

STANDING RULES

of the

ROANOKE COLLEGE PANHELLENIC ASSOCIATION

Adopted as a Companion Document to the Constitution and Bylaws

Revised July 2026

Preamble

These Standing Rules are adopted by the Panhellenic Council of the Roanoke College Panhellenic Association to govern the routine operational, procedural, and administrative practices of the Association. The Standing Rules are separate from, and subordinate to, the Roanoke College Panhellenic Association Constitution and Bylaws and the policies of the National Panhellenic Conference (NPC). In the event of any conflict between these Standing Rules and the Constitution, Bylaws, NPC Unanimous Agreements, or NPC policy, the Constitution, Bylaws, and NPC governing documents shall control.

These Standing Rules shall be distributed to and maintained by every member of the Panhellenic Council, including all Executive Board officers, chapter delegates and alternate delegates, and shall be reviewed at the start of each academic year.

Rule 1. Meetings

1.1 Regular Meetings

The Panhellenic Council shall hold regular meetings weekly during the fall and spring academic semesters. The specific day, time, and location of regular meetings shall be established by the Executive Board at the beginning of each academic term and communicated to all delegates, alternate delegates, and chapter advisors no later than the first week of the term.

1.2 Executive Board Meetings

The Executive Board shall meet regularly, at a time and place established at the beginning of each academic term, to conduct routine business, prepare for Council meetings, and address matters requiring attention between regular Council meetings, consistent with Article VI of the Bylaws.

1.3 Attendance Expectations

Attendance at all regular and special meetings of the Panhellenic Council is mandatory for the delegate (or alternate delegate) of each member sorority and for all Executive Board officers. Attendance is a core expectation of Panhellenic membership and reflects each chapter's commitment to the Association.

1.4 Alternate Delegates

Each member sorority shall designate an alternate delegate who shall act and vote in the delegate's place whenever the delegate is unable to attend a meeting, consistent with Article V, Section 2 of the Bylaws. The alternate delegate is expected to stay informed of Panhellenic business at all times so that she may step in without disruption to the chapter's representation.

1.5 Excused and Unexcused Absences

Each chapter delegate is permitted one unexcused absence per semester without penalty. Any additional absence must be reported to a member of the Executive Board at least twenty-four (24) hours prior to the meeting in order to be considered excused. Acceptable reasons for an excused absence include personal illness, family emergency, and other circumstances to be evaluated by the Executive Board on a case-by-case basis. Failure to secure an excused absence, or repeated absences, may be addressed by the Executive Board and, where appropriate, referred to the Peer Accountability Board.

1.6 Notification Requirements

If a delegate is unable to attend a regular or special meeting, she is responsible for arranging for her chapter's alternate delegate or a designated proxy to attend in her place and for notifying the Panhellenic President in advance of the meeting. Notice of special meetings shall be provided in accordance with Article V, Section 7 of the Bylaws.

1.7 Quorum

As provided in Article V, Section 9 of the Bylaws, two-thirds of the delegates of the member sororities of the Association shall constitute a quorum for the transaction of business. The Panhellenic President or presiding officer shall confirm quorum at the outset of each meeting before conducting a vote.

Rule 2. Officer Qualifications

In addition to the eligibility requirements set forth in Article IV of the Bylaws, each candidate for and holder of a Panhellenic office shall meet the following qualifications throughout her term:

- Maintain a cumulative grade point average of at least 2.5 at the time of election or appointment and throughout her term of office.
- Be a member in good standing with her chapter and with Roanoke College, free from any pending or active conduct sanction that would interfere with her ability to serve.
- Attend all regular and special meetings of the Panhellenic Council and the Executive Board, as well as any officer training sessions required by the Council or the Panhellenic Advisor.
- Complete a full and documented transition with her successor prior to the end of her term, including hands-on training and transfer of all relevant materials, as further described in Rule 5.
- Uphold and abide by the NPC Code of Ethics and the NPC Unanimous Agreements in all actions taken on behalf of the Association.
- Perform all duties described for her office in Article IV of the Bylaws and any additional duties assigned by the Panhellenic Council.
- Attend at least one National Panhellenic Conference-affiliated event or educational conference during her term of office, when made available, and report relevant takeaways to the Council.

Rule 3. Delegate Expectations

In addition to the responsibilities outlined in Article V, Section 5 of the Bylaws, each chapter delegate is expected to:

- Attend all regular and special meetings of the Panhellenic Council, representing her chapter with voice and vote.
- Maintain a cumulative grade point average of at least 2.5 throughout her term as delegate.
- Report Panhellenic Council business, decisions, and announcements back to her chapter in a timely and accurate manner, typically at the chapter's next regular meeting.
- Serve as the primary liaison between her chapter and the Panhellenic Council, and, as assigned, to other campus governing bodies such as the Campus Activities Board (CAB) and Student Government Association (SGA).

- Secure her chapter's alternate delegate or a designated proxy to attend any meeting she is unable to attend, in accordance with Rule 1.6.
- Bring her chapter's questions, concerns, and feedback to the Panhellenic Council in a constructive manner.
- Participate actively in Panhellenic-sponsored programming and events.

Rule 4. Executive Board Procedures

- The Executive Board shall meet regularly, in addition to regular Panhellenic Council meetings, to administer routine business and prepare for upcoming Council meetings, consistent with Article VI of the Bylaws.
- The Panhellenic President shall prepare and distribute a written agenda for each regular Council meeting in advance, allowing delegates time to gather chapter input on any item requiring a vote.
- The Executive Board shall meet with the Panhellenic Advisor(s) on a regular basis to review upcoming business, ongoing concerns, and Association operations.
- At the start of each academic year, the Executive Board shall engage in long-range planning covering the recruitment calendar, programming calendar, and annual budget for the year.
- The Executive Board is responsible for coordinating all Panhellenic programming described in Rule 9, ensuring a balance of educational, leadership, sisterhood, wellness, and community service opportunities across the year.
- All actions taken by the Executive Board between meetings of the Panhellenic Council shall be reported to the full Council, and recorded in the minutes, at the Council's next regular meeting, as required by Article VI, Section 2 of the Bylaws.

Rule 5. Officer Rotation and Transition

- The offices of President, Vice President/Recruitment, and Treasurer shall rotate among eligible member sororities in order of installation at Roanoke College, as provided in Article IV, Section 4 of the Bylaws.
- Each outgoing officer shall hold at least one formal transition meeting with her successor prior to the end of her term, covering the duties of the office, ongoing projects, upcoming deadlines, and any outstanding business.
- Each outgoing officer shall transfer to her successor all electronic files, shared drive access, passwords, and financial records relevant to her office no later than the end of her term.
- The outgoing President, incoming President, Treasurer, and Panhellenic Advisor shall visit the bank together to update all account signature cards within two (2) weeks of the officer transition.
- Outgoing officers are encouraged to remain available as a resource to their successors through the following semester as needed to ensure continuity of Association operations.

Rule 6. Financial Procedures

- Dues shall be invoiced to each member sorority by the Treasurer in accordance with the amounts and deadlines set forth in Article III, Section 3 of the Bylaws.
- The Treasurer shall provide a financial report at every regular meeting of the Panhellenic Council, including current balances, income, and expenditures since the previous report.
- The Treasurer shall prepare an annual budget for approval by the Panhellenic Council and shall distribute a copy of the approved budget to every member sorority.
- The Treasurer shall maintain complete, accurate, and up-to-date financial records throughout the year, including a running ledger of dues payments, receipts issued, and expenditures, and shall prepare a full annual financial report at the close of her term.
- Bank account signature cards shall be updated after every officer transition, consistent with Rule 5.
- Late payment of dues shall be handled in accordance with the delinquency notice and penalty provisions of Article III, Section 3 of the Bylaws.

Rule 7. Recruitment Counselors (Pi Chis)

Recruitment Counselors, known as Pi Chis, serve a critical role in guiding potential new members through the recruitment process. The following procedures shall apply:

- Interested members shall participate in a formal application process administered by the Vice President of Recruitment.
- Applicants shall be interviewed by the Vice President of Recruitment and, where applicable, other members of the Executive Board prior to selection.
- Selected Recruitment Counselors must have and maintain a cumulative grade point average of at least 2.3.
- Recruitment Counselors must formally disassociate from their chapter no later than June 1 preceding the fall recruitment period and shall remain unaffiliated through the completion of Bid Day.
- Recruitment Counselors shall attend all training sessions and meetings called by the Vice President of Recruitment, including sessions on recruitment procedures, communication skills, and NPC policy.
- Recruitment Counselors shall maintain strict confidentiality regarding potential new member information and all recruitment proceedings, both during and after the recruitment period.
- Recruitment Counselors shall represent the Panhellenic Association professionally and impartially at all times, refraining from any behavior that could compromise the integrity of the recruitment process.
- Additional expectations, disqualifying conduct, and reinstatement procedures for Recruitment Counselors shall be detailed in the Association's separate Membership Recruitment Rules document.

Rule 8. Conferences

- The Panhellenic Council strongly encourages officers and delegates to attend NPC-affiliated conferences and educational events, such as the NPC College Panhellenic Academy or area workshops, as they become available and as funding allows.

- Any officer or delegate who attends an NPC or other Panhellenic-related conference on behalf of the Association shall report back to the Council with a summary of key takeaways at the next regular meeting following her return.

Rule 9. Programming

The Panhellenic Council shall plan and coordinate programming throughout the academic year that reflects the following priority areas:

- Educational Programming: Programs addressing risk reduction, values-based decision-making, NPC policy, and other topics relevant to sorority membership.
- Leadership Development: Opportunities for delegates, officers, and chapter members to build leadership skills within the Panhellenic community.
- Sisterhood: Cross-chapter events designed to build relationships and unity among all member sororities.
- Wellness: Programming that supports the physical, mental, and emotional wellbeing of sorority members.
- Community Service and Philanthropy: Panhellenic-wide service initiatives that give back to the campus and local community.
- Chapter Collaboration: Joint events and initiatives that encourage cooperation and shared programming between member chapters.

The Executive Board shall coordinate programming, which may be administered directly or through a standing or special committee appointed by the Panhellenic Council.

Rule 10. Traditions

The Roanoke College Panhellenic Association shall maintain the following annual traditions. The specific dates, formats, and planning responsibility for each tradition shall be determined by the Panhellenic Council at the start of each academic year and documented in the Association's programming calendar.

- Recruitment Kickoff: An annual event held prior to the start of formal recruitment to orient potential new members and generate excitement for the recruitment process.
- Recruitment Counselor Reveal: An event held following the conclusion of formal recruitment at which the identities of the Recruitment Counselors (Pi Chis) are revealed to the chapters and new members.
- Homecoming: Panhellenic participation in Roanoke College's Homecoming festivities.
- Greek Week: Panhellenic participation in, and collaboration with the Inter-Fraternity Council on, Greek Week programming and competitions.
- Advisor Appreciation: An annual event or gesture recognizing the contributions of chapter and Panhellenic advisors.
- Senior Recognition: An annual event recognizing graduating senior members of the Panhellenic Council and member chapters.
- Officer Installation: A formal ceremony to install incoming Executive Board officers and delegates at the start of their term.

Rule 11. Office Procedures

- The Executive Board shall maintain complete and current electronic files of all Association business, including meeting minutes, correspondence, financial records, reports to NPC, and copies of the Constitution, Bylaws, and Standing Rules.
- Electronic files shall be organized on a Council-managed shared drive, with standard folders for governing documents, meeting minutes, financial records, recruitment materials, and correspondence, accessible to all Executive Board members.
- The President shall upload the Association's meeting minutes, Bylaws, Membership Recruitment Rules, and Standing Rules to FS Central, the documentation platform shared with NPC, keeping each document current as it is adopted or amended.
- The President, in coordination with each officer, shall prepare a transition binder or shared digital folder for each incoming officer containing all materials, templates, and records relevant to that office.
- Records of the Association, including meeting minutes and financial records, shall be retained for a minimum of three (3) years and made available to the Panhellenic Advisor or NPC upon request.

Rule 12. Communications

- Official business of the Panhellenic Association may be conducted through College-approved electronic communication platforms, including institutional email and the Council's shared drive.
- All officers, delegates, and chapter presidents are expected to regularly monitor official Panhellenic communications and respond in a timely manner.
- Electronic voting may occur outside of a regular or special meeting only when permitted under the means-of-communication provisions of Article V, Section 8 of the Bylaws, and any such vote shall be subject to the same quorum and vote-threshold requirements that would apply at an in-person meeting.

Rule 13. Peer Accountability Board Procedures

The Peer Accountability Board, established under Article VIII, Section 3 of the Bylaws, shall operate in accordance with the NPC Unanimous Agreements, the NPC Manual of Information, these governing documents, and any additional procedures established by the Panhellenic Advisor. All formal and informal accountability resolution meetings shall be conducted consistent with NPC's College Panhellenic Peer Accountability Process, and all participants shall maintain confidentiality throughout and following the process.

Rule 14. Amendments

These Standing Rules may be amended at any regular or special meeting of the Panhellenic Council by a majority vote of the voting delegates, provided that the proposed amendment has been announced and submitted in writing at the preceding regular meeting, allowing member chapters the opportunity to review and provide input prior to the vote. Amendments to these Standing Rules do not require the two-thirds vote or extended notice applicable to amendments of the Constitution and Bylaws.

Adopted by the Roanoke College Panhellenic Council. These Standing Rules should be reviewed annually by the incoming Executive Board and updated as needed to reflect current practice.