Constitution and Bylaws for the Binghamton University Panhellenic Council

ARTICLE I – Name

The name of this organization shall be the Binghamton University Panhellenic Council.

ARTICLE II – Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and intellectual achievement.
3. Cooperate with member sororities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference Unanimous Agreements, best practices and policies.
5. Act in accordance with all rules established by the Binghamton University Panhellenic Council as to not violate the sovereignty, rights, and privileges of member sororities.
6. Act in accordance with, and to support the Binghamton University Relationship Agreement.

ARTICLE III – Membership

Section 1. Membership Classes
There shall be three classes of membership: regular, associate, and provisional.

1. Regular Membership: The regular membership of the Binghamton University Panhellenic Council shall be composed of all chapters of National Panhellenic Conference sororities at Binghamton University. These members shall pay dues to the Binghamton University Panhellenic Council and have the right to voice their opinions and vote on council matters.

2. Associate Membership: Associate membership of the Binghamton University Panhellenic Council shall be composed of all local, national, or regional non-NPC organization. In order to be eligible for associate membership, the associate member group must comply with Binghamton University Panhellenic Council standards and submit an application with approval to be determined by the Panhellenic Council Executive Board. An associate member shall have voice and one vote on all matters except for extension related matters. Should the associate member choose to forgo the formal recruitment process, they shall not have a vote on the recruitment rules and establishment or

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modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council, should this vote occur, the associate member shall not be entitled to vote on the matter.

3. **Provisional Membership**: The provisional membership of the Binghamton University Panhellenic Council shall be comprised of all colonies of NPC sororities at Binghamton University. Provisional members shall pay no dues and shall have a voice but no vote on all Panhellenic Council matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

4. Lastly, a member sorority of the Binghamton University Panhellenic Council shall not extend a bid to any initiated member of a member NPC sorority of Binghamton University.

**Section 2. Privileges and Responsibilities of Membership**

1. Duty of compliance: All members, regardless of membership class, shall comply with the Binghamton University Panhellenic Council Constitution, Bylaws, Recruitment Rules, and Judicial Policy along with NPC Unanimous Agreements.

**Section 3. Requirements for Membership**

1. Any regular matriculated female student with 12 college credits and a minimum GPA of 2.5 or transfer status (as per Binghamton University guidelines) is eligible for recruitment.
2. For the Informal Fall Recruitment process, every PNM who wishes to be considered for recruitment must fill out the B-Engaged form to determine eligibility. For the Formal Spring Recruitment process, every PNM must fill out the B-Engaged form as well as the InterCollegiate Solutions online form.

**ARTICLE IV – The Panhellenic Council**

1) **The Executive Board**: The executive board shall be the administrative body of the Binghamton University Panhellenic Council. It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Binghamton University Panhellenic Council’s functions. These include; recruitment and new member education rules that will not violate the sovereignty, rights, and privileges of member sororities.

2) **Selection of Delegates**: Delegates shall be selected by their respective chapters to serve for a term of at least one semester, or coinciding with their respective chapter elections.

3) **Delegate of Vacancies**: When a delegate vacancy occurs it becomes the responsibility of the chapter to select a replacement and to notify the Panhellenic Council of her name and basic information. In the occurrence of a vacancy, a substitute replacement must attend the Panhellenic Council meetings and fulfill the duties of the previous delegate.

**ARTICLE V – The Panhellenic Advisor**

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1) The Panhellenic Advisor shall be appointed by the Director of Fraternity and Sorority Life.
2) The Panhellenic Advisor shall serve in an advisory capacity to the Binghamton University Panhellenic Council.

ARTICLE VI – Selection of Officers

Section 1. Officers
The officers of the Binghamton University Panhellenic Council shall be; President, Vice-President, Recruitment Chair, Treasurer, Philanthropy Chair, Secretary, Public Relations Chair, and Risk Management/Judicial Chair.

Section 2. Eligibility
Eligibility to serve as an officer shall depend on the class of membership:

1. Regular membership: Members from sororities holding regular membership in the Binghamton University Panhellenic Council are eligible to serve as an officer.
2. Associate membership: Associate members may serve as an officer except for President or Recruitment Chair for the Binghamton University Panhellenic Council.
3. Provisional membership: Provisional members are ineligible to be an officer for the Binghamton University Panhellenic Council.

In addition, officers shall:
1. Have had at least one semester as a member of their respective Panhellenic chapter.
   a. In order to apply for candidacy, members must be in good standing with their chapter. This includes, but is not limited to; academic standing, active membership, financial responsibility with payment of dues, and not implicated for any chapter or Fraternity and Sorority Life judiciary cases.
   b. Have a minimum cumulative grade point average of 2.5 in the semester prior to assuming office. In the case that a candidate served at any institution other than Binghamton University, the most recent semester at Binghamton will be considered.
2. The officers shall serve a term of one calendar year starting after Formal Spring recruitment and ending after the next period of Formal Spring Recruitment.

Section 3. Slating/Election Process:

   a. In order to be considered by the slating committee (executive board), a candidate must submit an application two weeks prior to elections.
   b. The slating committee will meet one week prior to elections to set the slate. The

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majority of the slating committee must approve the slate.
c. On the day of elections, chapter delegates will vote upon the slate. Should the
slate not be approved, the officers will be voted upon separately from the slate.
d. An old officer/new officer training session shall be held the first week after the
Spring recruitment period at the Panhellenic Executive Board meeting.
e. Every chapter receives one vote, which is cast by anonymous ballot. In the event
of a tie, the Panhellenic President, Vice President and Director of Fraternity and
Sorority Life shall select the most qualified candidate.
f. In the case of a failed slate, the order of the elections shall be: a) President b) Vice
President c) Recruitment Chair d) Treasurer e) Secretary f) Philanthropy Chair g)
Risk Management/Judicial Chair h) Public Relations Chair.

Section 4. Office Holding Limitations
No more than two members of the same sorority may hold office during the same term.

Section 5. Vacancies
Vacancies will be filled by notifying all chapters of the vacancy and then having an election
process with a 2/3 majority vote to select the winning candidate.

ARTICLE VII – Officer Duties

Section 1. Officer Responsibilities

1. The President Shall:
   1. Have overall responsibility for the operation of the Panhellenic Council.
   2. Call and preside all Executive Board and Panhellenic Council meetings of the
      Binghamton University Panhellenic Council.
   3. Review and approve all Panhellenic Council checks and contracts, after consultation
      with the Director of Fraternity and Sorority Life or designee, involving the Binghamton
      Panhellenic Council.
   4. Serve as a member ex-officio of all Panhellenic Council committees with vote.
   5. Report as required to the National Panhellenic Conference Area Advisor.
   6. Maintain a complete an up-to-date President's file which will include a copy of the
      current Binghamton Panhellenic Council Constitution, Bylaws and Standing Rules;
      the current Panhellenic Council budget; the Recruitment Rules and Regulations; the
      Risk Management Policy; the current NPC Manual of Information and related
      materials; current correspondence and materials received from her NPC Area Advisor;
      her copies of the College Panhellenic Reports to the Area Advisor and other pertinent
      materials.
   7. The President or her designee shall represent the Panhellenic Council to the
      outside community.
   8. Appoint all standing and ad hoc committees with approval from the Executive Board.
   9. The President shall remain disaffiliated during the formal recruitment process from
      the beginning of the spring semester until the period of Strict Silence is over. In
      addition, the President shall remain discreet during the pre-recruitment period.

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10. Attend or find a replacement for Fraternity and Sorority Leadership Board meetings.
11. Make emergency interim decisions, with a majority approval of the Executive Council, which shall be subject to review by the Panhellenic Council.
12. Attend conferences and retreats as instructed by the Panhellenic Advisor.
13. Have weekly/bi-weekly meetings as needed with the Panhellenic Advisor to ensure the council is staying on track.
14. Organize elections.
15. Ensure the Executive Board is remaining on track with their respective duties.
16. Perform all other duties usually pertaining to this office

2. The Vice President shall:

1. Preform the duties of the President in her absence, inability to serve, or at her call.
2. Be familiar with the NPC Manual of Information and all governing documents of the council.
3. Arrange the new member series.
4. Undertake the responsibility of academic affairs.
5. Complete the AFLV awards application.
6. Coordinate special programs or projects for Panhellenic Council.
7. Perform all other duties usually pertaining to this office.

3. The Recruitment Chair shall:

1. Lead the formal recruitment process.
   a. Select, train, and oversee Recruitment Counselors.
   b. Remain disaffiliated during the formal recruitment process from the beginning of the spring semester until the period of Silent Rush is over. In addition, the Recruitment Chair shall remain discreet during the pre-recruitment period.
2. Responsible for the evaluation, revision, and improvement of the Code of Ethics, Membership Guidelines, the Formal Recruitment System and Procedures, General Recruitment Procedures, and Membership Procedures.
3. Plan, coordinate and implement events that encourage women to go through the recruitment process.
4. Promote the understanding of Membership Guidelines and the Code of Ethics among sorority women.
5. Periodically meet with individual chapter Recruitment chairmen/committee to evaluate Recruitment methods, techniques, and parties.
6. Perform all other duties usually pertaining to this office.

4. The Treasurer shall:

1. Be responsible for the general supervision of the finances of the Binghamton University Panhellenic Council.
2. Prepare the annual budget and following its approval by the Panhellenic Council, provide a copy to each chapter delegate.

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3. Receive all payments due to the Panhellenic Council, collect all dues, and give receipts.
4. Be responsible for the prompt payments of all the bills of the Binghamton University Panhellenic Council.
5. Maintain current financial records, and give periodic reports of financial status.
6. Perform all other duties usually pertaining to this office.

5. The Secretary shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council.
2. Record minutes of all meetings of the Binghamton University Panhellenic Council and the Executive Board.
3. Take attendance at all Panhellenic Council meetings and report to President and Judicial Chair in regards to necessary sanctions for missed meetings.
4. Keep current concerning number of initiated members and new members in each Panhellenic Council member sorority.
5. Maintain all necessary documentation of official Panhellenic Council business.
6. Perform all other duties usually pertaining to this office.

6. The Philanthropy Chair shall:

1. Coordinate all philanthropy events for the Panhellenic Council.
2. Head all philanthropy and community service committees.
3. Perform all other duties usually pertaining to this office.

7. The Risk Management/Judicial Chair shall:

1. Create and maintain Risk Management policy for Panhellenic Council.
2. Assign and enforce necessary judicial sanctions.
3. Serve as head of judicial committee.
4. Perform all other duties usually pertaining to this office.

8. The Public Relations Chair shall:

1. Maintain and be responsible for all Panhellenic Council forms of social media.
2. Be responsible for advertising all Panhellenic Council meetings and happenings to the general public/potential new members.
3. Perform all other duties usually pertaining to this office.

Section 2. In Case of Officer Recall

1. Officers of the Panhellenic Council who have failed to carry out their duties as assigned to them by the Constitution and Bylaws of the Binghamton University Panhellenic Council can be brought up for recall by any member sorority or any member of the Executive Board or delegates.

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2. Officers of the Panhellenic Council who have failed to be in good standing with their respective organizations within Fraternity and Sorority Life can be brought up for recall by any member sorority or any member of the Executive Board or delegates.

3. Recall Procedure:
   a. A letter will be submitted by Judicial Chair of the Panhellenic Council.
   b. Every member of the Panhellenic Council Executive Board will then convene to hear charges against the officer in question within one week of the Judicial Chair submitting the letter.
   c. The person bringing the charge will have ten minutes to present their case to the Judicial Chair/Executive Board followed by a brief question and answer section to both the charging and the charged parties.
   d. The board will then discuss the case.
   e. The vote shall be taken with a two-thirds majority required to remove an officer. The vote will then be tallied by the Judicial Chair and the decision shall be released.
   f. Should the Judicial Chair be the officer being charged, the President of the Panhellenic Council will take over her duties as head of Judicial Board.

Section 3. Officer Replacement

An officer shall be replaced in the event that she has missed two Panhellenic Council meetings unexcused within one semester. An officer shall also be replaced should she fail to meet the duties of her respective position in a way that hinders the ability of the Panhellenic council to function as needed.

   1. In the event of inadequate communication, this policy will be suspended, adequate communication as being defined as having 48 hours prior knowledge of the event.
   2. If a vacancy occurs either by resignation or by removal, then a special election will be held to fill any and all vacant offices.

ARTICLE VIII – Meetings

We shall conduct weekly/bi-weekly meetings depending on the agenda with the executive board and chapter delegates.

1) Quorum: Three-fourths of the member sororities shall constitute a quorum for the transaction of business.

ARTICLE IX – Financial Matters

1. Fiscal Year: The fiscal year of the Binghamton Panhellenic Council shall run through the term of office for the present executive board.

2. Contracts: The signature of the President, Treasurer, and the Panhellenic Advisor shall be required to bind the Binghamton Panhellenic Council. However, all contracts must follow Binghamton University Procedures.

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3. **Checks**: All checks issued on behalf of the Binghamton University Panhellenic Council shall be signed by the Treasurer, with prior verbal approval from President or Vice-President.

4. **Payments**: All payments due to the Binghamton Panhellenic Council shall be made out to the Binghamton Panhellenic Council and given to the Treasurer, who shall record them.

5. **Membership Dues**:
   a. **Amount**: Panhellenic dues shall be $7.00 per chapter member.
   b. **Time and Payment**: Bills for Panhellenic dues shall be communicated by the Treasurer at the Panhellenic Council meeting following the deadline to submit chapter rosters as stipulated by the Office of Fraternity and Sorority Life. All payments shall be due two weeks after the date that they are presented to the chapters. Failure to meet this deadline will result in the loss of voting privileges until the dues are paid. Dues, fines, and assessments must be paid in full before Panhellenic Council events in order for a chapter or colony to participate in Panhellenic Council Events.
   c. **Payment Plans**: If a chapter is unable to pay the dues in full by the payment deadline, a payment plan shall be worked out between the Treasurer and the President or designee of the chapter involved. Failure to adhere to the payment plan will result in a loss of voting privileges until the dues are paid in full. Payment plans shall be created on an ad hoc basis when chapters have difficulty paying in full within two weeks of billing. These payment plans will consist of half the balance being paid by the original due date and the remaining half due within the first half of the semester.
   d. **If a sorority is delinquent for more than two weeks**, the Treasurer shall bring action against that Sorority to the Panhellenic Judicial/Risk Management Chair.

6. **Budget**: The annual budget shall be presented at the first Panhellenic Council meeting. The budget shall then be voted upon at the following meeting of the Panhellenic Council.

7. **Financial Records**: The financial records of the Panhellenic Council shall be ready for auditing and transferal within two weeks of the date of assumption of executive board positions.

8. **Disbursements**: The executive board shall control the budget of the Council and all disbursements from the Council’s treasury must be approved by the executive board and signed by the Treasurer.
   a. All funding requests must be made at least one week prior to the event.
   b. Reimbursement forms must be filled out within one month after the event.
   c. Funding will not be granted for events that did not occur.

9. **Alcohol**: No funds of the Council shall be used to purchase alcohol.

10. **Excess Funds**: Excess funds shall carry over into the next semester.

11. **Financial Reports**: Financial reports shall be reviewed by the Director of Fraternity and Sorority Life and the Treasurer after each recruitment period.

**ARTICLE X – Standing Committees**

Such Standing Committees and special officers as may be necessary to carry out the work of the Binghamton University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

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ARTICLE XI – Risk Management

Refer to separate Risk Management Policy

ARTICLE XII – Agreements, Rules and Policies

1) All Binghamton University Panhellenic Council rules and policies shall be in concordance with those currently established by National Panhellenic Conference and/or Binghamton University Student Code of Conduct.

2) All members of the Binghamton University Panhellenic Council shall act in accordance with fundamental Panhellenic rules and policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council) and the Binghamton University Student Code of Conduct.

ARTICLE XIII – Violations

1) Violations of any regulations of this Constitution and Bylaws or other Panhellenic documentation whether it be from NPC or Binghamton University Panhellenic Council, of the rules concerning matters other than recruitment, or of the National Panhellenic Conference Unanimous Agreements (The Panhellenic Compact, Standards of Ethical Conduct, College Panhellenic Agreements, Agreements on Questionnaires and Constitutions, and the Jurisdiction of a College Panhellenic Council) shall be the occasion of penalties established by the Binghamton University Panhellenic Council in conformity with those recommended by National Panhellenic Conference.

2) Any dispute growing out of the violation of Panhellenic Council rules and regulations shall be adjusted through arbitration as prescribed by the principles of the Panhellenic Conference.

ARTICLE XIV – Amendments

The constitution may be amended by a three-fourths vote of the regular voting members of the Binghamton University Panhellenic Council, provided notice of the meeting proposed amendment has been given in writing at a preceding meeting.

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