

Bylaws of the Panhellenic Council **at Presbyterian College**

Mission

We, the Panhellenic Council at Presbyterian College set forth these Bylaws in order to create and maintain close working relationships and coordination among its Member Sororities and Presbyterian College, in accordance with the policies and standards established by the National Panhellenic Conference (NPC).

Article I. Name

The name of this organization shall be the Presbyterian College Panhellenic Council (CPC).

Article II. Object

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

- A.** Promote superior scholarship, intellectual development, service to the community, membership enrichment, and leadership development.
- B.** Support and provide opportunities for college women of all backgrounds through promotion of inclusion among member sororities.
- C.** Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- D.** Cooperate with member sororities and the College administration in concern for and maintenance of high social and moral standards.
- E.** Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, resolutions and policies.
- F.** 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 I. Membership Classes

There can be three types of membership within College Panhellenics: regular, provisional, and associate as defined by the National Panhellenic Conference.

- A. Regular membership:** The regular membership of the Presbyterian College Panhellenic Council shall be composed of all chapters of NPC sororities at Presbyterian College. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership:** The provisional membership of the Presbyterian College Panhellenic Council shall be composed of all newly established chapters of NPC sororities at Presbyterian 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.

- C. Associate membership:** Women's-only local sororities or national or regional non-NPC member groups may apply for associate membership of the Presbyterian College Panhellenic Council. 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 College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal 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.

Section II. 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 Presbyterian College Panhellenic Council Bylaws, Code of Ethics and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these Bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section I. Officers

The Executive Board Officers of the Presbyterian College Panhellenic Council shall be:

- A.** President
- B.** Vice President of Judicial Affairs
- C.** Vice President of Recruitment and Retention
- D.** Vice President of Scholarship and Service
- E.** Vice President of Programming
- F.** Vice President of Equity and Belonging
- G.** Vice President of Operations

Section II. 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 Presbyterian College Panhellenic Council shall be eligible to serve as any officer.
- B. Provisional membership:** Members from sororities holding provisional membership in the Presbyterian College Panhellenic Council shall not be eligible to serve as an officer.
- C. Associate membership:** Members from sororities holding associate membership in the Presbyterian College Panhellenic Council shall not be eligible to serve as an officer.

Section III. Selection of Officers

The offices of President, Vice President of Judicial Affairs, Vice President of Recruitment and Retention, Vice President of Scholarship and Service, Vice President of Programming, Vice

President of Equity and Belonging, and Vice President of Operations of the Presbyterian College Panhellenic Council shall be elected by 2/3rds vote by the delegates passing the slate.

Section IV. Office-Holding Limitations

No more than fifty percent (50%) of the officer council of the Presbyterian College Panhellenic Council shall be from the same organization unless otherwise approved by the nominating committee and Panhellenic Advisor.

Section V. Nomination Procedure

At a time set by the Presbyterian College Panhellenic Council, members of women's sororities will nominate, via online form, members they see fit to hold office on the College Panhellenic Council Executive Board.

Section VI. Interviewing Committee

An interviewing committee of, two members per chapter shall be elected by their respective sorority. Past Panhellenic experience (Pi Chi, Panhellenic officer, Panhellenic delegate, etc.) is preferred for at least one of the two representatives from each chapter. The interviewing committee shall consider the qualifications of all candidates for elected officers and shall slate at least one name for each elected officer position. The Panhellenic Advisor shall serve as a non-voting ex-officio member of the interviewing committee.

Section VII. Eligibility

In order to hold a position on the Presbyterian College Panhellenic Council Executive Board, individuals must meet the following requirements:

- A. Be an active member, in good standing, of a member sorority.
- B. Maintain good academic standing of a 2.7 cumulative GPA.
- C. Be devoted to the general ideals and principles of sorority life and conduct themselves in a professional manner consistent with the Panhellenic Code of Ethics.
- D. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
- E. Not hold the office of President or officer in charge of recruitment within their member sorority or other position that could cause conflict of interest within their member sorority.

Section VIII. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election and at the beginning of the spring semester.

Section IX. Removal

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

Section X. Vacancies

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

- B.** When there is a vacancy in the Presidency, the Vice President of Judicial Affairs shall fill in until a new President is selected through procedures given in Section 3 of this article.

Section XI. Duties of Executive Board Officers

A. The President shall:

1. Provide guidance and focus to the efforts of the College Panhellenic Council.
2. Serve as the official representative and liaison of the Presbyterian College Panhellenic Council to campus organizations and administrators and represent the College Panhellenic Council at any official College meetings or events deemed necessary.
3. Preside at all meetings of the Panhellenic Council.
4. Preside at all meetings of the Executive Board.
5. Serve as an ex-officio member of all Panhellenic Council committees, except the judicial board.
6. Communicate regularly with the Panhellenic Advisor.
7. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
8. Ensure that the NPC annual report is completed.
9. Communicate regularly with the NPC Area Advisor.
10. Maintain current copies of the following: Presbyterian College Panhellenic Council Bylaws and standing rules; the Panhellenic Council budget; contracts executed on behalf of the Panhellenic Council; correspondence and materials received from the NPC Area Advisor; all College Panhellenic reports to NPC; and other pertinent materials.
11. Perform all other duties as assigned.

B. The Vice President of Judicial Affairs shall:

1. Perform the duties of the President in her absence.
2. Serve as the chair of the Judicial Board.
3. Oversee training of the Judicial Board members.
4. Serve on the Recruitment Logistics Committee.
5. Hold Risk Management/Prevention and Social Chair Roundtables whenever needed, as well as being responsible for risk management/prevention initiatives needed for Greek events and programs.
6. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
7. Perform all other duties as assigned.

C. The Vice President of Recruitment and Retention shall:

1. Have participated in Formal Recruitment as a chapter member.
2. Oversee all aspects of Formal Panhellenic Recruitment.
3. Chair Recruitment Committees.
4. Oversee the selection and training process for Pi Chi Recruitment Counselors.
5. Act as a liaison between Potential New Members and the Panhellenic Community prior to and during the recruitment process.

6. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
7. Maintain and revise the Recruitment Rules of the College Panhellenic Council in conjunction with the Panhellenic Advisor
8. Perform all other duties as assigned.

D. The Vice President of Scholarship and Service shall:

1. Coordinate and plan at least two academic programming events or initiatives throughout the year.
2. Work closely with chapters and provide advice and support to sorority scholarship, academic, service, and philanthropy chairs of each chapter.
3. Maintain a copy of the Presbyterian College Fraternity/Sorority Life grade reports provided by the Panhellenic Advisor.
4. Develop at least two service projects and philanthropic events for the College Panhellenic Council throughout the year.
5. Collaborate and co-sponsor service projects and philanthropic events with other service organizations on campus.
6. Assists with planning a Greek Day of Service in spring in conjunction with the Interfraternity Council Vice President of Programming and Service.
7. Organize an annual philanthropic event benefiting Circle of Sisterhood.
8. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
9. Perform all other duties as assigned.

E. The Vice President of Programming shall:

1. Develop at least two events per semester for the College Panhellenic Council in support of fostering sisterhood and Greek unity on campus
2. Co-Chair the Greek Week Committee, in conjunction with the Interfraternity Council Vice President of Programming and Service.
3. Work collaboratively with the Vice President of Equity and Belonging to plan and promote events surrounding diversity, equity, and inclusion.
4. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
5. Perform all other duties as assigned.

F. The Vice President of Equity and Belonging shall:

1. Sponsor at least two member experience events per semester under the topics of diversity, equity, and inclusion.
2. Ensure all membership receives training on effective allyship, unconscious bias, and microaggressions on an annual basis.
3. Provide guidance to chapters on how to create effective, tangible change towards inclusivity in their organizations and guide chapters' implementation of events and training relative to diversity, equity, and inclusion.
4. Provide guidance to members who would like to educate chapters or talk to individual chapter members regarding diversity and inclusion.

5. Highlight cultural events occurring on campus hosted by organizations and promote collaboration.
6. Encourage collaborative partnerships, programming, and sustainable change to achieve inclusivity.
7. Work collaboratively with the Vice President of Programming to plan and promote events surrounding diversity, equity, and inclusion.
8. Identify and escalate any reported incidents of bias to any and all appropriate channels, including but not limited to Campus Life, The Office of Diversity and Inclusion, etc.
9. Maintain a complete and current list of resources, materials, and contacts, containing information on all pertinent programs and activities.
10. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
11. Perform all other duties as assigned.

G. The Vice President of Operations shall:

1. Record minutes of all meetings of the Presbyterian College Panhellenic Council and the Executive Board.
2. Maintain records and documents in FS Central including but not limited to the minutes of all meetings, rosters, and grade reports.
3. Manage the Greek calendar of events in conjunction with the Interfraternity Council representative and Student Involvement
4. Supervise the finances of the Presbyterian College Panhellenic Council with the Panhellenic Advisor.
5. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Presbyterian College Panhellenic Council member sorority.
6. Maintain up-to-date 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 with the Panhellenic Advisor.
7. Work with the Panhellenic Advisor to administer and collect annual dues
8. Maintain the social media accounts for the College Panhellenic Council
9. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
10. Perform all other duties as assigned.

Article V. The Panhellenic Council

Section I. Authority

The governing body of the Presbyterian College Panhellenic Council at Presbyterian College shall be the College Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Presbyterian College Panhellenic Council including, but not limited to: annually review and adjust total as needed; 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 College Panhellenic Council that do not violate the sovereignty, rights and privileges of member sororities.

Section II. Composition and Privileges

The Presbyterian College Panhellenic Council shall be composed of one delegate from each regular, provisional, and associate member group at Presbyterian 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. If a delegate is to be absent, it is her responsibility to find a replacement to vote in her place.

Section III. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing the beginning of the spring semester.

Section IV. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Council President and Vice President of Operations of her name, college email, and cell phone number.

Section V. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic semester.

Section VI. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of November or December. The purpose of the annual meeting shall be for the election of new College Panhellenic Executive Officers.

Section VII. Special Meetings

Special meetings of the Panhellenic Council may be called by the Panhellenic Council President when necessary and shall be called by her upon the written request of no fewer than one-third of the member sororities of the Presbyterian College Panhellenic Council. 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 VIII. Quorum

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

Section IX. 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 re-establishment plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Panhellenic Advisor

Section I. Appointment

The Panhellenic Advisor of the Presbyterian College Panhellenic Council shall be appointed by the Presbyterian College administration.

Section II. Authority

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

Article VII. Committees

Section I. Standing Committees

- A.** The standing committees of the Presbyterian College Panhellenic Council shall be the Judicial Board and the Recruitment Committees.
- B.** Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section II. Judicial Board

The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and 6 (six) members, two representatives from each sorority. These representatives shall be elected by their respective sorority at the beginning of each term in January. The Panhellenic Advisor shall serve as a non-voting ex-officio member of the Judicial Board. 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. 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 Presbyterian College Panhellenic Council 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 III. Recruitment Committees

- A.** Recruitment Logistics Committee
 - 1.** The Recruitment Logistics Committee shall be comprised of the Panhellenic Vice President of Recruitment and Retention, Panhellenic Vice President of Judicial Affairs, Panhellenic President, and one representative from each member

sorority. The chapter representatives may be members who already serve on the Panhellenic Executive Board.

- a. The Recruitment Logistics Committee will oversee all planning and execution of the member recruitment process
- b. Members must disassociate from their member sorority prior to and during the recruitment process.
- c. The Recruitment Logistics Committee will be responsible for the revision of Recruitment Rules each year.
- d. Regular meetings shall be open to all Panhellenic Sorority Members unless otherwise deemed closed by the Vice President of Recruitment and Retention.

B. Recruitment Counselors

1. Recruitment Counselors, known as a Pi Chi, will assist in facilitating the membership recruitment process.
 - a. Pi Chis must disassociate from their member sorority prior to and during the recruitment process.
 - b. Pi Chis are expected to provide support, friendship, and guidance to Potential New Members while remaining Panhellenically-minded in all words and actions.

Section IV. Other Committees

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

Article IIX. Finances

Section I. Fiscal Year

The fiscal year of the Presbyterian College Panhellenic Council shall be from July 1st to June 30th inclusive.

Section II. Contracts

With the approval of the Panhellenic President, Panhellenic Advisor's signature shall be required to bind the Presbyterian College Panhellenic Council on any contract. Presbyterian College requires that all contracts be signed by an officer of the College.

Section III. Checks

All checks issued on behalf of the Presbyterian College Panhellenic Council, with approval of the Panhellenic President, shall require the Panhellenic Advisor's signature. Presbyterian College requires all check requests be signed by an officer of the college.

Section IV. Payments

All payments due to the Presbyterian College Panhellenic Council shall be received by the Vice President of Operations, who shall record them. Checks for payments shall be made payable to the Presbyterian College Attn: Panhellenic Council.

Section V. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Council membership dues shall be an assessment per member and new member.
 - 1. The yearly dues for each sorority shall be fixed at \$20 per member.
 - 2. The dues of each Panhellenic Association member sorority shall be payable on or before March 15th.
 - 3. A 2/3 vote of the College Panhellenic Council is required to amend the Panhellenic dues amount.
 - 4. Due to the COVID-19 Pandemic, for the 2020-2021 academic year, membership dues shall be adjusted to \$10 per member.

Section VI. Fees and Assessments

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

Article IX. Attendance

Section I. Expectation

The Panhellenic Council will take attendance at every event hosted by the Panhellenic Council. Chapters are expected to encourage members to attend all Panhellenic events.

Article X. Extension

Section I. Extension

Extension is the process of adding an NPC sorority. The Presbyterian College Panhellenic Council shall follow all NPC Unanimous Agreements and NPC extension guidelines found in the NPC Manual of Information.

Section II. Voting rights

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

Article XI. Violation Resolution

Section I. Violation

Chapters shall be held accountable for the conduct of their individual collegiate members. Conduct contrary to the NPC Unanimous Agreements, these Bylaws, the Panhellenic Code of Ethics, standing rules and/or membership recruitment rules and regulations of the Presbyterian College Panhellenic Council shall be considered a violation.

Section II. Informal resolution

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

Section III. Judicial process

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

- A. Mediation:** Mediation is the first step of the judicial process. The Presbyterian College Panhellenic Council shall follow all NPC 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 College Panhellenic Council shall adopt procedures 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 Panhellenic Judicial Appeal Committee. The Presbyterian College Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be prohibited. The Presbyterian College Garnet Book states “Hazing is inconsistent with the values of Presbyterian College and is a violation of South Carolina law. No organization, student, alumnus, or advisor shall conduct or condone Hazing, regardless of any person’s willingness to participate in hazing activities.”

Article XIII. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Presbyterian College Panhellenic Council in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these Bylaws and any special rules of order the Presbyterian College Panhellenic Council may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Presbyterian College 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 Presbyterian College. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.

Presbyterian College Panhellenic Code of Ethics

We, the undergraduate members of sororities at Presbyterian College, unanimously agree to:

- Demonstrate respect for all Presbyterian College community members.
- Demonstrate and promote a positive Panhellenic attitude through actions and words.
- Respect the right of choice of potential new members.
- Promote spirit within individual chapters as well as a general excitement about the Panhellenic membership experience.
- Promote sorority unity throughout the community as well as advocate for the importance of a positive Panhellenic presence on campus.
- Recognize and encourage friendly relations with all collegiate sorority women and women who are not affiliated with a sorority.
- Have each chapter represented at all Panhellenic meetings and events to promote equality among the sorority community.

Adhere to National Panhellenic Conference Unanimous Agreements and the constitution, bylaws, and recruitment rules of the Presbyterian College's Panhellenic Council.