

## BYLAWS OF SOUTHEAST MISSOURI STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

### Article I. Name of Organization

The name of this organization shall be the Southeast Missouri State University College Panhellenic Association.

### Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus 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 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.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- 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 Southeast Missouri State University College Panhellenic Association shall be composed of all installed chapters of National Panhellenic Conference sororities at Southeast Missouri State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- a. Alpha Chi Omega
  - b. Alpha Delta Pi
  - c. Alpha Phi
  - d. Alpha Xi Delta
  - e. Delta Delta Delta
  - f. Gamma Phi Beta
  - g. Sigma Sigma Sigma

- B. **Provisional membership.** The provisional membership of the Southeast Missouri State University College Panhellenic Association shall be composed of all colonies of National Panhellenic Conference sororities at Southeast Missouri 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 a National Panhellenic Conference sorority.
- C. **Associate membership.** The associate membership of the Southeast Missouri State University College Panhellenic Association shall be composed of women’s only local sororities or inter/national or regional non-National Panhellenic Conference 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 a voice and one vote on all matters except extension-related matters. If they do not participate in the formal recruitment process, they shall not have a vote on recruitment rules and the establishment or the modification of Panhellenic total. If they do participate in the formal recruitment process, they shall have a vote on recruitment rules and the establishment or the 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

- A. Duty of compliance.
  - a. All members, without regard to membership class, shall comply with all National Panhellenic Conference Unanimous Agreements and policies and be subject to Southeast Missouri State University College Panhellenic Association bylaws, code of ethics, and standing rules unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the National Panhellenic Conference Unanimous Agreements shall be void.
- B. All Member Sororities:
  - a. All chapters will be recognized organizations in good standing with the Southeast Missouri State University Campus Life and Events Services Office.
  - b. All chapters must have internal risk management policies addressing alcohol, social functions, and hazing.
  - c. All chapters must have an internal scholarship program.
  - d. All chapters will pay semester dues of \$10 per each member. Due date will be set by the Vice President of Administrative Affairs.
  - e. One mandatory Circle of Sisterhood event will be planned per academic calendar year. The date of the event will be set and announced 1 month prior to the event. Circle of Sisterhood attendance is required by all Panhellenic chapters. If 80% of the chapter is not represented, a \$100 fine will be issued.
  - f. Two mandatory Greek Connection events will be planned per academic semester. The date of the event will be set and announced 1 month prior to the event. Greek Connection attendance is required by all Panhellenic chapters. If

80% of the chapter is not represented at two events, a \$100 fine will be issued per missed event.

- g. Attendance at the primary Anti-Hazing week event will be mandatory by all Panhellenic chapters. The event will be planned before the start of the semester. If 80% attendance is not met, a \$50 fine will be applied that will go towards the National Anti-Hazing Foundation.
- C. Provisional and Associate member sororities
- a. Provisional member sororities may not hold an executive office on the Southeast Missouri State University Panhellenic Council Executive Board.
  - b. Associate member sororities may hold positions on the Southeast Missouri State University Panhellenic Executive Board with the exception of President, Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Internal Affairs, or Vice President of Administrative Affairs.
  - c. Associate member sororities shall recruit using continuous open recruitment procedures unless they have chosen to participate in formal recruitment.
  - d. Associate member sororities are allowed and expected to participate in all Panhellenic Council programming, including meeting the attendance criteria of Greek Connections.

### Section 3. Dues

- A. National Panhellenic Conference College Panhellenic dues shall be paid yearly as invoiced by the National Panhellenic Conference office.
- B. College Panhellenic Association membership dues shall be assessed per member and new member.
- C. The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

### Section 4. Fees and assessments

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

### Section 5: Representation

- A. All member sororities will appoint a Panhellenic Delegate and an Alternate Panhellenic Delegate to attend Panhellenic meetings. Member and Associate sororities must send a substitute delegate if the registered representative is unable to attend. If delegates are not able to attend, they need to contact the Vice President of Administrative Affairs 48 hours prior to their absence. The only excused absence is for initiation purposes; other reasons are up to the President and the Vice President of Administrative Affairs to deem appropriate. In the event that there are less than two delegates in attendance without an excused absence, a fine will be imposed of \$10.00 per delegate not in attendance.

### Section 6: Voting

- A. Only Member and Associate Member sororities will have voting privileges.

- a. Each member and associate member sorority is allowed one vote.
  - b. Each member and associate member sorority present at the meeting will have voting privileges provided that the sorority is in good standing with the Southeast Missouri State University College Panhellenic Association.
- B. A chapter can vote in Favor, Opposed, or Abstain. Voting will consist of one of the following:
- a. Secret ballot.
  - b. Show of hands.
  - c. Verbal confirmation through roll call.
  - d. Panhellenic will determine the method of voting prior to the vote.

## **Article IV. The Panhellenic Council**

### Section 1. Authority

The governing body of the Southeast Missouri State University 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 Southeast Missouri State University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic 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 member women's only sororities.

### Section 2. Composition and privileges

The Southeast Missouri State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's only member organization at Southeast Missouri State University 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 delegates shall have a voice but no vote. 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, the vote may be cast by a member of the sorority, providing her credentials have been 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 in January of 20XX and ending at the end of December 20XX.

### Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the woman's fraternity affected to select a replacement within two weeks and to notify the Panhellenic Executive Member: Vice President of Administrative Affairs of her name, email and telephone number.

## Section 5. Duties and responsibilities

### Panhellenic delegate duties and responsibilities:

- a. Must attend all Panhellenic Council meetings.
- b. Must support National Panhellenic Conference Unanimous Agreements, policies and procedures.
- c. Must understand local College Panhellenic Association policies and procedures.
- d. Should know when to consult her sorority's National Panhellenic Conference delegate for assistance and advice regarding Panhellenic concerns.
- e. Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- f. 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 President when necessary and shall be called by her upon the electronic or written request of no fewer than one-fourth of the member women's sororities of the Southeast Missouri State University 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. Quorum

Four-sevenths of the delegates from the member women's fraternities of the Southeast Missouri State University Panhellenic member organizations shall constitute a quorum for the transaction of business.

## Section 9. 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 V. The Executive Board**

### **Section 1. Composition**

The composition of the Executive Board shall be the President, Vice President of Internal Affairs, Vice President of Administrative Affairs, Vice President of Programming and Scholarship, Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Chapter Development, and Vice President of Community Relations.

### **Section 2. Eligibility**

Eligibility to serve as an officer shall depend on the class of membership as well as Grade Point Average (GPA) and other chapter offices:

- A. Regular membership. Members from women's only sororities holding regular membership in the Southeast Missouri State University College Panhellenic Association shall be eligible to serve as an officer.
- B. Provisional membership. Members from women's only sororities holding provisional membership in the Southeast Missouri State University 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 Southeast Missouri State University College Panhellenic Association shall be eligible to serve as an officer except for Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Internal Affairs, Vice President of Administrative Affairs, or President.
- D. Southeast Missouri State University Panhellenic Executive Board will be ineligible to serve on their Chapter's executive board in concurrent terms.
- E. In order to hold a Panhellenic Executive position, one must have a cumulative 3.0 Grade Point Average. Throughout this executive position, it is required that one must remain in good academic standing within their chapter during their term. One must also be classified as a full-time student at Southeast Missouri State University to hold an Executive position.

### **Section 3. Selection of Officers, limitations, and Terms**

- A. The offices of President, Vice President of Internal Affairs, Vice President of Administrative Affairs, Vice President of Programming and Scholarship, Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Chapter Development, and Vice President of Community Relations of the Southeast Missouri State University College Panhellenic Association shall be nominated through a slating committee process.
- B. No more than two member(s) from the same women's only sorority shall hold office during the same term.
- C. The officers shall serve for a term of one year or (in the case of a delay) until their successors are selected. All positions will be up for reelection at the end of each Fall semester. The term of office will begin each January.

#### Section 4. Removal

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

#### Section 5. Vacancies

All vacancies, excluding the President's role, shall be filled in the same manner of selection as provided in Section 3 of this article. In case the President resigns or leaves school before her term has expired, the Vice President of Internal Affairs shall take her place. In this case, the Southeast Missouri State University Panhellenic Council will elect a new Vice President of Internal Affairs from members of the Greek Chapters. In the case of any other officer vacancy, an election may be held as stated above.

#### Section 6. Duties

- A. The Executive Board shall administer routine business between meetings of the Panhellenic Council and other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Administrative Affairs, the Executive Board shall also report all actions it has taken and record the action in the minutes of that meeting.
- A. The Executive Council shall be responsible for executing and abiding by all policies established by the Collegiate Panhellenic Council.
- B. The Executive Council shall meet prior to each regular meeting to discuss the order of business and to hear reports.
- C. Each member of the Executive Council shall make a report of her actions and business of her office at both regular and executive meetings.
- D. Members of the Executive Council are required to attend all Executive Council meetings and regular meetings of the Council unless her absence is excused by the President.
- E. If a member of the Executive Council is unable to fulfill the duties of her position, she shall resign or be asked to resign.
- F. All Panhellenic Council officers are required to be present at Collegiate Panhellenic Council meetings, Executive Council meetings and any other special meetings called by the Panhellenic Council President, Panhellenic Advisor, or Office of Greek Life. If any Executive Council member has two unexcused absences during one semester, she will be asked to turn in her resignation from office.

#### Section 7. Duties of officers

- A. The President shall:
  - a. Preside at all meetings of the Panhellenic Council.
  - b. Preside at all meetings of the Executive Board.
  - c. Communicate regularly with the Panhellenic Advisor or designee.
  - d. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this Association.
  - e. Ensure all National Panhellenic Conference College Panhellenic reports are completed on time.

- f. Communicate regularly with the National Panhellenic Conference Area Advisor, keep current correspondence and materials received from the National Panhellenic Conference Area Advisor.
  - g. Maintain current copies of the following: Southeast Missouri State University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, all National Panhellenic Conference College Panhellenic reports and other pertinent materials.
  - h. Have overall responsibility for the operation of the Panhellenic Executive Board.
  - i. Review, approve and sign all Southeast Missouri State University Panhellenic Council contracts and keep all contracts executed on behalf of the College Panhellenic Association.
  - j. Serve as a member ex-officio of all Panhellenic Council committees with voice, but no vote.
  - k. Maintain the current copy of the Panhellenic Bylaws and Standing Rules, including proposed revisions.
  - l. Coordinate the new officer workshop.
  - m. Serve as the spokeswoman for campus meetings and presidential meetings as the Panhellenic representative.
  - n. Ensure that the National Panhellenic Conference Panhellenic annual report is completed.
  - o. Perform all other duties as assigned.
- B. The Vice President of Internal Affairs shall:
- a. Facilitate a training session with the Office of Student Conduct at least once per year for the Judicial Board.
  - b. Serve as the director of the Panhellenic Judicial Board and serve as liaisons for the Collegiate Panhellenic Council.
  - c. Preside over the selection of members of the Panhellenic Judicial Board.
  - d. Coordinate all meetings of the Panhellenic Judicial Board, finding an appropriate mediator unaffiliated with parties involved.
  - e. The Panhellenic Judicial Board will be considered the No Frills Committee during formal recruitment ensuring each chapter is abiding by recruitment regulations.
  - f. The Panhellenic Judicial Board will assist the Vice President of Internal Affairs and the Vice President of Programming and Scholarship in tracking attendance at Greek Connections programs.
  - g. Shall determine if each Collegiate Panhellenic Council member fraternity fulfilled the 80% attendance requirement at two Greek Connections programs each semester, and report that information to the Southeast Missouri State University Greek Life Office.
  - h. Manage all awards applications for Association for Fraternal Leadership and Values or other possible opportunities.
  - i. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this council.



- j. Perform the duties of the President in her absence, inability to serve, or at her call.
  - k. Perform all other duties as assigned.
- C. The Vice President of Administrative Affairs shall:
- a. Be responsible for the general supervision of the finances for the Southeast Missouri State University Panhellenic Council.
  - b. Be responsible for the preparation of the annual budget. Following its approval by the Panhellenic Council, provide a copy to each Panhellenic Association member sorority.
  - c. Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
  - d. Be responsible for prompt payments of the annual National Panhellenic Conference dues and all bills.
  - e. Maintain up-to-date financial records.
  - f. Maintain the up-to-date roll of the members of the Panhellenic Council and call it at all Council meetings.
  - g. Keep full minutes of all meetings of the Southeast Missouri State University Panhellenic Council and a record of all action taken by the Executive Board.
  - h. Maintain a complete and up-to-date file which will include the minutes of the meetings of the Panhellenic Council and other correspondence.
  - i. Send meeting minutes to the National Panhellenic Conference Area Advisor on a weekly basis.
  - j. Be responsible for organizing signature changes during officer transitions.
  - k. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of the Council.
  - l. Preside over presidential duties, in the event that the President and the Vice President of Internal Affairs is unable to serve.
  - m. Perform all other duties as assigned.
- D. The Vice President of Programming and Scholarship shall:
- a. Be responsible for all programming for the Panhellenic Association (i.e. speakers and presentations).
  - b. Be responsible for scholarship for all National Panhellenic Conference chapters and meetings with chapter scholarship chairs.
  - c. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this Council.
  - d. Coordinate Greek Connections programs for both fall and spring semesters: a duty delegated by the Southeast Missouri State University Office of Greek Life in order to fulfill one of the requirements for the Five Star Awards Program.
  - e. Preside over presidential duties in the event that the President, the Vice President of Internal Affairs, and the Vice President of Administrative Affairs is unable to serve.
  - f. Perform all other duties as assigned.

- E. The Vice President of Recruitment and Retention shall:
  - a. Keep an up-to-date file with recruitment statistics.
  - b. Organize fall formal recruitment and spring informal recruitment with input from chapter recruitment chairwomen and recruitment advisors.
  - c. Co-Chair recruitment counselor selections committee with the Vice President of Membership Development.
  - d. Work with the Vice President of Community Relations and assist with publication of any recruitment marketing materials.
  - e. Hold a round-table prior to Fall Recruitment with the chapter recruitment chairs and retention round-table post recruitment.
  - f. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this Council.
  - g. Perform all other duties as assigned.
  
- F. The Vice President of Membership Development shall:
  - a. Served as a Recruitment Counselor prior to being elected.
  - b. Perform the duties of the Vice President of Recruitment and Retention in her absence, inability to serve, or at her call.
  - c. Help the Vice President of Recruitment & Retention with the organization of both fall and spring recruitment.
  - d. Choose/deny—with input from the Panhellenic Executive Council— Recruitment Counselors for any reason.
  - e. Facilitate a training period for Recruitment Counselors the semester before formal recruitment.
  - f. Serve as the facilitator of the Recruitment Counselors.
  - g. Organize and oversee all new member education programs.
  - h. Assist the chapters with issues surrounding retention.
  - i. Coordinate roundtable discussions for new member educators.
  - j. Facilitate educational programs for new members.
  - k. Devise scholarship and leadership resources for new members.
  - l. Provide assistance to new member educators on topics pertinent to new members.
  - m. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this Council.
  - n. Perform all other duties as assigned.
  
- G. The Vice President of Chapter Development shall:
  - a. Educate the sororities on risk management issues (alcohol, fire safety, hazing, sexual abuse, etc.).
  - b. Educate and enforce the risk management policy.
  - c. Organize and oversee all risk management programs.
  - d. Organize National Hazing Prevention Week activities.

- e. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this Council.
- f. Perform all other duties as assigned.

H. The Vice President of Community Relations shall:

- a. Coordinate public relations activities within the Greek system, the campus, and the community.
- b. Keep in contact with all campus and community media concerning the Panhellenic Association.
- c. Develop publications and brochures which promote the Panhellenic Association.
- d. Set up programming in the community, coordinate and oversee community service activities.
- e. Keep a continuous notebook of all publications concerning the Greek system.
- f. Strengthen relations with other Greek systems concerning public relations and/or other matters in our region.
- g. Strengthen relations with the public relations and/or community service officer from individual chapters on campus.
- h. Compile a Panhellenic calendar containing the dates of all significant events for the chapters.
- i. Maintaining the Panhellenic website, if one is operated by the Council, for Southeast Missouri State University, and all Panhellenic social media.
- j. Coordinate and oversee all fundraising and events for Circle of Sisterhood.
- k. Be familiar with the National Panhellenic Conference Manual of Information and all governing documents of this Council.
- l. Perform all other duties as assigned.

Section 7. 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 8. Special meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her 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 9. Quorum

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

## **Article VI. The Panhellenic Advisor**

### Section 1. Appointment

The Panhellenic advisor of the Southeast Missouri State University College Panhellenic Association shall be appointed by the Southeast Missouri State University Panhellenic Council.

### Section 2. Authority

The Panhellenic Advisor or designee shall serve in an advisory capacity to the College Panhellenic Association. The Panhellenic advisor or designee shall have a voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## **Article VII. Committees**

### Section 1. Standing committees

- A. The standing committees of the Southeast Missouri State University College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. 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 chairwomen 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 except the Judicial Board.

### Section 3. Judicial Board

The Judicial Board shall consist of the vice president of internal affairs as chairwoman and one member from the College Panhellenic Association member organizations. The Panhellenic Advisor or designee may 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 National Panhellenic Conference 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 National Panhellenic Conference Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Southeast Missouri State University 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 chairwoman and one representative from each regular, provisional and associate women's only member (if they are participating in the formal 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 formal membership recruitment period. After each formal 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.

#### Section 5. Other committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

### **Article VIII. Finances**

#### Section 1. Fiscal Year

The fiscal year of the Southeast Missouri State University College Panhellenic Association shall be from July 1st to June 30th.

#### Section 2. Contracts

Dual signatures of the President and Vice President of Administrative Affairs are required to bind the Southeast Missouri State University College Panhellenic Association on any contract. If there is a conflict of interest in either the President and Vice President of Administrative Affairs, then the Vice President of Internal Affairs may be substituted for one of the other officers.

#### Section 3. Checks

All checks and electronic payments issued on behalf of the Southeast Missouri State University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Administrative Affairs, or Panhellenic advisor.

#### Section 4. Payments

All payments due to the Southeast Missouri State University College Panhellenic Association shall be received by the Vice President of Administrative Affairs, who shall record them. Checks for payments shall be made payable to the Southeast Missouri State University College Panhellenic Association.

#### Section 5: Payment Plan

If payment cannot be paid in full by the date set by the Vice President of Administrative Affairs, a payment of fifty percent of the total will be paid on that date. The remaining fifty percent will be paid three weeks from the initial date set by the Vice President of Administrative Affairs. The payment plan must be brought to the attention of the Vice President of Administrative Affairs prior to the initial due date.

#### Section 6: Controlled Substances

No Southeast Missouri State University Panhellenic Association funds shall be used to purchase any controlled substances.

#### Section 7: Financial Updates

The Vice President of Administrative Affairs will provide regular updates of the bank accounts and finances during delegate meetings. All expenses are tracked and available by request.

### **Article IX. Extension**

#### Section 1. Extension

Extension is the process of adding a National Panhellenic Conference women's only sorority. The Southeast Missouri State University College Panhellenic Association shall follow all National Panhellenic Conference Unanimous Agreements and National Panhellenic Conference extension guidelines found on the National Panhellenic Conference website and in the National Panhellenic Conference Manual of Information.

#### Section 2. Voting rights

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

### **Article X. Violation Resolution**

#### Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the National Panhellenic Conference Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Southeast Missouri State University 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. Judicial process

The Southeast Missouri State University College Panhellenic Association shall follow all National Panhellenic Conference Unanimous Agreements and National Panhellenic Conference

guidelines for the judicial process found in the National Panhellenic Conference Manual of Information.

- A. Mediation: Mediation is the first step in the judicial process. The Southeast Missouri State University Collegiate Panhellenic Council shall follow all National Panhellenic Conference Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board hearing: When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the National Panhellenic Conference Unanimous Agreements.
- C. Appeal of Judicial Board decision: A decision of the Judicial Board may be appealed by any involved party to the National Panhellenic Conference College Panhellenic Judicial Appeal Committee. The Southeast Missouri State University Collegiate Panhellenic Council shall follow all National Panhellenic Conference Unanimous Agreements concerning the appeals process found in the Manual of Information.

#### **Article XI. Hazing**

Per the Unanimous Agreements, National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. For a definition of hazing see the Standing Rules for more information.

#### **Article XII. Inclusion Statement**

Southeast Missouri State University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

#### **Article XIII: Requirements for Southeast Missouri State University Statement of Non-Discrimination**

Southeast Missouri State University and the National Panhellenic Council of Southeast Missouri State University are committed to providing a safe, civil and positive learning and working environment for its faculty, staff, students, and visitors, free from discrimination in any form. This policy applies to all members and guests of the University community and prohibits discrimination on the basis of race, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. The National Panhellenic Council of Southeast Missouri State University is granted exemption for membership selection on the basis of sex under Title IX of the Education Amendment Act of 1972.

#### **Article XIV. Parliamentary Authority**

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

#### **Article XV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the Southeast Missouri State University 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. At the request of any one chapter, or at the direction of the President, the vote on any bylaw amendment can be delayed by one week or until two meetings following the introduction of the proposed bylaw to allow additional time for review by a chapter.

#### **Article XVI. Dissolution**

This College Panhellenic Association shall be dissolved when only one regular member exists at Southeast Missouri State University. 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 National Panhellenic Conference unless otherwise required by state law.