

BYLAWS OF 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 Panhellenic Council shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.
- Act in accordance with and support the Binghamton University Relationship Agreement

Article III. Membership

Section 1. Membership classes

There shall be three classes of membership: regular, provisional and associate.

- Regular membership.** The regular membership of the Binghamton University Panhellenic Council shall be composed of all installed chapters of NPC sororities at Binghamton University. Regular members of the Panhellenic Council shall pay dues of \$7 per member each semester. Each regular member shall have a voice and one vote on all matters.
- Provisional membership.** The provisional membership of the Binghamton University Panhellenic Council shall be composed of all colonies of NPC sororities at Binghamton 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.
- Associate membership.** The associate membership of the Binghamton University Panhellenic Council shall be composed of women's-only local sororities or inter/national or regional non-NPC

member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues of \$7 per member per semester. An associate member shall have voice and one vote on all matters except extension-related matters. Suppose the associate chapter does not participate in the primary recruitment process. In that case, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of 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.

- Criteria for associate membership
 - i. Any women's only organization recognized by the Office of Fraternity and Sorority Life that is not a member of the NPC will be deemed an associate member.
 - ii. Any organization wishing to join the Panhellenic council shall follow the application process, which the university will dictate.

Section 2. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Binghamton University 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 Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College 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 College Panhellenic Association member sorority shall be payable on or before October 1st.
 - If the sorority becomes delinquent in payment the procedure is as follows:
 - \$50/week late fee. The Vice President of Administration will send out an invoice of the updated payment cost.
 - Failure to pay after four weeks, will result in loss of vote.

Section 4. Fees and assessments

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the Binghamton University Panhellenic Council shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Membership Development, Vice President of

Administration, Vice President of Philanthropy and Community Service, Vice President of Risk Management and Judicial Affairs, and Vice President of Public Relations.

Section 2. 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 College 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 all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Binghamton University Panhellenic Council bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Directly advise, assist, and regularly meet with the three of the specifically oriented vice president positions and the executive vice president, and one must be the vice president of recruitment. The other positions may be decided in conjunction with the executive vice president. Must check in with those executive board members regularly, and help execute their initiatives or projects.
- Complete semester check-ins with all members of Panhellenic Executive Board, and to host a full executive board planning meeting at the beginning of each semester to ensure full productivity.
- Maintain communication with chapter presidents, and call Presidents to meetings in the case of large, urgent matters.
- Appoint all standing and ad hoc committees with approval from the Executive Board.
- Attend or find a replacement for Fraternity and Sorority Leadership Board meetings.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Council.

B. The executive vice president shall:

- Perform the duties of the president in the elected/appointed president's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Council.
- Directly advise, assist, and regularly meet with three of the specifically oriented vice president positions, and one must be the vice president of administration. The other positions may be decided in conjunction with the president at the beginning of their terms. Must check in with those executive board members regularly, and help execute their initiatives or projects
- Coordinate representative trainings and act as a liaison between chapter representatives and the council.
- Organizes and plans initial new member meeting and facilitates contact between the new members and the council.
- Maintain Panhellenic Council calendar consisting of chapter and council event

- Reserve all spaces necessary for Panhellenic endeavors
- Coordinate special programs or projects for Panhellenic Council
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

C. The Vice President of Recruitment Shall

- Lead the formal recruitment process
- Select, train, and oversee Recruitment Counselors
- 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
- Plan, coordinate and implements events that encourage women to go through the recruitment process.
- Promote the understanding of Membership Guidelines and the Code of Ethics among sorority women
- Periodically meet with the individual chapter Recruitment chairmen/committee to evaluate Recruitment methods, techniques, and parties
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Council

D. The Vice President of Membership Development Shall

- Focus on the betterment and development of the individuals and chapters in our community
- Responsible for all academic affairs of council. Must host at least one academic event or initiative each semester
- Responsible for coordinating membership development of council. Must at least host one development event or initiative. Can utilize offices for expertise
- Responsible for planning at least one sisterhood event or initiative each semester
- Garner feedback and suggestions for tailoring of programs and events
- Organize the Senior Recognition Ceremony at the end of the Spring Semester
- Perform all other duties related to this office

E. The Vice President of Administration shall:

- Keep an accurate roll of the members of Panhellenic Council which includes their name, contact information, and projected graduated date.
- Keep an up-to-date record of the contact information of respective chapter positions
- Record minutes of all meetings of the Binghamton 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.
- Take attendance at all Panhellenic Council meetings and report to President and Judicial Chair in regards to necessary sanctions for missed meetings.
- Collect contacts of PNMs from university events, add them to a listserv, and send them any necessary recruitment information via email.
- Email any annual updates and/or necessary engagement emails to the alumni listserv
- Manage the Panhellenic Email Account

- Ensure that positive recognition initiatives are running smoothly, provide reminders to chapters, and reimburse when needed.
- Responsible for the general supervision of the finances of the Binghamton University Panhellenic Council
- Maintain current financial records, and give periodic reports of financial status
- Maintain a complete 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.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Council

F. The Vice President of Philanthropy and Community Service:

- Coordinate all philanthropy events for the Panhellenic Council. This includes at least one council-wide event per year for a national philanthropy cause.
- Coordinate all community service events for the Panhellenic Council. This includes at least one large-scale event, one long-term initiative, or multiple small-scale service projects throughout the year
- Organize fundraisers related to philanthropic events, community initiatives, or other charitable projects
- Head all philanthropy and community service committees. Meet with chairs each semester to plan event dates, improve communication, and assist with event planning.
- Coordinate with the IFC's Vice President of Service to plan philanthropy and service-based events for both councils (i.e. Miss Aphrodite, Days of Service)
- Perform all other duties usually pertaining to this office

G. The Vice President of Judicial Affairs shall:

- Assign and enforce necessary guidance for judicial sanctions that break Panhellenic policy
- Host at least one training session or event per semester in one or more of the following areas: risk management, social responsibility, bystander intervention, alcoholism, hazing prevention
- Serve as head of judicial committee
- Perform all other duties usually pertaining to this office

F. The Vice President of Public Relations shall:

- Assign and enforce necessary guidance for judicial sanctions that break Panhellenic policy
- Update all forms of social media on a regular basis, including, but not limited to Instagram, Facebook, and TikTok
- Create and distribute monthly newsletter
- Maintain current information the Panhellenic website
- Enforce the Social Media Policy
- Perform all other duties usually pertaining to this office

Section 3. Eligibility

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

- A. Regular membership. Members from women's-only sororities holding regular membership in the Binghamton University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's-only sororities holding provisional membership in the Binghamton University College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's-only sororities holding associate membership in the Binghamton University Panhellenic Association shall be eligible to serve as an officer but should not serve as president or the officer in charge of recruitment.

In addition, officers shall:

- A. Have at least one semester as a member of their respective Panhellenic chapter
- B. Remain in good standing with their chapter. This includes, but is not limited to, academic standing and active membership
- C. Have a minimum cumulative grade point average of 2.5 in the semester prior to assuming office. If the candidate has transferred from another institution only the Binghamton university grade point average will be applicable

Section 4. Selection of Officers

The Panhellenic Executive Board election process shall be determined by through slating. The slating committee will consist of Executive Board members who are not applying for the next term. Elections for the Panhellenic Council Executive Board will be held in the Fall semester. The president will appoint a member of the executive board to create and send out the applications.

The slating process will be as follows:

- A. Candidates must be in good standing with their chapter. This includes, but is not limited to, academic standing and active membership.
- B. In order to be considered by the slating committee, candidates must submit applications prior to the Panhellenic application deadline.
- C. The slating committee will review applications, host interviews, and create the slate. The majority of the slating committee must approve of the slate.
- D. The slating committee will propose the slate to chapters. Chapter delegates will vote on the slate, and each chapter will have one vote. These votes will be cast by anonymous ballot.
- E. If the slate fails, chapters will vote on the slate based on individual positions. The order of elections shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Membership Development, Vice President of Administration, Vice President of Philanthropy and Community Service, Vice President of Risk Management and Judicial Affairs, and Vice President of Public Relations.
- F. An old officer/new officer training session shall be held sometime before the first week after the Spring recruitment period.

Section 5. Office-holding limitations

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

Section 6. Nomination procedure

The Nominating Committee will consist of the members of the outgoing executive board.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the end of Formal Recruitment in February, and it will end on the Bid Day of the next Formal Recruitment.

Section 8. Removal

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

Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Binghamton 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 Binghamton University Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges

The Binghamton University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at Binghamton 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously presented to the Association president.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year commencing when the term begins, upon selection by the chapter

Section 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 College Panhellenic Association Executive Vice President of the name, address, email and telephone number of the new delegate. In the event of a vacancy, it shall result in a loss of vote until it is filled.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

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

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's—only sororities of the Binghamton University Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8: Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 9. Quorum

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

Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Binghamton University College Panhellenic Association shall be appointed by the Director of Fraternity and Sorority Life.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Binghamton University College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of the Binghamton University College Panhellenic Association 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.

Section 2. Appointment of committee membership

The 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-only sororities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and seven members from the College Panhellenic Association 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, deliberations and sanctioning. The Judicial Board shall educate member sororities about the College 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 Binghamton University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Other committees

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

Article VII. Finances

Section 1. Fiscal Year

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

Section 2. Contracts

Dual signatures of the President and Vice President of Administration shall be required to bind the Binghamton University College Panhellenic Association on any contract. However, all contracts must follow Binghamton University Procedures.

Section 3. Checks

All checks and electronic payments issued on behalf of the Binghamton University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Vice President of Administration, with prior verbal approval from President or Executive Vice President.

Section 4. Payments

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

Section 5. 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.

Section 6. 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.

Section 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 Vice President of Administration.

- All funding requests must be made at least one week prior to the event.
- Reimbursement forms must be filled out within one month after the event.
- Funding will not be granted for events that did not occur.

Section 9. Alcohol

No funds of the Council shall be used to purchase alcohol.

Section 10. Excess Funds

Excess funds shall carry over into the next semester.

Section 11. Financial Review

Financial reports shall be reviewed by Fraternity and Sorority Life Staff and the Vice President of Administration after each recruitment period.

Article IX. Extension

Section 1. Extension

Extension is the process of adding an NPC women's-only sorority.

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

Section 2. Voting rights

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

Article X. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Binghamton 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

The Binghamton University Panhellenic Council shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The Binghamton University Panhellenic Council 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 Panhellenic Judicial Appeals Committee. The Binghamton University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XI. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned. Binghamton University Panhellenic council will adhere to the Binghamton University Hazing policy. Hazing is prohibited at Binghamton University. The term “hazing” is defined as any action taken or situation created involving prospective or new members of a group, or as continued membership in any organization that is affiliated with the University. The complete Binghamton University Student Code of Conduct Hazing Policy can be found on the website for Binghamton University Office of Student Conduct.

Article XII. Inclusion Statement

Binghamton University Panhellenic Council does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

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

Article XV. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Binghamton 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 NPC unless otherwise required by state law.