invoices shall be paid within two weeks of receipt.
4. Failure to pay dues on time will result in loss of voting privileges and a fine of $2 per day until the dues are paid.

Section 5. Fees and assessments

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

**Article X. Membership Recruitment**

Section 1. Formal Membership Recruitment

1. The formal membership recruitment period shall be in the fall of each academic year.
2. The Panhellenic Council shall determine the dates and rules no later than the proceeding spring semester.

Section 2. Automatic Reset of Total

1. To allow groups to achieve parity as quickly as possible at the conclusion of formal recruitment, the FHSU Panhellenic Council shall automatically reset total immediately at the completion of the formal recruitment period.
2. Total will be determined:
	1. Following formal recruitment and set to largest chapter size.
	2. For the spring semester by the Panhellenic Council, by the last meeting of the fall semester.

Section 3. Continuous Open Bidding

1. Continuous open bidding shall be in effect from the completion of formal recruitment until the Monday of finals week of the spring semester, excluding academic breaks.

Section 4. Summer Contacts

1. The Panhellenic Council will send letters and/or other advertisement materials concerning formal recruitment to prospective college women.
2. Member sororities may not contact prospective members during the summer; however, individual members may contact acquaintances to encourage participation in formal recruitment.

Section 5. Broken pledge

1. A student who has had her pledge broken by a chapter, or who has broken her pledge to a chapter, may not be extended a bid by another chapter until the next formal recruitment period. However, she may be re-pledged by the same chapter at any time.

**Article XI. Extension**

Section 1. Adding a NPC Women’s Sorority

1. The Panhellenic Council 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

1. Only regular members of the Panhellenic Council shall vote on extension matters.

**Article XII. Violation Resolution**

Section 1. Violation

1. Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members.
2. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules, and/or membership recruitment regulations of the Panhellenic Council shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

1. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation.
2. The Panhellenic Council shall follow all judicial procedures found in the Fraternity/Sorority Judicial Policy.

**Article XIII. Hazing**

Per the Unanimous Agreements, the NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned.

**Article XIV. Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Panhellenic Council when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws, and any special rules of order Panhellenic Council may adopt.

**Article XV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the 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 XVI. Dissolution**

This Panhellenic Council shall be dissolved when only one regular member exists at Fort Hays State University. In the event of the dissolution, none of the assets of the Panhellenic Council shall be distributed to any members of the Panhellenic Council, but after payment of all debts, its assets shall be placed in a holding account with Fort Hays State University until such time as the organization is re-established.