



COLLEGE PANHELLENIC BYLAWS

BYLAWS OF ROBERT MORRIS UNIVERSITY PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Robert Morris University Panhellenic Association.

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.

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 Robert Morris University Panhellenic Association shall be composed of all chapters of NPC sororities at Robert Morris University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Robert Morris University Panhellenic Association shall be composed of all colonies of NPC sororities at Robert Morris University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.
- C. **Associate membership.** Local sororities or inter/national or regional women's non-NPC member organizations may apply for associate membership of the Robert Morris University Panhellenic Association. 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 they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause

by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

NOTE: See the College Panhellenic Organization section in the Manual of Information for additional information on membership classes (statuses).

Section 2. Privileges and responsibilities of membership

- A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Robert Morris University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

NOTE: List other privileges and responsibilities here.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Robert Morris University Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Operations, Vice President of Community Relations, Vice President of Member Development and Vice President of Panhellenic Standards.

Section 2. Eligibility

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

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

Section 3. Selection of officers

The offices of President, Vice President of Recruitment, Vice President of Operations, Vice President of Community Relations, Vice President of Member Development, and Vice President of Panhellenic Standards of the Robert Morris University Panhellenic Association shall be held in rotation by each eligible women's fraternity chapter in order of its installation at Robert Morris University. If a member from the women's fraternity 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 4. Office-holding limitations

No more than 3 members from the same women's sorority shall hold office during the same term.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the start of the Spring Semester.

Section 6. Removal

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

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 8. 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 Panhellenic Association committees, except the judicial board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure that the NPC College Panhellenic annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Robert Morris University Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
- Disaffiliate during the formal membership recruitment period
- Perform all other duties as assigned.

B. The Vice President of Recruitment shall:

- Be responsible for and oversee all Panhellenic open and formal recruitment activities and events.
- Responsible for recruitment publication efforts.
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- Responsible for Panhellenic recruitment registration and revision of recruitment rules.
- Recruit and train Panhellenic recruitment counselors.
- Responsible for the Panhellenic formal recruitment wrap-up meeting with recruitment chairs and advisors.
- Organize all Panhellenic recruitment meetings.
- Perform the duties of the president in her absence.
- Disaffiliate during the formal membership recruitment period
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

C. The Vice President of Operations shall:

- Supervise the finances of the Robert Morris University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Robert Morris University Panhellenic Association member sorority.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Robert Morris University 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.
 - Keep an accurate roll of the members of Panhellenic Council.
 - Record minutes of all meetings of the Robert Morris University Panhellenic Council and the Executive Board.
 - Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
 - Send meeting minutes to the NPC area advisor.
 - Disaffiliate during the formal membership recruitment period]
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties as assigned.
- D. The Vice President of Community Relations shall:
- Plan and promote activities and events that foster a spirit of Panhellenic unity
 - Engage the Panhellenic Association and greater Greek Community in service and philanthropic events
 - Supervise all public relations activities and events.
 - Promote relations with all publics and publicize all success.
 - Create a communications program involving all aspects of Panhellenic activities.
 - Keep a file of media resources including past communication documents.
 - Be responsible for maintaining and updating all RMU Panhellenic social media accounts including, but not limited to the RMU Panhellenic Facebook page, Twitter, Instagram, Snapchat, and various other social media outlets.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Disaffiliate during the formal membership recruitment period
 - Perform all other duties as assigned.
- E. The Vice President of Member Development shall:
- Develop best practices for new member and member education programs for Member Sororities.
 - Collect and report new member retention, academic, and involvement statistics.
 - Organize, develop, and implement a new member orientation program.
 - Develop opportunities for continuing member education by collaborating with alumni, Robert Morris University offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
 - Disaffiliate during the formal membership recruitment period
 - Perform all other duties as pertaining to this office.
- F. The Vice President of Panhellenic Standards shall:
- Responsible for judiciary violations of the NPC Unanimous Agreements, the Panhellenic Constitution, Bylaws, Membership Recruitment rules/guidelines, Panhellenic Code of Ethics, and Panhellenic Standing Rules.
 - Serve as Chairperson of the Judicial Board, Standing Committee and President over judicial hearings.

- Coordinate the training of the Judicial Board members with the Panhellenic Advisors.
- Follow the requirements listed in the Panhellenic Council Judicial Board procedures.
- Assist the Greek community in understanding and implementing effective risk management policies and procedures.
- Disaffiliate during the formal membership recruitment period.
- Perform all other duties as pertaining to this office.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Robert Morris University 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 Robert Morris University Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

Section 2. Composition and privileges

The Robert Morris University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Robert Morris 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 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 fraternity chapters to serve for a term of one year commencing at the start of the Spring Semester or when otherwise appointed by the chapter.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Council Vice President of Operations of her name, address and telephone number or an infraction will be issued

Section 5. 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 6. Special Meetings

Special meetings of the Panhellenic Council may be called by the Association President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the Robert Morris University Panhellenic Association. Notice of each special meeting of the

Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 7. Quorum

Two-thirds of the delegates from the member sororities of the Robert Morris University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 8. Vote requirements

- A. 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.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. *Note: 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 of Recruitment, Vice President of Finance, Vice President of Community Relations, Vice President of Member Development and Vice President of Panhellenic Standards.

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 Vice President of Operations, 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 by her upon the written request of three members of the Executive Board.

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 Robert Morris University Panhellenic Association shall be appointed by the Robert Morris University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Robert Morris University 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 Robert Morris University Panhellenic Council shall be the Judicial Board, Membership Recruitment Committee, Academic Excellence Committee, Community Service/Philanthropy Committee, and Public Relations 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 women's 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 as chairman and 2 members from the College Panhellenic member organizations. 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 Panhellenic judicial procedure.

NOTE: See Judicial Procedure section of the NPC Manual of Information for the composition of the Judicial Board.

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 of the Robert Morris University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless 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. 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 membership recruitment period. After each 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. Academic Excellence Committee

The Academic Excellence Committee shall consist of a chairman and 4 members. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Section 7. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chairman and 4 members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 8. Public Relations Committee

The Public Relations Committee shall consist of a chairman and 4 members. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Robert Morris University Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain that the media is kept informed of the positive events of the Panhellenic Association and its member women's sororities.

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 Robert Morris University Panhellenic Council shall be from January 1 to December 31 inclusive.

Section 2. Contracts

Dual signatures of the President and the Panhellenic advisor shall be required to bind the Robert Morris University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Robert Morris University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: The following shall be authorized to be one of the two required signatures: President, Vice President of Operations, or Panhellenic advisor.

Section 4. Payments

All payments due to the Robert Morris University Panhellenic Association shall be received by the Vice President of Operations, who shall record them. Checks for payments shall be made payable to the Robert Morris University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association 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 Association member sorority shall be payable on or before March 1 and two weeks following the conclusion of recruitment.

Section 6. Fees and assessments

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

Article X. Extension

Section 1. Extension is the process of adding an NPC women's sorority.

The Robert Morris University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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 Robert Morris University 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

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Robert Morris University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The Robert Morris University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- 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 NPC Unanimous Agreements.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The Robert Morris University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Robert Morris University Panhellenic Council by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting, allowing an opportunity for chapter input.

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Robert Morris 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 the National Panhellenic Conference.