BYLAWS OF Columbus State University PANHELLENIC ASSOCIATION

Article I. Name

1. The name of this organization shall be the Columbus State University Panhellenic Association.

Article II. Object

1. 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:
   ● Consider the goals and ideals of member organizations as applicable to campus and personal life.
   ● Promote superior scholarship and intellectual development.
   ● Cooperate with member women’s sororities and the university/college administration to maintain high social and moral standards.
   ● Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
   ● 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

1. Membership classes. There shall be three classes of membership: regular, provisional and associate.
   A. Regular membership. The regular membership of the Columbus State University Panhellenic Association shall be composed of all chapters of NPC sororities at Columbus State 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 Columbus State University Panhellenic Council shall be composed of all colonies of NPC sororities at Columbus 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 an NPC sorority.

Last Updated: 4/2017
C. **Associate membership.** Local sororities, or inter/national or regional non-NPC member organizations may apply for associate membership of the Columbus State 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.

2. **Privileges and responsibilities of membership.**

   1. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Columbus State 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.

Article IV. Officers and Duties

1. **Officers.** The executive officers of the Columbus State University Panhellenic Association shall be president, vice president of recruitment, vice president of standards, secretary, director of chapter relations, director of public relations and treasurer.

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 Columbus State University Panhellenic Association shall be eligible to serve as any officer.

   B. **Provisional membership.** Members from women’s sororities holding provisional membership in the Columbus State University Panhellenic Council shall not be eligible to serve as an officer.

   C. **Associate membership.** Members from women’s sororities holding associate membership in the Columbus State University Panhellenic Association shall not be eligible to serve as an officer.

Officers must be in good standing with their respective sororities, have a 2.5 GPA, and must have one year of Panhellenic membership.

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3. **Selection of Officers.** The offices of president, vice president of recruitment, vice president of standards, secretary, director of chapter relations, director of public relations and treasurer of the Columbus State University Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation at Columbus State University. If a member from the women’s sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

   Delta Zeta – May 17, 1975  
   Phi Mu – February 24, 2001  
   Alpha Omicron Pi – April 19, 2008

4. **Term.** The officers shall serve for a term of one year or until their successors are selected. The term of office will begin in December and end in the following December.

5. **Removal.** Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
   A. Any officer failing to perform her duties shall resign and a successor be designated by election or as Article V. Section 4.
   B. All officers shall be in good standing with their respective chapter, their Inter/National Organization, the Department of Student Life, Department of Fraternity and Sorority Life, and Columbus State University for the entirety of that term.

6. **Attendance Policy.**
   A. The Panhellenic Council shall meet once per week during the academic year. The meeting place, time, and day to be set by the president.
   B. If a chapter is not represented during a meeting, the chapter will be fined after two absences unless the secretary has deemed an excuse acceptable 24 hours prior to the meeting. 30 minutes or more of tardiness will be considered an absence for the day.

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

_Last Updated: 4/2017_
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 Council 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: Columbus State 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.
- Perform all other duties as assigned.

B. The vice president of recruitment shall:
- Perform the duties of the president in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Serve as chairman of the Membership Recruitment Committee.
- Select, train, and lead, along with the executive board, all recruitment counselors.
- Plan and execute all Panhellenic recruitment related events.
- Perform all other duties as assigned.

C. The secretary shall:
- Keep an accurate roll of the members of Panhellenic Association.
- Record minutes of all meetings of the Columbus State 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.
D. The treasurer shall:

- Supervise the finances of the Columbus State University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Columbus State 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 Columbus State 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as assigned.

E. The director of chapter relations shall:

- Organize and execute plans for all social functions between Panhellenic organizations.
- Organize and execute plans for all philanthropic efforts of Panhellenic.
- Serve as assistant chairman for the Judicial Board and perform the duties of the chairman in her absence.
- Manage records of all contracts established between two or more Panhellenic organizations.
- Perform all other duties as assigned.

F. The director of public relations shall:

- Design and distribute all Panhellenic paraphernalia and advertisements in a timely fashion.
- Manage all social media accounts of the Columbus State University Panhellenic Association.
- Manage all interactions with the public on behalf of the Panhellenic Association appropriately.
- Perform all other duties as assigned.

G. The vice president of standards shall:

- Oversee the establishment of the Judicial Board application process.
- Serve as chairman of the Judicial Board.
● Review and update bylaws annually
● Interpret and address violations of bylaws and all rules and policies passed under them, along with recruitment rules, during primary recruitment and the regular school year.
● Be knowledgeable of judicial procedures as prescribed by NPC and modify procedures accordingly.
● Lead and arrange all judicial hearings with committee members.
● Plan and execute any Panhellenic risk management programs

**Article V. The Panhellenic Council**

1. **Authority.** The Panhellenic Executive Board shall govern the NPC member sororities at Columbus State University. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Columbus State University Panhellenic Association including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually 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.

2. **Composition and privileges.**
   A. The Columbus State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular and associate member organization at Columbus 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.
   B. 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 panhellenic president.
   C. The delegates of associate chapters shall have voice but no vote on matter pertaining to primary recruitment and expansion.

3. **Selection of delegates and alternates**
   A. 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 at the start of spring semester.
   B. Delegates must be full-time students with a 2.5 GPA.
4. **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 Association secretary of her name, email, and telephone number.

5. **Regular meetings.**
   
   A. Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. Attendance to regular meetings is mandatory.
   
   B. If a member chapter is absent from more than two meetings without proper excuse or notice, the respective chapter will be fined $10. If the chapter fails to pay the fine, they will be referred to the Judicial Board for review. The Judicial Board will adhere to the NPC Judicial Procedures.

6. **Special meetings.**
   
   A. Special meetings of the Panhellenic Council may be called by the Council panhellenic 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 Columbus State University Panhellenic Association.
   
   B. 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.

7. **Quorum.** Two-thirds of the delegates from the member sororities of the Columbus State University Panhellenic Association shall constitute a quorum for the transaction of business.

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.
Article VI. The Executive Board

1. **Composition.** The composition of the Executive Board shall be the president, vice president of recruitment, vice president of standards, director of chapter relations, director of public relations, secretary and treasurer.

2. **Duties.** The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

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. Attendance to regular meetings is mandatory. If a member or associate chapter is absent from more than two meetings without proper excuse or notice, the respective chapter will be fined $10. If the chapter fails to pay the fine, they will be referred to the Judicial Board for review.

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.

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

Article VII. The Panhellenic Advisor

1. **Appointment.** The Panhellenic advisor of the Columbus State University Panhellenic Association shall be appointed by The Columbus State University administration.

2. **Authority.** The Panhellenic advisor shall serve in an advisory capacity to the Columbus State University Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board. The Panhellenic advisor shall act as an ex-officio member of the Judicial Board. The advisor holds the power to make any necessary decisions that may impact the College Panhellenic Association in regard to university policies.

Article VIII. Committees

1. **Standing committees.**
   
   A. The standing committees of the Columbus State University Panhellenic Council shall be the Judicial Board and Membership Recruitment Committee.
B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

2. Appointment of committee membership. The Executive Board or Panhellenic Council 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.

3. Judicial Board. The Judicial Board shall consist of the vice president of standards as chairman and two 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.

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 Columbus State 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.

4. Membership Recruitment Committee. The Membership Recruitment Committee shall consist of vice president of recruitment as chairman and the membership director as one representative from each regular and associate member participating in primary recruitment. 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.
5. **Other committees.** Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

**Article IX. Finances**

1. **Fiscal Year.** The fiscal year of the Columbus State University Panhellenic Association shall be from July 1st to June 30th inclusive.

2. **Contracts.** Dual signatures of the president and Panhellenic advisor shall be required to bind the Columbus State University Panhellenic Association on any contract. Contracts must be in compliance with Columbus State University guidelines.

3. **Checks.** All checks issued on behalf of the Columbus State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the treasurer or president, and the Panhellenic advisor.

4. **Payments.** All payments due to the Columbus State University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Columbus State University Panhellenic Association. Upon receiving checks, the treasurer must record and deposit them to the Association account within 48 hours.

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 and September of that year.

   - The dues of each Panhellenic Association member sorority shall be payable on or before March 15th and October 15th.

   C. Failure to meet the payment deadline will result in a late fine of $25 for the delinquent chapter.
6. **Fees and assessments.** The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. At the end of each month, the treasurer will notify each chapter of their balance. If the balance is not paid in full by the 15th day of the following month, the chapter will be referred to the Judicial Board and fined $5 per day until action is taken.

Regular Meeting Absence - $10  
Failure to Meet Deadlines set by CPH - $5 per day (pending circumstances)  
President’s Roundtable Absence - $5

**Article X. Extension**

1. **Extension.** Extension is the process of adding an NPC women’s sorority.

_The Columbus State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information._

2. **Voting rights.**  
Only regular members of the Panhellenic Association shall vote on extension matters.

**Article XI. Violation Resolution**

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 Columbus State University Panhellenic Association shall be considered a violation.

2. **Informal resolution.** Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

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 Columbus State 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 Columbus State 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 Columbus State 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 Columbus State 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 Columbus State University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Columbus State 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 Columbus 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 the National Panhellenic Conference.