



BYLAWS OF OKLAHOMA STATE UNIVERSITY PANHELLENIC ASSOCIATION  
UPDATED OCTOBER 10TH, 2018

Article I. Name

The name of this organization shall be the Oklahoma State University Women's Panhellenic Association.

Article II. Objective

The objective of the Panhellenic Association shall be to develop and maintain fraternity life and member group relations at a high level of accomplishment.

- a. To further refine intellectual accomplishment and sound scholarship.
- b. To cooperate in partnership with university administration and member groups toward achieving high fraternal ideals, in all areas.
- c. To formulate programming for the growth and development of our member groups.
- d. To act in accordance with National Panhellenic Conference policies and Unanimous Agreements.
- e. To establish and maintain all policies which do not violate the sovereignty, rights and privileges of member groups.
- f. To enhance mutual respect, assistance, and cooperation among member groups.

Article III. Membership

Section 1. Membership classes

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

- a. Regular Membership
  - i. The regular membership of the Oklahoma State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Oklahoma State University. Each regular member shall have voice and one vote on all matters.
- b. Provisional Membership.

- i. The provisional membership of the Oklahoma State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Oklahoma State University. Provisional members 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 fraternity.
- c. Associate Membership
  - i. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Oklahoma 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. 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 2. Privileges and responsibilities of membership

- a. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Oklahoma 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

### Section 1. Officers

- a. The Officers of the Oklahoma State University Panhellenic Association shall be:
  - i. President
  - ii. Vice President of Judicial Affairs
  - iii. Vice President of Administration
  - iv. Vice President of Public Relations
  - v. Vice President of Education
  - vi. Vice President of Programming
  - vii. Recruitment Chair Coordinator
  - viii. Recruitment Counselor Coordinator
  - ix. Continuous Open Bidding Coordinator
- b. The order of authority shall be:
  - i. President
  - ii. Vice President of Judicial Affairs
  - iii. Vice President of Administration
  - iv. Vice President of Education
  - v. Vice President of Public Relations

- vi. Vice President of Programming
- vii. Recruitment Chair Coordinator
- viii. Recruitment Counselor Coordinator
- ix. Continuous Open Bidding Coordinator

## Section 2. Eligibility

- a. Members from women's sororities holding regular membership within the Oklahoma State Panhellenic Association, and in good standing with their chapter, shall be eligible to serve as any officer.
- b. Must have served the Panhellenic Association during a semester in some capacity (i.e. committee work, committee Chairperson, Recruitment Counselor, Panhellenic Delegate Junior Panhellenic Delegate, etc).
- c. Must have at least a 3.0 cumulative grade point average.
- d. The President must be at least a second semester sophomore at the time of election.

## Section 3. Selection of Officers

- a. The officers of the Panhellenic Executive Council, excluding the offices of Chapter Chair Coordinator, Recruitment Counselor Coordinator and Continuous Open Bidding Coordinator, shall be slated for their position by the Slating Committee.
- b. The Slating Committee will consist of the Outgoing Panhellenic Delegate from each chapter. If a delegate is running for an executive position, she will be ineligible, and that chapter's junior delegate will serve in her place. Outgoing Panhellenic Executive members will serve as a voice with no vote on the official slating committee.
- c. The candidates will go through an application and interview process. The interview will consist of the Slate Committee, the Panhellenic President, the Panhellenic Advisor and the Panhellenic Graduate Assistant. These interviews should take place at the end of October or beginning of November.
- d. The Slating Committee will meet and come out with an official slate. The slate should be presented during a regular Panhellenic Council meeting. Following the meeting the slate should be presented to chapters by their member of the slate committee.
- e. The slate as presented must pass by a majority affirmative (7 chapters) to be accepted. If the vote is not a majority, each individual office will be voted on beginning with President, VP- Judicial Affairs, VP-Public Relations, VP- Programming, VP- Administration and VP- Finance. Office by office voting will be determined by a simple majority
- f. The outgoing Recruitment Team, Panhellenic President, Panhellenic Advisor, and Panhellenic Graduate Assistant will select the Panhellenic Recruitment Counselor Coordinator, Chapter Chair Coordinator and the Continuous Open Bidding Coordinator for the following term in the fall semester. The Recruitment Counselor Coordinator, Chapter Chair Coordinator and Continuous Open Bidding Coordinator shall serve on Panhellenic Executive Council with a voice, but no vote on official Council decisions.

## Section 4. Office-holding limitations

- a. Each chapter cannot have more than two women on executive council (including

recruitment team). In addition, no two women from the same chapter can hold positions on recruitment team

#### Section 5. Term

- a. The officer shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of the spring academic term.

#### Section 6. Removal

- a. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
- b. Grounds for the removal from office for any officer shall be:
  - i. Failure to carry out the duties of their office (as deemed by the Panhellenic Association and the Panhellenic Association Advisor), violation of any Panhellenic Association regulations, or other legislation of the Panhellenic Association.
  - ii. Being found guilty of violating local, state, and federal laws as well as Oklahoma State University regulations.
  - iii. Inappropriate conduct unbecoming to a Panhellenic Executive Council and member of the Greek community.
  - iv. Having excessive absences at Panhellenic Association meetings, Panhellenic Executive Council meetings, and/or Panhellenic Association sponsored events
- c. Additional grounds for removal:
  - i. The Fall Recruitment and Continuous Open Bidding Coordinators may be removed from office by a majority vote of the members of the Panhellenic Executive Council.

#### Section 7. Vacancies

- h. In the case the Panhellenic Association President is unable to complete her term of office; the Vice President of Judicial Affairs shall assume the duties of the President on approval of a three-fourths majority of Panhellenic Association. Vacancies in offices other than Panhellenic Association President, Recruitment Counselor Coordinator, Chapter Chair Coordinator, and Continuous Open Bidding Coordinator shall be filled by a junior or senior delegate from any chapter not represented on the Panhellenic Executive Council. They shall be elected by a simple majority vote of the Panhellenic Council.

#### Section 8. Duties of Officers

- a. The duties of all officers are, but should not be limited to:
  - i. Oversee committees designated to officer position, and appoint a chairperson within two weeks of formation.
  - ii. Administer routine business between meetings of the Panhellenic Council and other business as approved for action by the Panhellenic Council vote.
  - iii. In the event a Panhellenic Executive Council member is applying for an open position, a special appointment committee will be selected. The special appointment committee will consist of the two top ranking executive officers, one elected representative from the Panhellenic Association, one elected

representative from Judicial Board and the Panhellenic Association Advisor. The past Chairperson should sit in on the special appointed committee with voice but no vote.

- iv. Meet with chapter executive council counterparts at least once a semester.
  - v. Establish officer, council, and chapter goals at the beginning of their term and revise them at the beginning of each semester.
  - vi. Uphold the OSU Women's Panhellenic Code of Ethics and Mission Statement and strive towards Greek unity within Panhellenic, all Greek councils, and to the university.
  - vii. Attend designated Panhellenic sponsored events.
  - viii. Attend all Greek 100 Training Sessions
  - ix. Assist the Recruitment Coordinators with the coordination of Fall Recruitment, Continuous Open Recruitment, and Informal recruitment periods.
  - x. Communicate Panhellenic programming events with VP of Programming to add to Panhellenic Calendar in a timely manner.
  - xi. Communicate Panhellenic promotions to VP of Public Relations in a timely manner.
  - xii. Keep the Panhellenic Desk, Greek office, Greek basement storage space, and any other used space clean and organized. This includes the Group Drive on the Panhellenic Desk monitors.
  - xiii. Maintain grade point average requirement of 3.0. The Panhellenic Advisor shall review grades of officers following the conclusion of the spring semester. In the event that an officer's grade point average is below 3.0, they will meet with the Panhellenic Advisor at the Advisor's discretion.
  - xiv. Assist the President in completion of National Panhellenic Awards.
  - xv. Complete a packet for awards for the Association of Fraternal Leadership & Values
  - xvi. Attend the conference for the Association of Fraternal Leadership & Values
- a. The duties of each individual officer are, but ~~should~~ not be limited to:
- i. The President
    1. Have overall responsibility for the operation and programming of the Panhellenic Association.
    2. Preside at all regular meetings of the Panhellenic Association and call and preside at all special meetings.
    3. Call and preside at all meetings of the Panhellenic Executive Council.
    4. Represent the Panhellenic Association on University committees, events and/or meetings as requested.
    5. Report as needed to the National Panhellenic Conference Area Advisor.
    6. Meet with Panhellenic chapter presidents and chapter delegates at least once a semester and with each chapter's executive council at least once during her term.
    7. Meet with each of the Greek Senators at the beginning of their terms.
    8. Maintain a complete updated Panhellenic Association President's file

which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Association Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related materials received from her National Panhellenic Council Area Advisor; copies of the Panhellenic Association Reports to the Area Advisor, and other pertinent materials.

9. Be familiar with the NPC Manual of Information and all governing documents of this Association.
  10. Update Panhellenic Strategic Plan with Panhellenic Advisor within two weeks of the start of her term.
  11. Be familiar with tax information of Panhellenic Council.
  12. Attend Judicial Board Training to serve as the alternative Judicial Board Chairman in case of absence of the Vice President of Judicial Affairs
  13. Complete a National Panhellenic Conference award packet in the biennium year.
  14. Ensure that the NPC College Panhellenic annual report is completed.
  15. Serve as ex-officio of all Panhellenic Association Committees, with the exception of judicial board.
  16. Perform all other duties as assigned.
- ii. Vice President of Judicial Affairs
1. Perform the duties of the Panhellenic Association President in her absence.
  2. Maintain a complete, up-to-date Panhellenic Association Vice President of Judicial Affairs file which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related information received from the Area National Panhellenic Conference Advisor; copies of all Judicial Board correspondence, hearings, and decisions.
  3. Review and compare Panhellenic Bylaws and other Governing Documents at the start of term and completion of term, and follow up with area advisor on updates. Ensure Panhellenic Advisors and Panhellenic President are carbon copied (cc'ed) on all correspondence with National Panhellenic Conference.
  4. Oversee bylaw update process
  5. Serve as Chairwoman of the Judicial Committee (Judicial Board).
  6. Collaborate with Recruitment Counselor Coordinator to select and train Recruitment Staff (Recruitment Counselors and Judicial Board members)

7. Enforce all sanctions applied by the Judicial Board and follow up with their completion through appropriate documentation.
8. Assist the Student Conduct Office Graduate Assistant with Panhellenic Association Judicial Board Training.
9. Be the liaison between chapter risk management chairs and the Panhellenic Association Risk Management Committee.
10. Train chapter risk-management chairs, social chairs, and presidents on relevant risk management issues relative to social functions and the well being of chapter members.
11. Coordinate Hazing Prevention Week with other three Greek Councils, with at least one campus organization outside of Greek Life.
12. Plan at least one Risk Management and Social Chair roundtable per academic semester and one Risk Management Committee roundtable per academic semester.
13. Perform all other duties as assigned.

iii. The Vice President of Administration

1. Perform the duties of the Panhellenic Association President in her absence, if so appointed.
2. Maintain minutes as follows:
  - a. Keep an up-to-date roll of the Chapters present at all Panhellenic Association meetings.
  - b. Keep full minutes of all meetings of the Panhellenic Association, including committee meetings, Council meetings, Executive Council meetings, etc.
  - c. Responsible for providing an agenda for Panhellenic Association meetings as formulated by the Panhellenic Executive Council.
  - d. Send minutes of Panhellenic Association meetings to the Alumnae Advisors, Panhellenic Executive Council, to each Senior Delegate of the Panhellenic Association, Chapter Presidents, Panhellenic Association Graduate Assistant, and Panhellenic Association Advisor. Ensure Panhellenic Advisors and Panhellenic President are carbon copied (cc'ed) on all correspondence with National Panhellenic Conference. Send Panhellenic Council meetings within 24 hours of the meeting.
3. Be responsible for the general supervision of the finances of Panhellenic Association.
4. Be responsible for the preparation of the annual budget and, following its approval by Panhellenic Association, for providing a copy to each Panhellenic Association member.
5. Receive all payments due to the Panhellenic Association; collect all dues, fees, and fines; and give receipts. Must work with University Accounting to assist in the handling of delinquent accounts.
6. Maintain an up-to-date financial record; give a financial report at the first

regular meeting of the month of the Panhellenic Association; give an annual report at the close of her term of office; reviews financial records every two (2) weeks.

7. It is the responsibility of the Panhellenic Association Administrator to stay within the approved Panhellenic Association budget and to recommend budgetary increases when necessary.
8. Be familiar with tax information of Panhellenic Council.

iv. Vice President of Public Relations

1. Perform the duties of the Panhellenic Association President in her absence, if so appointed.
2. Work with other three councils in executing Greek Discovery Day.
3. Plan and execute at least one social media campaign that address a major issue facing the Panhellenic or Greek community.
4. Serve as Panhellenic Public Relations Committee Chairperson.
5. Serve as Panhellenic Press Secretary as follows:
  - a. Collaborate with Greek Programming Graduate Assistant to develop and maintain the Panhellenic Association website.
  - b. Maintain all social media devices regarding the Panhellenic Council.
  - c. Work with officers of other three Greek Councils to create a Greek newsletter once a year.
  - d. Submit press releases to the O'Colly, Stillwater NewsPress, and other external publications on Panhellenic programming and accomplishments.
6. Monitor Panhellenic chapters social media and report to VP of Judicial Affairs as needed.
7. Oversee sale and distribution of Panhellenic promotional items such as t-shirts, buttons, etc.
8. Collaborate with VP of Programming to attend NPHC, IFC, and MGC Council meetings as Panhellenic liaison.
9. Perform all other duties assigned.

v. Vice President of Education

1. Perform the duties of the Panhellenic Association President in her absence, if so appointed.
2. Organize Month of the Scholar events in February.
3. Oversee scholarship selection throughout the year for Panhellenic Scholarships.
4. Coordinate Panhellenic interaction with new members through meetings, presentations, leadership opportunities, and other models of interaction
5. Maintain regular contact with academic centers from each college and inform Panhellenic Community of opportunities
6. Organize Panhellenic educational programming such as resume workshops, professor of the month, tutoring sessions, etc.

7. Organize leadership programming for new members and Panhellenic members.
  8. Collect data on members regarding majors and on-campus involvement for use of the Panhellenic Association.
  9. Research and present local and national Panhellenic scholarships available to Panhellenic women
  10. Update the Model Scholarship Packet within two weeks of the start of her term.
  11. Perform all other duties assigned.
- ii. Vice President of Programming
1. Perform the duties of the Panhellenic Association President in her absence, if so appointed.
  2. Plan and execute Panhellenic Spirit Week in the Spring Semester to coincide with National Badge Day.
  3. Plan and execute Pumpkin Pals and Trick or Treat in the Greek Neighborhood in the Fall Semester.
  4. Oversee Panhellenic Spirit Points as follows
    - a. Collect opportunities for spirit points
    - b. Outline the process of spirit points to delegates
    - c. Keep track of Spirit Points
    - d. Inform Panhellenic Graduate Assistant of the chapter with the most spirit points at the end of the year for the Panhellenic Spirit Award.
  5. Serve as coordinator of all other Special Committees of the Panhellenic Association with voice but no vote.
  6. Serve as the Panhellenic Association community philanthropy coordinator as follows:
    - a. Collect Philanthropy Event forms
    - b. Collaborate with other councils to create a philanthropy calendar, updated weekly.
    - c. Serve as liaison with on campus philanthropy events such as Cowboython, PhilanthroPete, etc. that involve a large number of Panhellenic members.
    - d. Collect amounts donated from each Panhellenic chapter.
  7. Serve as the Panhellenic Association community service coordinator as follows:
    - a. Organize one Panhellenic service day per semester.
    - b. Provide weekly community service opportunities. Encourage organizations on and off campus to come speak at council meetings.
    - c. Execute Panhellenic-wide or Greek-wide Into the Streets Team
    - d. Collect service hours from each chapter through Service Center Graduate Assistants
  8. Collaborate with VP of Programming to attend NPHC, IFC, and MGC Council meetings as Panhellenic liaison.

9. Actively collect all Panhellenic programming events and work with Greek Programming Graduate Assistant to publish a monthly Panhellenic calendar including but not limited to:
    - a. National Panhellenic Conference events (Month of the Scholar, National Badge Day, Women's Month, Founders Days, etc.)
    - b. Local Panhellenic Programming (Philanthropy events, community service days, Spirit week, council meetings, roundtables, forums, homecoming, Spirit Point opportunities etc.)
  10. Send weekly newsletter update to all members of the Panhellenic community through email, and collaborate with VP of Public Relations to send weekly update on social media.
  11. Serve as Circle of Sisterhood liaison to community.
  12. Support and assist with all local programming, this includes events of other executives and their designated programming.
  13. Execute a local celebration or event of National Panhellenic events such as International Women's Month.
  14. Perform all other duties assigned.
- iii. Recruitment Team (Chapter Chair Coordinator, Recruitment Counselor Coordinator, and Continuous Open Bidding (COB) Coordinator):
1. The responsibilities of the Panhellenic Fall Recruitment Coordinators shall include but are not limited to:
    - a. Work for the elected Panhellenic Executive Council and the Panhellenic Association Advisor during the Spring semester, Summer, Work Week, Fall Recruitment, and Fall semester.
    - b. Attend weekly Panhellenic Association meetings and Panhellenic Executive Council meetings.
    - c. Attend weekly Recruitment Team meetings during the Spring semester.
    - d. Attend and host: orientation events, Greek life luncheons, and Panhellenic Alumnae Association Teas.
    - e. Send the spring and summer Potential New Member and parent mailings.
    - f. Attend the Association of Fraternal Leadership Values Conference.
    - g. Complete a packet for awards at the Association of Fraternal Leadership & Values Conference.
    - h. Be expected to live in Stillwater throughout the summer in order to carry out their duties for Fall Recruitment.
    - i. Coordinate and process applications for Fall Recruitment.
    - j. Coordinate housing for Potential New Members, Recruitment Counselors, and the Panhellenic Executive Council during Fall Recruitment.
    - k. Participate in the recruitment counselor selection process.
    - l. Assist Panhellenic Association Advisor in providing adequate

- training for Recruitment Counselors, Chapter Chairpersons and Panhellenic Executive Council for Fall Recruitment.
- m. Develop training manuals to be distributed to Recruitment Counselors and Chapter Chairpersons.
  - n. Assist Panhellenic Association Advisor and Treasurer in maintaining the recruitment budget.
  - o. Disaffiliate from their chapter beginning one month prior to Work Week and lasting until Bid Day and during all Fraternity & Sorority Affairs sponsored events.
  - p. Complete a National Panhellenic Conference award packet in the biennium year.
  - q. Work with the Fraternity & Sorority Affairs Graduate Assistant and the Coordinator of Fraternity & Sorority Affairs in conducting the application process for the Recruitment Coordinator positions for the following year.
  - r. Work with the Fraternity & Sorority Affairs Graduate Assistant and the Coordinator of Fraternity & Sorority Affairs in conducting the application process for the Recruitment Coordinator positions for the following year.
  - s. Assist in the coordination of Greek Discovery Day, held annually in the spring.
  - t. Assist in the coordination of the Fall Recruitment period.
2. Chapter Chair Coordinator
    - a. Oversee the update of Membership Recruitment Policies immediately following fall recruitment.
    - b. Review event schedule and recruitment procedures with the Chapter Recruitment Chairpersons.
    - c. Conduct post-recruitment evaluation for Chapter Recruitment Chairpersons
    - d. Serve as chairwoman of the Recruitment Committee
    - e. Perform all other duties assigned.
  3. Recruitment Counselor Coordinator
    - a. Oversee the Recruitment Staff selection process in collaboration with VP of Judicial Affairs.
    - b. Oversee the Recruitment Staff training sessions throughout the year in collaboration VP of Judicial Affairs.
    - c. Conduct post-recruitment evaluation for Recruitment Counselors
    - d. Perform all other duties assigned.
  4. Continuous Open Bidding Coordinator
    - a. Plan at least one browse session each semester for informal recruitment and work to publicize and recruit non-Greek students to participate in informal recruitment.
    - b. Establish procedures for open and informal recruitment periods and keep in contact with chairpersons from the chapters

- participating in Continuous Open Bidding.
  - c. Notify the Panhellenic Council Vice President of Finance of all new members affiliated during open/informal recruitment periods and will inform Panhellenic Association Secretary of all new members to the system.
  - d. During Fall Recruitment – Conduct exit interviews for all women wishing to break Recruitment, help prepare the open list each night, compile list for extending a snap bid on Bid Day morning.
  - e. Compile a list of Bid Day no-shows so that they will not be placed on the Continuous Open Bidding list or be offered a bid to membership during Continuous Open Bidding.
  - f. Compile a list of Post Bid Day membership cancellations so that they will be recognized as not eligible to go through Continuous Open Bidding.
  - g. Work with the Coordinator of Fraternity & Sorority Affairs, Graduate Assistant and the Panhellenic Association Recruitment Coordinators in conducting the application process for the Continuous Open Bidding Coordinator position for the following year.
  - h. Assist the Recruitment Coordinators to complete an Association of Fraternal Leadership Values award packet.
  - i. Assist in the coordination of Greek Discovery Day, held annually in the spring.
  - j. Assist in the coordination of the Fall Recruitment period through temporarily managing Panhellenic social media.
  - k. Conduct post-recruitment evaluation for potential new members.
  - l. Oversee programming for member retention for all members, including new members, as well as older members.
  - m. Perform all other duties assigned.
- b. The Chapter Officer counterparts for Panhellenic Officers shall be:
- i. President: Chapter Delegates and Chapter Presidents
  - ii. Vice President of Judicial Affairs: Chapter Risk Management, Standards, and Social Chairs.
  - iii. Vice President of Administration: Finance and Recording Secretaries
  - iv. Vice President of Education: New Member Coordinators and Scholarship Chair
  - v. Vice President of Public Relations: Chapter Marketing, Risk Management Chair, and Social Chairs
  - vi. Vice President of Programming: Philanthropy Chairs, Service Chairs, and Social Chairs
  - vii. Chapter Chair Coordinator: Chapter Recruitment Chairs
  - viii. Continuous Open Bidding Chair: Chapter COB Coordinators

## Section 9. Panhellenic Executive Council

1. The Panhellenic Executive Council shall be President, Vice President Judicial Affairs,

Vice President Public Relations, Vice President Programming, Vice President Administration, and Vice President Finance with powers and duties as prescribed in Section 8 of this Article. The Recruitment Chair Coordinator, Recruitment Counselor Coordinator and Continuous Open Bidding Coordinator shall serve as members of the Panhellenic Executive Council with a voice, but no vote on official Council decisions

## Article V. The Panhellenic Council

### Section 1. Authority

- a. The administrative body of the Oklahoma State University Women's Panhellenic Association shall be the Oklahoma State University Women's Panhellenic Council. The Panhellenic Council shall administer all business related to the overall welfare of the Panhellenic Association and compile governing policies, including recruitment and new member programs, which do not violate the sovereignty, rights and privileges of member groups.

### Section 2. Composition and Privileges

- a. The Oklahoma State University Panhellenic Council shall be composed of one senior delegate and one alternate delegate from each regular, provisional and associate member organization at Oklahoma State University as identified in Article III. The senior delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the senior delegate when the delegate is absent. If both senior delegate and alternate delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

### Section 3. Selection of delegates and alternates

- a. Senior 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 beginning of the spring academic term.

### Section 4. Delegate Vacancies

- a. When a delegate vacancy occurs, it shall be the responsibility of the member group concerned to select a replacement within two weeks and to notify the Women's Panhellenic Council Vice President of Administration of her name and contact information. If a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the junior delegate of the member group concerned shall fulfill the duties of the delegate. Failure to replace a delegate within two weeks will result in loss of vote, until such a replacement has been made.

### Section 5. Regular meetings

- a. Regular meetings of the Panhellenic Council shall be held at 4:30 p.m. each Wednesday, excluding Pre-Finals Week and Finals Week. The location of these meetings shall be determined by the Office of Fraternity & Sorority Affairs at the beginning of each

semester and will be publicly available to all member groups and interested parties.

#### Section 6. Special meetings

- a. Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of more than one Panhellenic delegate. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 7. Quorum

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

#### Section 8. Attendance

- a. If a member group is not represented by voting delegates at three-fourths of the Panhellenic Council meetings within a semester, a fine will be assessed. Unique circumstances will be reviewed by the Judicial Board.

#### Section 9. 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. The Panhellenic Association's voting body is the Panhellenic Council.
- c. The voting members of the Panhellenic Council shall be the delegates of each member group holding regular membership. If a delegate and junior delegate are absent, a member of the fraternity may cast the vote providing she notifies the President before the meeting.
- d. A three-fourths majority of the present and voting regular members of the Panhellenic Council shall be required to accept associate or provisional membership and shall be required in matters involving extension.
- e. A three-fourths majority of the present and voting regular members shall be required to establish recruitment policies and to approve the method for determining quota.
- f. A majority vote shall be required to approve all other matters that come before the Panhellenic Council.

### Article VII. The Panhellenic Advisor

#### Section 1. Appointment

- a. The Panhellenic advisor of the Oklahoma State University Panhellenic Association shall be appointed by Oklahoma State University Fraternity and Sorority Affairs Office.

#### Section 2. Authority

- a. The Panhellenic advisor shall serve in an advisory capacity to the Oklahoma State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote

in all meetings of the Panhellenic Council.

## Article VIII. Committees

### Section 1. Executive Committees

#### a. Judicial Board

- i. The Judicial Board shall serve a dual role as both a hearing board, as well as an appropriations committee for recruitment.
- ii. The Panhellenic Association Vice President of Judicial Affairs shall serve as Judicial Board Chairperson.
- iii. Members shall serve a term of one year unless expelled by a three-fourths vote of the Panhellenic Association or resignation.
- iv. Judicial Board members will be chosen by an application and interview process. There must be at least two applications from each chapter. Each applicant will be interviewed by the Vice President of Judicial Affairs the semester prior to their term.
- v. There shall be one Judicial Board member from each chapter.
- vi. Judicial Board members will serve as disaffiliated assistants of the Vice President of Judicial Affairs during Fall Recruitment.
  1. In the event the Judicial Board member is unable to attend recruitment the member shall be removed and another Judicial Board member will be selected from the same chapter.
- vii. Each Judicial Board representative must attend the Panhellenic Association Judicial Board Training Workshop. The Panhellenic Association Vice President of Judicial Affairs, the Panhellenic Association Advisor, and the Office of Student Conduct Education and Administration Graduate Assistant will conduct the workshop. This workshop should be completed as soon as possible in the beginning of each semester. Failure to attend the workshop will prevent the representative and her chapter from eligibility to serve on a hearing board. Should a representative not be able to attend for uncontrollable circumstances the representative is responsible for contacting the Panhellenic Association Vice President of Judicial Affairs to reschedule a meeting to be trained. Certain situations deemed by the Panhellenic Association Vice President of Judicial Affairs and the Panhellenic Association Advisor will be allowed in which a representative can be excused from training.
- viii. The standards to be a representative on the Judicial Board shall be that the individual:
  1. Must be an initiated member in good standing; and,
  2. Must have completed at least 30 credit hours; and,
  3. Must have a 3.0 GPA or higher.
- ix. Confidentiality must be protected by every Judicial Board member and failure to uphold such may result in automatic dismissal from the Judicial Board.

#### b. Awards Committee

- i. The Panhellenic Executive Council shall be responsible for distributing forms and acquiring judges for the Panhellenic Awards, the Karen Ireby Award, and the Mary

Cheryl Mannering Awards. The Panhellenic Executive Council shall be responsible for coordinating the presentation of these awards and for proposing changes in criteria for the Panhellenic, Karen Irely, and Mary Cheryl Mannering Awards, when deemed necessary by the Council. The Awards Committee shall be responsible for filing applications with National Panhellenic Conference Awards Committee on behalf of the Panhellenic Association for all awards the Panhellenic Association may be eligible.

- ii. The Panhellenic Executive Council shall be responsible for keeping an updated list of awards on file in the Office of Fraternity & Sorority Affairs.

## Section 2. Standing Committees

- a. The Standing Committees of the Panhellenic Council shall be:
  - i. Awards Committee
  - ii. Philanthropy Committee
  - iii. Scholarship Committee
  - iv. Risk Management Committee
  - v. Public Relations Committee
- b. Committee Terms and Appointment
  - i. The Standing Committee members shall serve for a year term beginning in January.
  - ii. The Standing Committee co-chairperson will be appointed by the Panhellenic Executive Council when deemed necessary. The Chairperson shall be responsible for corresponding with committee members and the Panhellenic Executive Council. Each committee will be made up of the respective officer position from each chapter or nominated members from each chapter.
- c. Committee Roles
  - i. Awards Committee
    1. The Panhellenic Executive Council shall be responsible for distributing forms and acquiring judges for the Panhellenic Association Awards, the Karen Irely Award, and the Outstanding Pledge class. The Panhellenic Executive Council shall be responsible for the presentation of these awards. The Panhellenic Executive Council shall be responsible for proposing criteria for the Outstanding New Member Class Awards and for proposing changes in criteria for the Panhellenic Association and Karen Irely Awards when deemed necessary by the Panhellenic Association. The Panhellenic Executive Council shall be responsible for filing applications with National Panhellenic Conference Awards Committee on behalf of the Panhellenic Association.
    2. The Awards Committee members will be the Junior Panhellenic Council delegates.
    3. The Panhellenic Executive Council shall be responsible for keeping an updated list of awards on file in the Office of Fraternity & Sorority Affairs.
  - ii. Philanthropy Committee

1. The Philanthropy Committee shall be responsible for any Panhellenic Association matter related to philanthropy during the fiscal year. The Committee shall be responsible for coordinating a philanthropy event for the fiscal year. The Committee will be responsible for providing an updated list of all chapter philanthropies in the Office of Fraternity & Sorority Affairs.
- iii. Scholarship Committee
  1. The Scholarship Committee shall be responsible for sharing scholarship programs with individual chapters, and providing access to the available resources on campus. The committee will promote a positive scholarship program and formulate goals and active plans within the chapters.
- iv. Risk Management Committee
  1. The Risk Management Committee shall be responsible for coordinating risk reduction programming for the women's fraternities/sororities. The committee shall also work with the Interfraternity Council Risk Management Committee to coordinate system risk reduction programming.
  2. The Risk Management Committee shall be responsible for helping coordinate Hazing prevention Week with the Panhellenic Vice President of Judicial Affairs as well as the Interfraternity Council Internal Vice President.
- v. Public Relations Committee
  1. The PR Committee will be responsible for promoting and developing marketing materials for seminars, educational forums, and any other activities based upon the discretion of the Panhellenic Association Vice President of Public Relations.

## Article IX. Finances

### Section 1. Fiscal Year

- a. The fiscal year of Panhellenic Association shall be from January 1 to December 31 inclusive. The official semesters are Spring and Fall.

### Section 2. Contracts

- a. Two of the following signatures shall be required to bind the OSU Panhellenic Association: the President, the Vice President of Finance, a Recruitment Coordinator and the Advisor

### Section 3. Checks

- a. All checks issued on behalf of the Panhellenic Association shall be signed by two of the following three people: The Vice President of Finance, President, or Advisor. During the formal recruitment period, Recruitment Coordinators shall be authorized to cosign.

#### Section 4. Payments

- a. All payments due to the Panhellenic Association shall be made payable to the “OSU Panhellenic Council” and given to the Vice President of Finance to record the transaction. Checks shall be accepted for any assessment, dues or fines. All fines will be due two weeks after the Vice President of Finance issues the invoice.
- b. All payments made by the Panhellenic Association shall be signed by the Vice President of Finance, President, or Advisor. During the formal recruitment period, Recruitment Coordinators shall be authorized to cosign.

#### Section 5. Dues

- a. Individual sorority Panhellenic Association dues will be seventeen dollars per year per member/new member listed on their membership rolls as of October 15. Five dollars of the seventeen dollars due to Panhellenic will be given to the Alumni Association Homecoming Endowment. Dues will be collected on an annual basis (both fall and spring dues) in one lump sum and will be past due after November 29. Five of the ten dollars goes to the Office of Fraternity & Sorority Affairs to the maintenance and operation budget of the department, three dollars of the ten goes to Panhellenic Association programming, and two dollars of the ten goes to the Panhellenic general maintenance account. The Panhellenic Executive Council will decide if dues should increase, and the Panhellenic Council will vote to approve.

#### Section 6. Non-Budgeted Expenses

- a. Any non-budgeted expense must be approved by Panhellenic Council. In an emergency situation in which a financial commitment of more than the amount set forth in the policies is required before the next regularly scheduled meeting, and an emergency meeting is impractical, the Panhellenic Executive Council may approve the expense if the Panhellenic Association Advisor so approves. The emergency expenditure shall be fully disclosed at the next Panhellenic Association meeting.

#### Section 7. Scholarships

- a. Panhellenic Association President will receive a \$500 scholarship during her term of office. The Panhellenic Association Recruitment Coordinators shall receive a summer stipend of \$1,000 each during the months of June and July; and, they will receive the amount of \$500 each during the months of May and August. The Panhellenic Association Continuous Open Recruitment Coordinator will receive a summer stipend of \$500 during August.

#### Section 8. Fees and assessments

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

### Article X. Extension

#### Section 1. Extension

- a. Extension is the process of adding an NPC women’s sorority.

- b. The Oklahoma 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.

#### Section 2. Voting rights

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

#### Section 3.

- a. When all chapters at Oklahoma State University are near chapter total or over individual house capacities, and/or upon recommendation of the Panhellenic Association Advisor, the Panhellenic Association shall consider adding another chapter(s) to the Oklahoma State University campus.
  - i. First consideration will be given to National Panhellenic Conference fraternities/sororities that have previously had chapters at OSU;
  - ii. Consideration will also be given to National Panhellenic Conference fraternities/sororities, which have filed letters expressing an interest in the campus.
  - iii. If a local sorority exists and wishes to affiliate with a National Panhellenic Conference fraternity/sorority, the choice of the local sorority takes precedence.
  - iv. If none of the above situations exist or the Panhellenic Association deems necessary, the National Panhellenic Conference Chairperson for Extension shall be contacted for procedural advice and guidance. Also, if requested, the Chairperson will contact other National Panhellenic Conference fraternities notifying them of the desires of the Panhellenic Association to add another chapter(s).
- b. After the decision to expand has been made, extension procedures shall be as follows:
- c. The Panhellenic Association will prepare an information letter to be sent to National Panhellenic Conference fraternities/sororities that should include data regarding the University, the Panhellenic Association, and housing arrangements.
- d. In return, the National Panhellenic Conference fraternities/sororities will be requested to submit data regarding their 1) history and development, 2) philosophy and programs, 3) alumnae support, 4) national support, 5) financial obligation, 6) colonization procedures, and 7) other information Panhellenic deems necessary.
- e. Fraternities/sororities will be invited to make presentations based on information received and their expected compatibility with the University's Greek system. The selection and invitation will be made by the Panhellenic Association.
- f. After all presentations by national fraternities have been made, the Panhellenic Association will vote (three fourths majority) to recommend the fraternity/fraternities to the Vice President for Student Affairs through the Director of the Student Union.

### Article XI. Violation Resolution

#### Section 1. Judicial Hearing

- a. The Judicial Board

- i. For a Judicial Hearing The Judicial Board shall consist of the Panhellenic Association Vice President of Judicial Affairs as Chairperson and 7 members of the Judicial Board. Members shall serve on the Judicial Board as needed for Judicial Board Hearings. Their selection will be on a rotation basis and upon availability.
- b. Conflicts of Interest
  - i. In a case where an infraction involves a Judicial Board member's chapter, the Judicial Board member of that chapter shall not be present at the meeting.
  - ii. Should a case involve the Panhellenic Association Vice President of Judicial Affairs's chapter, the Panhellenic Association President, or appointed delegate by the Panhellenic Association President, will serve as the Chairperson in her place.
- c. The Panhellenic Advisor
  - i. i. Will act as an ex officio member. An ex officio member is defined per Robert's Rules of Order as a persons who are members of the board by virtue of an office or committee chairmanship held in the society, or in the parent state or national society or federation or some allied group by virtue of a public office. Therefore, the advisor acts as a facilitator and will have a voice but no vote.
- d. All mediation and Judicial Board hearing outcomes must be agreed upon by a simple majority.
  - i. i. In the event of a tie vote during Judicial Board deliberation the Vice President of Judicial Affairs will be the tie-breaking vote and otherwise will have a voice but no vote.

## Section 2. Judicial Process

- a. Fraternities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the Judicial Process will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the Panhellenic Association Violation Report available from the Panhellenic Association.
- b. The National Panhellenic Conference Judicial forms shall be used to ensure proper documentation and adherence to the National Panhellenic Council Unanimous Agreements. The forms are:
  - i. Panhellenic Association Violation Report
  - ii. Panhellenic Association Notice of Infraction
  - iii. Panhellenic Association Record of Judicial Board Hearing
  - iv. Panhellenic Association Judicial Board Hearing Minutes
  - v. Panhellenic Association Notice of Appeal
- c. Timing
  - i. The Panhellenic Association Violation Report shall be completed and presented to the President of the Panhellenic Association in a timely manner, but not more than 30 calendar days from the date of the alleged infraction (including university/college breaks). If the Panhellenic Association President is unavailable or the violation is against her fraternity/sorority, the report shall be presented to the Panhellenic Association Vice President of Judicial Affairs or Panhellenic

- Association Advisor.
- ii. The Panhellenic Association President and Panhellenic Association Advisor shall review the College Panhellenic Violation Report to ensure it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.
- d. Proper Reporting Authority
- i. President of a member group on behalf of her chapter.
  - ii. Recruitment infractions may be reported and signed by either:
    1. President of member group on behalf of her chapter
    2. Panhellenic Executive Council Recruitment Coordinator
    3. Potential New Member
    4. Panhellenic Association Advisor
- e. Notice
- i. When a report of an infraction is properly received by the Panhellenic Association the accused fraternity/sorority shall be given formal notification in writing. The Panhellenic Association President shall notify the member group using the Panhellenic Association Notice of Infraction. The Panhellenic Association Violation Report is retained by the Panhellenic Association President or Panhellenic Association Advisor and is available on request from the accused fraternity. A copy of the Panhellenic Association Violation Report shall be given to the National Panhellenic Conference Area Advisor.
  - ii. The Panhellenic Association Notice of Infraction shall be delivered to the President of the accused fraternity within one week of the Panhellenic Association President's receipt of the Panhellenic Association Violation Report. If the President of the accused fraternity is unavailable, delivery may be made to another appropriate fraternity officer or advisor. The record of delivery shall be documented on the report. A copy of the Panhellenic Association Notice of Infraction shall be given to the Panhellenic Association Advisor and the National Panhellenic Conference Area Advisor within the same time period.
  - iii. Upon receipt of the Panhellenic Association Notice of Infraction, the accused fraternity shall contact the Panhellenic Association President within seven days to begin scheduling a mediation or elect to choose to proceed directly to a judicial board hearing.
  - iv. If the Panhellenic Association Notice of Infraction is delivered during a college/ university break, the mediation or the Judicial Board Hearing may be scheduled after classes resume or held during the break if all parties are available.
  - v. Chapter notification(s) must include the designated date, time, and specific alleged charges.
- f. Mediation
- i. The purpose of mediation is to find a solution satisfactory to both the complaining party and the accused fraternity/sorority that is appropriate under National Panhellenic Conference Unanimous Agreements and the Panhellenic Association of Oklahoma State University Constitution, Bylaws and rules.

- ii. The Panhellenic Association Vice President of Judicial Affairs shall appoint a neutral party to serve as the mediator. The mediator shall not be an undergraduate student. The Panhellenic Association Advisor may serve as a mediator if she/he has not filed the violation.
  - iii. Mediation shall be closed to the public. All participants in the mediation shall keep strict confidentiality. The participants shall be representatives from each fraternity/sorority involved, including a chapter advisor or the complaining party if other than a fraternity.
  - iv. In cases of recruitment infractions, the Recruitment Coordinators shall attend only if they have information that explains the violation. After they present their information, they shall be excused from the mediation.
- g. Mediation Process will be as follows:
- i. Mediator
    - 1. The mediator is a NEUTRAL person with a clear understanding of the process of mediation. The mediator is NOT a decision maker, but must be in control of the process. This is a matter that the parties need to agree to PRIOR to the onset of mediation. The mediator sets the tone of the mediation—somewhat informal, but structured. S/he is the one who can assist the parties in understanding the issues and assist them in reaching a satisfactory resolution, OR a decision that the matter cannot be resolved without further action. S/he must be one with no vested interest in the outcome of the case.
  - ii. Parties Involved
    - 1. Each party, both the accused (defendant) and the accuser (complainant) must be willing to be open and candid. ALL RECORDS pertaining to the action should be available for both parties to review. The parties MUST be willing to work toward an agreement.
  - iii. Who May Attend
    - 1. The person attending (representing each chapter) MUST be the decision maker for the groups involved. The likely person would be the Chapter President and in the case of a recruitment infraction, the Recruitment Chair. Depending on who filed the infraction, the complainant or her group should send an equal number of participants should they choose to attend. It is important that each chapter limit the number of people attending. There may be some instances when more than one group files an infraction on another group. When this occurs, the groups filing the infraction must select one or two persons to represent them in the mediation. In rare cases the Panhellenic Association Recruitment Coordinator and/or the Panhellenic Association President may attend, because of information that they need to bring to the table. There will be no observers in attendance. Each party may have a chapter advisor present. It is very important to limit the number of attendees at mediation and the mediator has the responsibility of seeing that the representation is both small and equal.

- iv. Counsel (Chapter Advisor)
  - 1. Each party is entitled to have a Chapter Advisor come with her as an advisor in the mediation. The Chapter Advisor has the benefit of knowledge and experience beyond the college students and would be a benefit for both parties. Mediation is most effective if the parties involved do the telling of their version of the event and the Chapter Advisor acts as an “advisor”. In other words, the college women representing their respective groups need to do the talking but should have the benefit of conferring with their Chapter Advisor when they feel it is necessary.
- v. Setting
  - 1. It is most important that both parties feel that the mediation is held in a NEUTRAL place. An oval or rectangular table with the parties facing one another and the mediator at the head of the table gives reassurance that this is a serious forum.
- vi. Process
  - 1. The mediator begins by setting the “ground rules” with regard to the behavior of all involved with the mediation. Each side should be allowed to tell her version of the events in an uninterrupted, civil manner. Each party is encouraged to take notes so that if questions arise which need answers, they can ask those questions later after each side has had the opportunity to give information. The parties should be advised it might be necessary for the mediator to meet with the parties individually to reach an agreement. In the caucuses (individual meetings), the parties may give the mediator information that s/he cannot divulge to the other party without specific clearance. The mediator may need to meet with the parties separately more than once and may spend different amounts of time with one side.
- vii. Conclusion of Mediation
  - 1. At the conclusion of the mediation, the mediator meets with the parties and their Chapter Advisor to complete the Panhellenic Association Record of Mediation. They will write an agreement OR in case no agreement was reached they will identify a list of issues. Both parties will sign the agreement or the list of issues. The list of issues will be used in a Judicial Board Hearing, which will follow at a later date. Minutes will not be taken at the mediation. The Panhellenic Association Record of Mediation will be completed by the Mediator, with one copy given to the Panhellenic Association Advisor and one copy to the accused group.
- h. Judicial Board Hearing
  - i. In the event mediation is not successful, a Judicial Board hearing shall be held.
  - ii. The Panhellenic Association shall establish procedures to be followed during a judicial board hearing.
  - iii. Judicial Board Hearings shall be closed to the public. The participants in the Judicial Board Hearing shall be representatives from each fraternity/sorority involved, including a chapter advisor or the complaining party if other than a

- fraternity, the Panhellenic Association President, the Panhellenic Association Advisor and in cases of recruitment infractions, the Recruitment Coordinators.
- iv. Quorum for all Judicial Board hearings will be set at 2/3 from the Judicial Board delegates.
  - v. Judicial board procedures are as follows:
    1. The accused shall be notified by the Panhellenic Association Vice President of Judicial Affairs or President that she or the group is accused of violating a Panhellenic Association Policy or Regulation. Upon filing the violation with the Judicial Board, the Panhellenic Vice President of Judicial Affairs or President will file a copy of the complaint report with the accused person/group, the Panhellenic Advisor, and the National Panhellenic Conference Area Advisor, and Oklahoma State Student Conduct within one week of the Panhellenic President's receipt of the Violation Report.
    2. At least one week prior to the hearing, the chapter shall be entitled to the following:
      - a. Written notification of the time and place of the hearing.
      - b. A written statement of the charges of sufficient particularity to enable the student/group to prepare a defense.
  - vi. The chapter shall be entitled to appear in person and to present the defense to this judicial body and may call witnesses in her/their behalf. The chapter may also elect not to appear before the judicial body. Should she/they elect not to appear, the hearing shall be held in the chapters absence.
  - vii. The failure of a student/group to appear shall not be taken as indicative of guilt and must be noted without prejudice.
  - viii. The chapter shall be entitled to know their accuser.
  - ix. The chapter shall be entitled to be accompanied by counsel of her/their choice.
  - x. The chapter or counsel shall be entitled to ask questions of the judicial body or of any witnesses.
  - xi. The chapter shall be entitled to refuse to answer questions.
  - xii. The chapter shall be entitled to an expeditious hearing the case.
  - xiii. The chapter shall be entitled to explanation of the reasons for any decision rendered against her/them.
  - xiv. Judicial Hearing Outline:
    1. Call to Order
    2. Introductions
    3. Three minute maximum opening statement by complainant
    4. Three minute maximum opening statement by respondent
    5. Call of complainant witnesses and questioning
    6. Call of respondent witnesses and questioning
    7. Closing statement of complainant
    8. Closing statement of respondent
    9. All in attendance except judicial board chairperson and members excused for Deliberation Phase

10. The determination of “in violation” or “not in violation” is made
  11. Sanctions are imposed
  12. Determination, sanctions and appeal information is put in writing and mailed to groups involved
- xv. Penalties
1. Each College Panhellenic Association shall strive to achieve a fair and reasonable resolution for infractions. Penalties should be assessed to fit the nature and degree of the offense.
- xvi. Inappropriate Penalties
1. Monetary fines shall be acceptable only for measurable infractions (i.e., late invitation lists, late events, etc.). The amounts shall be predetermined by a vote of the College Panhellenic Association and stated in the Membership Recruitment Policies.
  2. Penalties shall not forbid formal or informal entertainment that is part of membership recruitment or the observance of an inter/national fraternity celebration.
  3. Penalties shall not affect a fraternity chapter’s Quota or Total.
  4. Penalties shall not affect the time of new member acceptance and/or initiation.
  5. Penalties shall not forbid the right of a National Panhellenic Conference fraternity to vote in Panhellenic Association meetings.
- xix. Duration of Penalties
1. The duration of any penalty imposed shall not exceed one calendar year from the time the decision is final.
- xx. Fines
1. In the case that a Judicial Board or Mediation sanction is not completed on time, a fine of \$50 per day late will be assessed.
- xxi. National Panhellenic Conference Notification of Penalties
1. Within 24 hours of the successful completion of mediation or the judicial board hearing, the Panhellenic Association Vice President of Judicial Affairs shall send a copy of the College Panhellenic Association Record of Mediation or Judicial Board Hearing (not including the minutes) to the National Panhellenic Conference Area Advisor, the National Panhellenic Conference Delegate and the Inter/National President.
- xxii. Appeals
1. Judicial Board Decision. A decision of the Women’s Panhellenic Association Judicial Board at Oklahoma State University may be appealed by any involved party to the National Panhellenic Conference College Panhellenic's Judicial Appeals Chairperson. An appeal shall be filed with the College Panhellenic President using the College Panhellenic Notice of Appeal within one week of the decision. A penalty shall begin only after all properly filed appeals have been decided; however, should a sanctioned fraternity/sorority choose to begin fulfilling all or part of the stipulations of the sanction pending the outcome of filed appeals, the fraternity/

- sorority shall have that option.
2. National Panhellenic Conference College Panhellenic's Judicial Appeals Committee. If the National Panhellenic Conference College Panhellenic's Judicial Appeals Committee is unable to resolve the appeal, the Committee Chairperson shall be responsible for the further conduct of the case. She shall submit by certified mail, return receipt requested, all data regarding the appeal to the Inter/National President(s) of the fraternity(s)/sorority(s) involved.
  3. Inter/National Presidents. If the Inter/National Presidents cannot resolve the case by discussions among themselves, the case may be referred by any Inter/National President involved to the National Panhellenic Conference Executive Committee.
  4. National Panhellenic Conference Executive Committee. If the National Panhellenic Conference Executive Committee cannot resolve the case, it may be appealed either by the Inter/National President or by the National Panhellenic Conference Executive Committee to the National Panhellenic Conference.
  5. National Panhellenic Conference. The decision of the National Panhellenic Conference shall be final.

## Article XII. Hazing

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

Hazing is defined as any activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; being forced to publicly wear apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies. Every new member/member shall be required to read and sign the Men's and Women's Fraternity Hazing Code within the first two weeks of school. New members shall be required to attend a presentation of the Executive Council on hazing before signing the code. If hazing is seen, it is to be reported to the Office of Fraternity and Sorority Affairs.

## Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Oklahoma 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 Oklahoma State University Panhellenic Association may adopt.

#### Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Oklahoma State University Panhellenic Council by a three fourths (3/4) majority vote of the present and voting members of Women's Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

#### Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Oklahoma State University Panhellenic Council. 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.

#### Standing Rules

##### 1. Guest Lists for Social Events

- a. The Panhellenic Association has accepted the motion to require guests lists to be turned in, the following stipulations shall be put into place:
- b. A social event is defined by any event sponsored by one or more chapters (i.e. functions and date parties).
- c. All other social events, not defined in item, include coke dates, sisterhood activities, philanthropy events, etc.
- d. If a chapter co-hosts an event with an Interfraternity Council, Multicultural Greek Council or National Pan-Hellenic Council chapter, the men and/or women of their chapter must also be included on the guest list.
- e. Each chapter must submit their guest list, including all chapter members attending as well as their date's name and age, to the Office of Fraternity & Sorority Affairs within five working days after the event.
- f. Five working days after the event has occurred, an invoice or receipt of proof of third party vendor must be turned into the Office of Fraternity & Sorority affairs.
- g. Failure to comply will result in a Judicial Board hearing.

2. OSU Panhellenic will support the safety of their chapters and chapter members, and will continue to enhance their risk management endeavors.

##### 3. Social Events

- a. All social events must be registered with the office of Fraternity & Sorority Affairs at least Seven days before the scheduled event. If the event is not registered seven days in advance, the following will occur:
  - i. First Offense:
    1. An appointment must be made with the Office of Fraternity & Sorority Affairs by the chapter president, social chairman, and risk management

chairman when the registration form is received late to discuss the chapter's risk management policies.

2. If more than one chapter is involved with the activity, the previously mentioned chapter officers from each chapter must all meet with the staff at the same time.
  3. A \$25/day fine will be assessed to each chapter involved that fail to register the event in the Office Fraternity and Sorority Affairs by the fourth day of the seven day required period. This makes the maximum fine amount to \$100.
  4. If the chapter(s) registers the event within three days of the scheduled activity, the chapter(s) must reschedule the event to meet the seven-day requirement.
- ii. Subsequent Offenses:
    1. When a chapter registers an event late, the chapter must reschedule the event to meet the seven-day requirement.
    2. The chapter will be subject to an Administrative Review.
    3. The chapter will be subject to a Judicial Board hearing.
  - iii. All chapters found to have an unregistered function or involved in an unregistered function will be subject to a Judicial Board hearing.

#### 4. Scott Carter Basketball Tournament

- a. The Panhellenic Association has accepted the motion to participate in philanthropy events, the following stipulations shall be put in place:
  - i. The National Panhellenic Conference groups will participate in the Scott Carter Basketball Tournament in conjunction with Jr. Greek Life.
  - ii. Junior Greek Life will provide all the information and forms needed for participation in the event.
  - iii. Requirements for participation include sponsoring and facilitating a team to play in the tournament.
  - iv. The requirements and regulations for play will be distributed to all chapters
  - v. Junior Greek Life members and Junior Greek Life facilitators will be responsible for encouraging and mandating chapter participation.
  - vi. Failure of a chapter to do its duty in supporting Junior Greek Life in the Scott Carter Basketball Tournament will result in the initiation of proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements.
- b. Panhellenic Association encourages the following as a vision for the Scott Carter Basketball Tournament:
  - i. Fundraising event that would fund the Scott Carter Foundation.
  - ii. Each Chapter makes a donation through the sponsorship of a basketball team.

#### 5. Homecoming

- a. Pairing
  - i. The Panhellenic Association has accepted the motion renouncing the excessive involvement of National Panhellenic Conference groups in the process of homecoming pairings.

- ii. Chapters are not allowed to either give bribes to, or accept bribes from, eligible homecoming pairings during the pairing process.
      - 1. A bribe is to be defined as the persuasion to act in one's favor, showing specialty, through providing gifts, including but not limited to: money, food, exclusive events, alcohol, or anything of value, tangible or not.
      - 2. National Panhellenic Conference groups will comply with the Alumni Association's definition of eligibility
      - 3. The pairing process is to be defined as any period of time that a chapter is not paired for Homecoming
  - b. The Panhellenic Association will not allow any type of Fireups during the Fall Homecoming Season,
    - i. Homecoming Fireups are to be defined as, but not limited to the enticing, promoting, or disruption of any homecoming pairs.
  - c. The chapters will refrain from purchasing alcohol with chapter money or with individual chapter member's money
  - d. Pomping
    - i. Chapters are not allowed to require their members to complete more than 12 pomping hours per week.
    - ii. Freshman Follies cast members and directors are exempt from any required pomping hours for the duration of the chapter's participation in Freshman Follies.
    - iii. Freshman Follies Steering members shall have required hours reduced by at least 3 hours each week to account for time dedicated towards Freshman Follies.
    - iv. Panhellenic Executive Officers shall have required hours reduced by at least 2 hours each week to account for time dedicated towards Panhellenic Council.
  - e. Chapters must comply with the regulations set forth by the Alumni Association regarding donated materials.
  - f. Failure of a chapter to obey these regulations will result in the initiation of proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements.
- 6. Philanthropy
  - a. The Panhellenic Association has accepted the motion to participate in the philanthropic events of its membership, the following stipulations shall be put in place:
    - i. Each chapter must reserve its philanthropy event date for the Panhellenic Association philanthropy calendar by January 15<sup>th</sup> for the following calendar year or as set forth by the Panhellenic Executive Council. After this date, there will be a seven-day grace period to turn in event dates. If there are extenuating circumstances, as determined by the Panhellenic Executive Council. Contact Panhellenic Executive Council for any special arrangement or concerns.
    - ii. Three Chapter philanthropy events are allowed per calendar year for external philanthropy events.
      - 1. Internal Events will not be under the same three day calendar allotment.
      - 2. An Internal Event is defined as an event that a chapter works internally to raise money for their chosen organization.
    - iii. If more than four chapters prefer the same month, then the first four chapters who submit the philanthropy calendar form first will receive the desired month.
    - iv. The three events allotted to each chapter can be broken up into three events: one required Panhellenic event, one non-required Panhellenic event, and one non-

Panhellenic event.

1. The one required Panhellenic event is limited to one day
  2. The one non-required Panhellenic event cannot be in the same semester as the chapter's required event.
    - a. The non-required Panhellenic event is limited to one day.
  3. The non-Panhellenic event is defined as an event hosted by a Panhellenic chapter that does not require Panhellenic chapters to attend and requests other councils or campus organizations to attend.
- v. In the event that any chapter needs to change/add/delete days reserved for their philanthropy, approval of these changes will be left up to the Panhellenic Association Vice President of Programming.
  - vi. The Panhellenic Association discourages the scheduling of multiple chapter philanthropies on a given week, whether required or not. However, in the event that two or more chapters request dates on the same week, preference will be determined by the order in which chapters submit their event date. Chapters have the option of reaching a mutual agreement to hold philanthropy events on the same day. Documentation of this agreement must be given to the Panhellenic Association a month after the November and April Reservation Date. Final confirmations in scheduling will be made at the discretion of the Panhellenic Association Vice President of Programming.
  - vii. Each chapter must send 13 representatives to the philanthropy event listed on the calendar for each respective group. If the event involves teams, then each chapter must register a team even if the number is less than 13.
  - viii. Entry fees: Fees shall be limited to \$75 per team or \$7.50 per person.
  - ix. Failure to comply will result in the initiation of proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements.
  - x. If a conflict arises and a chapter is unable to participate in certain philanthropy, a compromise must be made between the involved chapters.
    1. If a chapter hosts more than one philanthropy event, the chapter may choose which one to list on the calendar or may choose which event will be required attendance by other chapters.
  - xi. All chapters are required to submit the date of their initiation week so that other chapters can plan philanthropy events accordingly. If a philanthropy event is scheduled during a chapter's initiation week, that chapter will be excused from participation.
  - xii. The Panhellenic Chapters will provide a check in list to be returned to the Vice President of Judicial Affairs by the chapter hosting the philanthropy following the event.
  - xiii. If a chapter chooses not to participate in any required event, a formal letter will be sent to the chapter president, and late payment will be due within two weeks. If no payment is received, proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements will be initiated.
  - xiv. Repeated failure to participate in the required philanthropy events may result in initiation of judicial process at the discretion of the Panhellenic Executive

Council.

- xv. All philanthropic and community service events must be within the guidelines of the Alcohol and Hazing policies of Oklahoma State University and Interfraternity Council/Panhellenic Association.
- b. The Panhellenic Association and the Interfraternity Councils have participated in the philanthropic endeavors of their respective member chapters, the following stipulations will be met regarding the structure and implementation of week long events between Interfraternity Council and Panhellenic Association member chapters:
- i. The appropriate chapter must submit paperwork regarding date/times and activities to the Panhellenic Association Vice President of Programming at least three weeks prior to the event. The event must be no longer than three days in length (i.e. events on Tuesday, Wednesday and Thursday).
  - ii. The appropriate representative from each chapter must inform all involved councils of the projected event dates and activities three weeks prior to the first event date. Fulfilling this requirement involves attending the weekly Panhellenic Association and Interfraternity Council meetings.
  - iii. All philanthropy and community service events planned must be within the guidelines of the Alcohol and Hazing policies of Oklahoma State University and Interfraternity Council/Panhellenic Association.
  - iv. We encourage the disuse of scavenger hunts as philanthropy events, due to the fact that many sororities are forbidden to participate in such events.
  - v. The proposed philanthropy must not include events that require more than 50% of sorority membership.
  - vi. Each event within the week must involve actual benefit for the philanthropy involved. Participation points shall be awarded as opposed to spirit points, so that each chapter participating in the events receives a set amount of points.
  - vii. Entry fees shall be limited to \$75. Sales of tickets for events, t-shirts, etc. are not included in this fee.
7. Greek Senator
- a. Duties: There must be one senator in attendance at every National Panhellenic Council meeting during each semester of his or her term. Senators must come prepared with a report of the legislation that will be voted on and the legislation that has been passed.
  - b. Any Greek Senator shall be impeached and removed from office for malfeasance of office or violation of the stated regulations and other legislation of the National Panhellenic Council.
    - i. The accumulation of two (2) absences in one semester by any senator will result in automatic removal from office. A proxy may be sent, and the senator will not be counted as absent.
8. Chapter Requirements
- a. All chapters are required to attend all Panhellenic programming as specified by the executive council, including but not limited to, roundtables, guest speakers, and philanthropy events.

- i. Chapters who have a scheduling conflict with the event must notify the respective executive officer prior to the event and then meet with the officer during their office hours to discuss the agenda from the event.
  - ii. If a chapter is absent from an event, and subsequent events in the same calendar year, without notifying the executive council, the following will occur:
    1. First Offence:
      - The chapter officer for whom the event was specified for is required to meet with the respective Panhellenic executive officer to discuss why the chapter missed the meeting as well as the agenda from the event.
    2. Subsequent Offences:
      - The chapter will be assessed a \$75 fine for each event missed. The chapter officer for whom the event was specified for is required to meet with the respective Panhellenic executive officer to discuss why the chapter
- b. Any paperwork required by the Panhellenic Council or The Office of Fraternity and Sorority Affairs must be submitted by the due date. If the paperwork is not submitted on time, the following will occur:
- i. First Offense:
    1. A \$25.00 a day fine will be assessed to the chapter for the first four days the paperwork is late.
    2. For each subsequent 24 hour period after the first four days, the chapter will be assessed a \$50.00 fine.
  - ii. Subsequent Offenses:
    1. A \$25.00 a day fine will be assessed to the chapter for the first four days the paperwork is late.
    2. For each subsequent 24 hour period after the first four days, the chapter will be assessed a \$50.00 fine.
    3. The chapter will be subject to an Administrative Review.
    4. The chapter will be subject to a Judicial Board hearing.
- c. Any invoices given to a chapter must be paid on time. If an invoice is not paid by the due date, the following will occur:
- i. First Offense:
    1. A \$25.00 a day fine will be assessed to the chapter for the first four days the invoice is past due.
    2. For each subsequent 24 hour period after the first four days, the chapter will be assessed a \$50.00 fine.
  - ii. Subsequent Offenses:
    1. A \$25.00 a day fine will be assessed to the chapter for the first four days the paperwork is late.
    2. For each subsequent 24 hour period after the first four days, the chapter will be assessed a \$50.00 fine.
    3. The chapter will be subject to an Administrative Review.
    4. The chapter will be subject to a Judicial Board hearing.

