

BYLAWS OF ROANOKE COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Roanoke College Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

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 Roanoke College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Roanoke. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Roanoke College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Roanoke. 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.
- C. **Associate membership.** The associate membership of the Roanoke College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules. 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.

- a. *Criteria for Associate Membership: An organization seeking associate membership in the Roanoke College Panhellenic Association must meet the following criteria:*
 - *Be a women's-only fraternal organization recognized by Roanoke College.*
 - *Be an inter/national, regional, or local sorority that is not a member of the National Panhellenic Conference.*
 - *Be in good standing with Roanoke College and maintain compliance with all applicable institutional policies.*
 - *Demonstrate a commitment to scholarship, leadership, service, and the values of the Roanoke College Panhellenic Association.*
- b. *Application Process: An organization seeking associate membership shall submit a written application to the Panhellenic Council President. The application shall include:*
 - *A brief history and mission of the organization.*
 - *Documentation of recognition by Roanoke College.*
 - *A copy of the organization's governing documents or constitution.*
 - *Information regarding the organization's membership, advisor(s), and inter/national affiliation, if applicable.*
 - *Any additional information requested by the Panhellenic Council.*
 - *Following review of the application, the Panhellenic Council may invite representatives of the organization to meet with the Council to answer questions. Approval of associate membership shall require a majority vote of the Panhellenic Council.*

Section 2. Privileges and responsibilities of membership

Duty of compliance. As an organization chartered by NPC, Roanoke College Panhellenic and its members, without regard to membership class shall comply with all NPC Unanimous Agreements, policies and procedures and be subject to these Roanoke College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt.. To the extent such rules, regulations and requirements are inconsistent with any provision of the Roanoke College Panhellenic's governing documents, such NPC policies and procedures shall control. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The dues of each College Panhellenic Association member sorority shall be an assessment of \$25.00 per initiated member and new member, per semester. The amount of such dues for the following academic year shall be determined annually by the Panhellenic Council at its last meeting in April.
 - *The dues of each College Panhellenic Association member sorority shall be payable:*

- On or before **September 15** for the fall semester;
- Following the completion of primary recruitment, once each member organization has acquired new members, whose dues shall also be paid at that time;
- On or before **March 1** for the spring semester.
- For members joining through **informal recruitment**, the \$25.00 per-member dues shall be paid within **two (2) weeks** of the new member's bid acceptance (pledging) date.

Delinquent Payments and Notification.

*If a member organization fails to submit dues by the applicable deadline, the Panhellenic Vice President of Finance (or Treasurer) shall provide written notice of the delinquent payment to the chapter president and chapter treasurer within **seven (7) days** of the missed deadline. Payment shall be considered delinquent until all outstanding dues and applicable penalties have been paid.*

Penalty for Late Payment.

*The penalty for late payment of dues shall be **\$50.00 per week** for each member sorority until the outstanding balance is paid in full.*

Section 4. Fees and assessments

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the Roanoke College Panhellenic Association shall be president, vice president/recruitment, and treasurer.

Section 2. Duties of officers

A. The president shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Peer Accountability Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Roanoke College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.

- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).

B. The vice president shall:

- Perform the duties of the president in the elected/appointed president's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
- Oversee all College Panhellenic recruitment activities and events.
- Oversee all College Panhellenic recruitment publication efforts.
- Oversee College Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Recruit and train College Panhellenic recruitment counselors.
- Host all College Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Organize all College Panhellenic recruitment meetings.
- Keep complete and accurate records of College Panhellenic recruitment information.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Chair of the Membership Recruitment Committee.

D. The vice president of Finance shall:

- Supervise the finances of the Roanoke College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Roanoke College Panhellenic Association member sorority.
- Receive all payments due to the Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Roanoke College Panhellenic Association.
- 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as a member of the Peer Accountability Board as needed.

Section 3. Eligibility

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

- A. Regular membership. Members from women's-only sororities holding regular membership in the Roanoke College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's-only sororities holding provisional membership in the Roanoke College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's-only sororities holding associate membership in the Roanoke College Panhellenic Association shall not be eligible to serve as an officer.

Section 4. Selection of Officers

The offices of president, vice president/recruitment, and treasurer of the Roanoke College Panhellenic Association shall be held in rotation by each eligible women's-only sorority chapter in order of its installation at Roanoke College. If a member from the women's-only sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

Section 5. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the beginning of the spring academic term.

Section 8. Removal

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

Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Roanoke College 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 Roanoke College Panhellenic Association including, but not limited to: annual review of governing documents, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges

The Roanoke Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at Roanoke 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 delegate shall act and vote in the place of the

delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously 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-only sorority chapters to serve for a term of one year commencing at the start of the spring academic term.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the College Panhellenic Association president of the name, address, email and telephone number of the new delegate.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. 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 7. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the Roanoke College Panhellenic Association. Electronic or written 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: Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 9. Quorum

Two-thirds of the delegates from the member sororities of the Roanoke College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve all extension-related votes.
- 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. See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President/ Recruitment, and Treasurer.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the President, 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 upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 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 Roanoke College Panhellenic Association shall be appointed by Roanoke College Administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Roanoke College Panhellenic Association. 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 Roanoke College Panhellenic Association shall be the Peer Accountability Board and Membership Recruitment 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

The Panhellenic Council shall appoint members and chairs 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's-only sororities as much as possible. The president shall be an ex-officio member of all committees.

Section 3. Peer Accountability Board

The Peer Accountability Board must consist of the President as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the Roanoke College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chair and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee and shall have a 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 prior to the primary membership recruitment period. After each primary membership recruitment period, the chair 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 all participants in recruitment (e.g., new members, recruitment counselors, executive board officers, chapter officers, potential new members who withdrew, each member organization and chapter advisor, etc.).

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 Roanoke College Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Dual signatures of the President and Panhellenic Advisor shall be required to bind the Roanoke College Panhellenic Association on any contract.

Section 3. Checks

All checks and electronic payments issued on behalf of the Roanoke College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the treasurer and Panhellenic advisor.

Section 4. Payments

All payments due to the Roanoke College Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Roanoke College Panhellenic Association.

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

The Roanoke College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC 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 Roanoke College Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Peer accountability procedure

The Roanoke College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

Article XII. Hazing

NPC supports all efforts to eliminate hazing and each NPC member organization has its own set of policies condemning hazing.

Article XIII. Inclusion Statement

Roanoke College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Roanoke Panhellenic Council by a two-thirds vote, provided 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 College Panhellenic Association shall be dissolved when only one regular member exists at Roanoke. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.

STANDING RULES

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the 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:

- Time and dates of meetings
- Dues specific information
- Awards
- Financial considerations
- Peer accountability board procedures
- Office procedures
- Recruitment counselor selection, requirements and expectations
- Traditions (e.g., homecoming, advisors, installation, service projects)

CODE OF ETHICS

A College Panhellenic Association should adopt a code of ethics for the conduct of members in the Association. The code of ethics is the suggested introduction to the recruitment rules template. A template for a code of ethics can be found on the NPC website.

RECRUITMENT RULES

A College Panhellenic Association should adopt rules that pertain to recruitment of members to the Association. Recruitment rules are written as a separate document from the bylaws. A template for recruitment rules can be found on the NPC website. The recruitment rules shall be adopted or amended by a majority vote of the College Panhellenic Council at a regular meeting of the Council or at a special meeting called for such purpose, provided at least 24 hours' notice has been given; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.