

COLLEGE PANHELLENIC BYLAWS

BYLAWS OF KNOX COLLEGE PANHELLENIC ASSOCIATION AND COUNCIL

Article I. Name

The name of this organization shall be the Knox College Panhellenic Council.

Article II. Object

The object of the College Panhellenic Association shall be to develop and maintain sorority life at a high level of accomplishment and in so doing to:

- Conduct the business of the College Panhellenic
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment
- Promote the growth of individual chapters and sorority community
- Promote the highest possible academic, social and moral standards
- Cooperate with member fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- Act in accordance with National Panhellenic Conference 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.
- Give service to the community and campus

(Refer to the Knox College FSL Relationship Statement for more information)

Article III. Membership

Section 1. Membership classes

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

- Regular membership.** The regular membership of the Knox College College Panhellenic Council shall be composed of all installed chapters of NPC sororities at Knox College. Regular members of the College Panhellenic Council shall pay dues as determined by the Panhellenic Council.
- Provisional membership.** The provisional membership of the Knox College Panhellenic Council shall be composed of all newly established chapters of NPC sororities at Knox College. 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.
- Associate membership.** The associate membership of the Knox College Panhellenic Council shall be composed of 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 and the establishment or the modification of 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

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these College Panhellenic Council bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Council 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 Council membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each Panhellenic Council member sorority shall be payable two weeks after the invoice is distributed at the third week of each term.
 - If dues are not paid within the given time period, the delinquent chapter will be fined an additional 5% interest per week until the payment is received

Section 4. Fees and assessments

The Panhellenic Association 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 Knox College Panhellenic Council shall be President, Vice President of Recruitment, President of Administration, Vice President of Community Relations, and Vice President of Diversity.

1. The officers shall be from sororities holding regular membership in the Knox College Panhellenic Council.
2. The officers shall serve for one year, the term of office to begin the last week of Spring term.
3. Any officer failing to perform their duties as outlined shall resign and a successor shall be designated by election or as provided in Article VI, Section 3.
4. If an officer is unable to complete their term, a successor shall be designated by election or as provided in Article VI, Section 3.
5. Removal: Any officer may be removed for cause by a vote of three-fifths of the Panhellenic Council.
6. The Executive Board shall:
 - Appoint standing and special committees and their chairmen, and—in making these appointments—recognize representation from all member fraternities.
 - 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.
 - Report all action taken by the executive board to the Panhellenic Council in the minutes.

Section 2. Duties of officers

The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the Knox College Panhellenic Council.
3. Call and preside at all Panhellenic Council executive board meetings.
4. Review, approve and sign all Panhellenic Council checks and contracts involving the Knox College Panhellenic Council (if provided for in Article I, Finance).
5. Complete the NPC annual report and send it to the NPC area advisor.
6. Communicate regularly with the NPC area advisor.
7. Maintain a complete and up-to-date President's file in both physical and electronic formats, which will include a copy of the current Knox College Panhellenic Council constitution, bylaws and standing rules; the current Panhellenic Council budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC area advisor; copies of the College Panhellenic reports to the area advisor and other pertinent materials.
8. Run FSL Week in conjunction with the President of IFC and both executive boards.
9. Perform all other duties usually pertaining to this office.

The Vice President of Recruitment shall:

1. Perform the duties of the president in their absence, inability to serve or at their call.
2. Serve as supervisor of Primary Recruitment, including:
 - The delegation of Recruitment Counselor training.
 - Organization of Potential New Member information sessions and creation of information packets.
 - Organization of chapter Recruitment modules.
 - Organization of Pre-Recruitment events.
3. Serve as supervisor of Informal Recruitment.
4. Perform all other duties usually pertaining to this office

The Vice President of Administration shall:

1. Serve as recording secretary:
 - Keep full minutes of all meetings of the Panhellenic Council and a record of all action taken by the executive board.
 - Maintain a complete and up-to-date file that will include the minutes of meetings of the Panhellenic Council from the date of its organization; copies of all contracts made by the Panhellenic Council; and current correspondence.
 - Send meeting minutes to the NPC area advisor, and chapter Presidents.
2. Serve as treasurer:
 - Supervise the finances of the Knox College Panhellenic Council.
 - Prepare the annual budget and, following its approval by the Panhellenic Council, provide a copy to each Knox College Panhellenic Council member sorority.
 - Receive all payments due to the Panhellenic Council, collect all dues and give receipts.
 - Receive copies of recruitment item receipts, as necessary based on house checks, from member chapters and file accordingly.
 - Pay promptly the annual NPC dues and all bills of the Knox College Panhellenic Council.
 - Maintain up-to-date financial records, give a financial report of the Panhellenic Council at the end of each term and an annual report at the close of their term of office.
3. Sign Panhellenic Council contracts when authorized to do so.

4. Perform all other duties usually pertaining to this office.

The Vice President of Community Relations shall:

1. Maintain and preside over all communications, including:
 - Any recruitment media and advertising.
 - The Seymour Union Panhellenic Council board
 - Public notices such as posters, flyers, and delegation of campus emails.
 - Social media instruments as deemed fit by Council members.
 - Host at least one sisterhood event per term for all members of Panhellenic.
2. Plan and oversee at least one sisterhood event per term
3. Perform all other duties usually pertaining to this office.

The Vice President of Diversity shall:

1. Plan and oversee at least one diversity event per term.
2. To promote and encourage diversity amongst chapters through: discussions, workshops, actively encouraging diversity among our organizations.
3. To spread awareness and promote diversity in regards to LGBTQ+ issues, race, religion, financial background, disabilities, etc.
4. To promote and encourage diversity amongst chapters through: discussions, workshops, actively reaching out to such diversity
5. To give new perspectives
6. To give assistance to the Panhellenic Committee where help is needed
7. Perform all other duties usually pertaining to this office.

Section 3. Eligibility

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

- A. **Regular membership.** Members from sororities holding regular membership in the Knox College Panhellenic Council shall be eligible to serve as an officer.
- B. **Provisional membership.** Members from sororities holding provisional membership in the Knox College Panhellenic Council shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from sororities holding associate membership in the Knox College Panhellenic Council shall not be eligible to serve as an officer.

Section 4. Selection of Officers

The offices of President, Vice President of Recruitment, Vice President of Administration, Vice President of Community Relations, and Vice President of Diversity of the Knox College Panhellenic Council shall be positions elected by the Panhellenic Executive Board based on an application.

- ✦ The President position shall be based on an application, and is open to all chapters.
- ✦ The Vice President positions shall be held in rotation. This rotation so named above shall be in the order of: Pi Beta Phi, Delta Delta Delta, Kappa Kappa Gamma, and Alpha Sigma Alpha. If the applicant from a given sorority in order of rotation is not prepared to serve in their position, that sorority shall relinquish its place to the next sorority in order of rotation. The sorority so passed may resume its place the following year and normal rotation shall be resumed.
- ✦ The President ideally should have served on the Panhellenic Council for at least one year.
- ✦ The Panhellenic Executive Board has to commit to their position for a full academic calendar year, meaning that if they are off-campus (i.e. studying abroad), or are considering going off campus, they should apply in a pair.

- ✦ Outgoing Panhellenic Executive Board members are responsible for training the new officers during the end of Winter term. If the outgoing executive member cannot transition the new officer, the President must fulfill the training obligations.
- ✦ Incoming Panhellenic Chapter Delegates may transition in accordance to their Chapter's slating procedures.
 - A chapter's outgoing delegate, with assistance from its executive board member, is responsible for training the incoming delegate.
 - Delegate Vacancies: When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement within two weeks and to notify the Panhellenic Council recording secretary of their name. When a meeting of Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the sorority concerned shall fulfill the duties of the delegate in all cases.

Section 7. 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 the last week of Spring Term, such that all officers are fully transitioned and trained by then. This process shall start no later than the 5th week of Spring 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 Knox 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 Knox College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, 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 Knox College Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate fraternity at Knox College 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 chapters to serve for a term of one year commencing the last week of Spring Term. The term of service will not be adjusted to the chapters' slating calendar if the selection of chapters is concurrent with such calendar, and delegates shall start serving their term alongside the new Executive Board officers.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within one week and to notify the College Panhellenic Association secretary 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 her sorority's chief Panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the view of the member organization and chapter, and how to voice concerns to the 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. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of May. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member sororities of the Knox 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 9: 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 10. Quorum

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

Section 11. 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 a recolonization plan and for 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.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Recruitment, President of Administration, Vice President of Community Relations, and Vice President of Diversity

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 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

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 Knox College College Panhellenic Association shall be appointed by the Knox College administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Knox College Panhellenic Association. The Panhellenic 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

- A. The standing committees of the Knox College Panhellenic Association shall be the Judicial 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 Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

The Judicial Board shall consist of a Vice President as chairman and 3 members from the College Panhellenic Council member organizations minimum. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. 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 sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association 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 (recruitment rules) of the Knox College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor. At the Knox College Panhellenic Association, this committee shall be formed by the Panhellenic Council Executive Board.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Knox College Panhellenic Association shall be from June 1st to June 1st inclusive.

Section 2. Contracts

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

Section 3. Checks

All checks and electronic payments issued on behalf of the Knox College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: [name the officers, such as the president and the treasurer or the treasurer and Panhellenic advisor or some other protective arrangement].

Section 4. Payments

All payments due to the Knox College Panhellenic Association shall be received by the treasurer, who shall record them (with receipts and overviews). Checks for payments shall be made payable to the Knox College Panhellenic Association.

Article X. Extension

Section 1. Extension

When all NPC chapters at Knox College are close to or over total, the Panhellenic Council shall consider raising total or adding another chapter. Such a chapter shall be organized through colonization by an NPC sorority or through organization of a local sorority, which may petition an NPC sorority for a chapter. Consideration should be given to NPC fraternities that have previously had chapters on the campus and to those NPC fraternities which have filed letters expressing an interest in the campus (Unanimous Agreements — Agreement on Extension). **Only regular members of the College Panhellenic Council shall vote on extension matters.**

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 Knox College Panhellenic Association shall be considered a violation such that:

- Violations of the National Panhellenic Conference Unanimous Agreements, any regulations of these bylaws, membership recruitment rules, or of rules concerning matters other than membership recruitment shall be adjudicated through the NPC Judicial Procedure as presented in the NPC Manual of Information.

Section 2. Informal resolution

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

Section 3. Judicial process

The Knox College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information. If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Knox College Panhellenic Council shall follow all mediation guidelines found in the Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate and condemn hazing, and all Knox College policies (Student Code of Conduct, and Handbook) will be applicable, as well as Knox College Panhellenic Association Judiciary procedures, if an organization or party within an organization is involved with hazing in any form.

- Hazing is defined as any action or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or that willfully destroys or removes public or private property.
- Such activities and situations include, but are not limited to: creation of excessive fatigue; physical and psychological shocks; wearing apparel that is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; morally degrading or humiliating games and activities; late night sessions that interfere with scholastic activities or normal sleep patterns; and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member sorority or the educational institution. All member groups will affirm their policies on hazing and inform their membership of this NPC position on hazing through mailings and through their inter/national magazines.

Article XIII. Inclusion Statement

Knox 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 Knox College 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 Knox College Panhellenic Association may adopt.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Knox College 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 Knox College. 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.