



## UNIVERSITY OF IDAHO PANHELLENIC ASSOCIATION BYLAWS

### Article I. Name

The name of this organization shall be the University of Idaho Panhellenic Association.

### Article II. Object

The object of the University of Idaho Panhellenic Association shall be to:

1. Conduct the business of the College Panhellenic only during the campus academic year.
2. Promote the growth of individual chapters and the sorority community.
3. Organize and sponsor a women's-only membership recruitment program.
4. Encourage the highest possible academic, social and moral standards.
5. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
6. 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.
7. Actively support the mission of the University of Idaho.
8. Promote good public relations.
9. Give service to the community and campus.
10. Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

### Article III. Membership

#### Section I. Membership Classes

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

- A. *Regular Membership*: of the University of Idaho Panhellenic Association shall be composed of all chapters of NPC sororities at University of Idaho. Regular members of the Panhellenic Association shall pay dues as determined by the Panhellenic Executive Council. Each regular member shall have voice and one vote on all matters.
- B. *Provisional Membership*: of the University of Idaho Panhellenic Association shall be composed of all colonies of NPC sororities at the University of Idaho. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

- C. *Associate Membership*: The associate membership of the University of Idaho Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations.
- a. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Executive Council. Associate members shall pay dues as determined by the Panhellenic Executive Council.
  - b. An associate member shall have voice and one vote on all matters except extension-related matters.
  - c. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total.
  - d. An associate member may be expelled for cause by a majority vote of the Panhellenic Association. 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 University of Idaho 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.

*Section 3. Dues*

NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

- A. Panhellenic Association membership dues shall be an assessment per member and new member. An additional assessment is made per chapter.
- a. The amount of such dues for the fiscal year shall be determined by the Panhellenic Executive Council no later than February of that fiscal year.
  - b. The dues of each Panhellenic Association member organization shall be payable as invoiced by the NPC office.

*Section 4. Fees and assessments*

The Panhellenic Executive Council shall have the authority to determine fees and assessments as necessary.

**Article IV. Executive Officers and Duties**

*Section 1. Executive Officers*

The executive officers of the University of Idaho Panhellenic Association shall be President, Executive Vice President, Vice President of Operations, Vice President of Recruitment, Vice

President of Membership Growth, Vice President of Marketing, and Vice President of Community Engagement.

### *Section 2. Duties of the Executive Council*

The executive council shall administer routine business between meetings of the Panhellenic Association and other such business as has been approved for action by Panhellenic Association votes.

The executive council shall be comprised of initiated members, in good standing with one of the Idaho Panhellenic Association member organizations. The executive council will foster a unified, multifaceted, and supportive community that empowers women to discover their fullest potential through academic achievement, campus involvement, community service, and interfraternal collaboration.

The executive council is expected to, but not limited to, meet the following requirements:

- A. Attend and actively participate in weekly/bi-weekly meetings as determined by the President.
- B. Meet bi-weekly and communicate regularly with the President and Panhellenic Advisor(s).
- C. Exercise and maintain an unbiased mindset that seeks the good for the entire Panhellenic community.
- D. Practice an innovative and flexible leadership style.
- E. Foster a culture of respect for ideas and each other.
- F. Build professional working relationships.
- G. Promote transparency and honesty in all interactions.
- H. Prepare comprehensive transition notes and meet with respective incoming executive council officer(s) to provide mentorship and guidance.
- I. With the exception of the President, all officers will give a minimum of 3 hours per week for conducting scheduled meetings and work pertaining to officer duties.
- J. Keep a record of activities and duties for completion of yearly award opportunities.
- K. Attend any conferences as requested.

### *Section 3. Duties of the Executive Officers*

- A. The **President** shall:
  - a. Will be awarded a stipend of \$1,000 for the year she is in office. She shall receive \$500 in the Spring semester of her term and \$500 in the Fall semester of her term five that the officer maintains a 3.0 GPA and good Panhellenic Code of Conduct.
  - b. Maintain overall responsibility for the operation of the University of Idaho Panhellenic Association and serve as the official Panhellenic Association representative to the campus and community

- c. Lead weekly executive council meetings, bi-weekly Panhellenic Delegate meetings and all other official Panhellenic business meetings.
  - d. Mentor and provide visionary guidance for the Panhellenic Executive Council, programs and the Panhellenic Community as a whole.
  - e. Act as a liaison between the University, Panhellenic Executive Council, Panhellenic Association Presidents and other governing bodies (MGC, IFC, ASUI, etc).
  - f. Plan and conduct Spring/Fall executive council training.
  - g. Conduct one-on-one meetings with Panhellenic Association Presidents, executive council and Fraternity and Sorority Advisors.
  - h. Communicate with the National Panhellenic Conference Area Advisor as needed.
  - i. Shall be familiar with and utilize the NPC Manual of Information, Panhellenic Association Bylaws, Recruitment Rules and all other relevant governing documents and policies of this Association.
  - j. Ensure that the NPC College Panhellenic annual report is completed, and NPC College Panhellenic awards are submitted.
  - k. Serve as a member of the Recruitment Team.
  - l. Review, approve, and sign all University of Idaho Panhellenic Association checks and contracts.
  - m. Maintain four (4) to five (5) office hours per week within the Department of Student Involvement Office.
  - n. Perform all other duties as assigned.
- B. The **Executive Vice President** shall:
- a. Perform duties of interim Panhellenic President in the case of her absence or removal.
    - i. In case of vacancy in the Presidency, the Executive Vice President shall complete the former President's term of office and shall be eligible to run for the office of President the following term.
    - ii. The election of a new Executive Vice President shall be filled in accordance with the "Vacancy" procedures described in Section 7.
  - b. Submit NPC Reports and governing documents of the Association to NPC.
  - c. Facilitate and oversee accountability procedures for all community rules, bylaws, and expectations utilizing the NPC Judicial Process.
  - d. Serve as the chairperson of the Judicial Board
    - i. Appoints the Vice Chairman of the Judicial Board
    - ii. Coordinates the selection and training of the Judicial Board members with the Panhellenic Advisor(s).
    - iii. Implements Unanimous Agreement VII. College Panhellenic Association Judicial Procedure.

- iv. Determines whether any collegiate judicial board members need to be excused or recused from serving because of a conflict of interest.
  - v. Provides involved chapters with a copy of Unanimous Agreement VII. College Panhellenic Judicial Procedure.
  - vi. Presides at judicial hearings.
  - e. Shall be familiar with the NPC Manual of Information, Panhellenic Association Bylaws, Recruitment Rules and all other relevant governing documents and policies of this Association.
  - f. Implement and oversee risk management policies, programs, and education.
  - g. Shall conduct education on all governing documents (University of Idaho Panhellenic bylaws, NPC Manuals of Information etc.) for the Panhellenic Executive Council and member organizations.
    - i. Recruitment Rules education will be in collaboration with the Vice Presidents of Recruitment and Membership Growth
  - h. Keep complete, up-to-date records of disciplinary matters on the Panhellenic shared drive.
  - i. Oversee revisions of the University of Idaho Panhellenic Association Bylaws, Standing Rules, Crisis Plan, and Code of Ethics.
    - i. Recruitment Rules revisions will be in collaboration with the Vice Presidents of Recruitment and Vice President of Membership Growth
  - j. Be knowledgeable about all University policies and procedures as they pertain to the Association.
  - k. Perform all other duties as assigned.
- C. The **Vice President of Operations** shall:
- a. Be responsible for the general supervision and management of the finances of the Panhellenic Association at the University of Idaho.
  - b. Prepare an annual budget in collaboration with the Panhellenic President and Advisor(s) at the beginning of their term and gain approval from delegates.
  - c. In collaboration with all Panhellenic executive officers, be responsible for the prompt payment of all expenditures based on Association approved allocation.
  - d. Provide financial reports at the first regular meeting of each month, in addition to a financial report at the end of their term.
  - e. Responsible for administering invoices for fines and chapter dues, and monitor money received by each chapter on a monthly basis.
  - f. Oversee the Panhellenic Association debit card and bank account including tracking of purchases and the transition of bank account administrators.
  - g. Maintain current copies of the following: University of Idaho Panhellenic Association bylaws; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; the NPC Manual of Information; correspondence and materials received from the NPC area advisor; all College

Panhellenic reports to NPC; and other pertinent material on the Panhellenic shared drive (agendas, minutes, special meetings, etc.).

- h. Distribute meetings minutes to the Panhellenic Executive Council, Fraternity and Sorority Advisor(s), chapter delegates, and NPC Area Advisor.
- i. Create and set the agenda for all Panhellenic meetings which are to be made available digitally or in hard copy for executive council meetings, delegate meetings, special meetings, etc.
- j. Keep Panhellenic Executive Council and Panhellenic Delegates informed of the time and place of meetings.
- k. Reserve all room reservations for any Panhellenic sponsored events.
- l. Coordinate Panhellenic delegate training and executive council elections in conjunction with the President.

D. The **Vice President of Recruitment** shall:

- a. Will be awarded a stipend of \$1,000 for the year she is in office. She shall receive \$500 in the Spring semester of her term and \$500 in the Fall semester of her term five that the officer maintains a 3.0 GPA and good Panhellenic Code of Conduct.
- b. Serve as the visionary lead in fostering a values based primary recruitment.
- c. Manage and oversee all primary recruitment planning and execution.
- d. Responsible for setting all primary recruitment schedules and reservations such as coordinating transportation, rooms, and catering for primary recruitment
- e. Delegate recruitment-related tasks and oversee all recruitment operations.
- f. Maintain communication with Recruitment Chairs, Chapter Presidents, Chapter Advisors, and Chapter Recruitment Advisors.
- g. Chair all recruitment meetings or training for Chapter Recruitment Chairs and Advisors for education on recruitment etiquette, recruitment, and rules.
- h. Meet weekly and work closely with the Recruitment Team (Panhellenic Advisor(s), Panhellenic President, and Vice President of Membership Growth).
- i. Maintain recruitment procedures according to the NPC Unanimous Agreements, policies, and best practices.
- j. Update and distribute the Primary Recruitment Rules to Recruitment Chairs, Chapter Presidents, Chapter Advisors, and Chapter Recruitment Advisors in collaboration with Vice President of Membership Growth and Executive Vice President.
- k. Conduct an assessment after Primary Recruitment for chapter recruitment teams and chapter advisors.
- l. Collaborate with the Vice President of Membership Growth to plan and execute primary recruitment and recruitment activities.
- m. Perform all other duties pertaining to this office and specified as a part of the Recruitment Team.

E. The **Vice President of Membership Growth** shall:

- a. Responsible for setting up Primary Recruitment registration.
  - b. Responsible for creating an application and organizing an interview process in which the Recruitment Counselors are selected.
  - c. Will coordinate all Panhellenic representation at University of Idaho recruitment activities, such as UIIdaho Bound, Envision UIIdaho, etc.
  - d. Design and lead a comprehensive values based training program for Recruitment Counselors and the Panhellenic Executive Council.
  - e. Conduct all assessment after Primary Recruitment pertaining to new members, withdrawn PNMs, and recruitment counselors.
  - f. Be the main contact for Recruitment Counselor to report to at all times.
  - g. Coordinate and execute any potential new member abbreviated schedules/excuses for primary recruitment
  - h. Manage and oversee all Panhellenic Bid Day activities.
  - i. Collaborate with the Vice President of Recruitment to plan and execute primary recruitment and recruitment activities.
  - j. Oversee all potential new member communication and education including, but not limited to orientation, pre-arrival materials, and recruitment counselor contact.
  - k. Collaborate with Vice President of Recruitment and Executive Vice President to update Recruitment Rules in the best interest of the potential new member experience.
  - l. Meet weekly and work closely with the Recruitment Team (Panhellenic Advisor(s), Panhellenic President, and Vice President of Recruitment Operations).
  - m. Perform all other duties pertaining to this office and specified as a part of the Recruitment Team.
- F. **The Vice President of Marketing** shall:
- a. Design consistent brand strategy aligned with the Association's goals and values.
  - b. Update Panhellenic website and social media accounts on a regular basis.
  - c. Assist all executive council officers in creating and distributing marketing content for the Association.
  - d. Be in charge of all publicity of the Association's activities in which it participates.
  - e. Organize and host roundtables with the Marketing/Public Relations Chairs from all chapters to devise the strategic goals of the Panhellenic community's initiatives/programs/announcements.
  - f. Create press releases for all Panhellenic events and share with media outlets (The Argonaut, local newspapers, etc.)
  - g. Handle all public relations inquiries (flyers, tabling, apparel etc.) on behalf of the Panhellenic Association.
  - h. Establish and maintain a marketing plan to be followed by the Panhellenic Executive Council.

- i. Ensure the Panhellenic community has representation at University events (UIdaho Bound, Get Involved Fair, Palousafest etc.)
  - j. Maintain the Association’s website in conjunction with the Vice President of Operations.
  - k. Assist the Recruitment Team in the production and distribution of informational and promotional materials pertaining to recruitment.
  - l. Create outlets for Panhellenic members to promote the member experience.
  - m. Perform all other duties usually pertaining to this office.
- G. The **Vice President of Community Engagement** shall:
- a. Execute programming pertaining to academic enrichment, new member education, and community development/engagement. (Panhellenic New Member Summit, Month of The Scholar, Greek Awards, Greek Week etc.)
  - b. Manage the selection, comprehensive training, and operations of the Programming Committee.
    - i. Appoint a Vice Chairperson of the Programming Committee to assist with the operations, training, and accountability of the committee.
  - c. Coordinate any events that focus on fostering Panhellenic unity such as sisterhood programming, community wide events, etc.
  - d. Keep the community and executive council aware of involvement, leadership, and professional development opportunities in addition to on-campus events and engagement opportunities (ASB Trips, Workshops, Internships, etc.).
  - e. Organize and host roundtables for various chapter officers to assist in the strategic advancement of all Panhellenic and chapter academic, philanthropic, and educational initiatives.
  - f. Provide educational materials and resources to academic, philanthropic, and educational officers.
  - g. Review philanthropy approval forms submitted through Engage.
  - h. Submit Philanthropy Events for each chapter to the master Panhellenic Calendar.
  - i. Collaborate with the Vice President of Marketing to promote chapter events such as philanthropies, service projects, etc.
  - j. Liaison with on-campus and community partners specifically related to academic enrichment, community development and involvement.
  - k. Help organize third party programming for National Hazing Prevention Week, Substance Abuse Week, Campus Safety Month, etc.
  - l. Perform all other duties usually pertaining to this office.

*Section 4. Eligibility*

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



- a. Regular membership. Members in good standing from women's sororities holding regular membership in the University of Idaho Panhellenic Association shall be eligible to serve as any officer.
- b. Provisional membership. Members from women's sororities holding provisional membership in the University of Idaho Panhellenic Association shall not be eligible to serve as an officer.
- c. Associate membership. Members from women's sororities holding associate membership in the University of Idaho Panhellenic Association shall be eligible to serve as an officer except president of the officer in charge of recruitment.

*Section 5. Office-holding limitations*

- A. To be eligible for a Panhellenic Association officer position, a member must:
  - a. Have completed 30 credit hours at the University of Idaho or another higher education institution.
  - b. Be in good standing and financial standing with their chapter and maintain a 3.0 cumulative GPA while in office.
    - i. If a candidate does not have the required GPA to run for office, they may submit a grade exception to run for office. This exception must be extenuating in circumstance and will be reviewed by the nomination committee to determine the individual's eligibility.
    - ii. Grades will be checked at the beginning of term and beginning of the second semester of term. Officers that do not meet the GPA requirement are required to meet with the Panhellenic Advisor(s) and President to develop an academic plan for the semester.
- B. The following expectations will be met by the Panhellenic Executive Council:
  - a. No more than 2 members from the same women's sorority shall hold office during the same term.
  - b. The Panhellenic President, Vice President of Recruitment, and Vice President of Membership Growth are encouraged to have served as a Panhellenic officer, chapter president, recruitment chair, and/or served as a recruitment counselor.
  - c. It is encouraged Panhellenic President and Vice President of Recruitment be from two different chapters respectively to increase diversity within our community.
  - d. Panhellenic Association officers are discouraged to hold an equivalent position within their chapter, executive or otherwise, that could impact their ability to be impartial to all chapters throughout their term.
    - i. Chapter Presidents and Recruitment Chairs may not serve on the Panhellenic Executive Council during their term

*Section 6. Selection of Executive Council*

The Panhellenic Executive Council will be chosen through the Nomination Committee. The Nomination Committee will consist of one (1) representative of each member organization in addition to the outgoing Panhellenic President serving as the chair of the committee and the Panhellenic Advisor(s) serving as a non-voting, ex-officio member.

- A. Each member organization will be responsible for the selection of their Nomination Committee member.
  - a. Each Nomination Committee member must:
    - i. Be an initiated member of their respective chapter in good standing.
    - ii. Not be seeking a Panhellenic Executive Council position.
- B. The term of Nomination Committee will begin no later than 3 weeks prior to the date of elections and conclude once the election meeting has been adjourned.

#### *Section 7. Nominating procedure*

- A. Each of the women's fraternities affiliated with the University of Idaho Panhellenic Association shall have one (1) voting delegate and one (1) vote. If the voting delegate is absent, they can send an alternate delegate who will vote. No Panhellenic executive officer shall have a vote.
- B. Elections shall be held in November of each year. The period following elections up through Fall Recess shall serve as a transition period with outgoing and incoming officers attending meetings and activities.
  - a. All applications must be turned in at least two (2) weeks prior to the election date.
  - b. Applications must be distributed to each voting delegate at least one (1) week prior to elections.
  - c. Chapters must have at least one (1) representative serve as their Chapter's voting delegate.
  - d. Each candidate will participate in an interview process for each position they have applied for conducted by the nomination committee.

#### *Section 8. Term*

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin upon election.

#### *Section 9. Removal*

If an officer fails to complete the listed Duties of Officers in Section 9 or other assigned tasks the following process will be used:

- A. Meeting (verbal warning) with the University of Idaho Panhellenic Advisor(s) and President.
  - a. Should the officer in question be the President there will be a meeting with the University of Idaho Panhellenic Advisor(s) and Executive Vice President.
  - b. A contract will be created and signed by the officer in question.

- i. If the contract is broken, a recommendation of removal shall be sent to the Judicial Board.
- c. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Executive Council.

*Section 10. Vacancies*

If an elected office, except that of the President, becomes vacant during the middle of a term, the President shall appoint a candidate to fill the vacancy, which will be affirmed by the delegates no later than two weeks following the notice of the appointment. The delegates shall receive notice of the vacancy to promote interest. No office shall be left vacant for more than six (6) weeks.

**Article V. The Panhellenic Executive Council**

*Section 1. Authority*

The governing body of the University of Idaho Panhellenic Association shall be the Panhellenic Executive Council. It shall be the duty of the Panhellenic Executive Council to conduct all business related to the overall welfare of the University of Idaho Panhellenic Association including, but not limited to:

- A. Review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style every regular academic term.
- B. The Panhellenic Executive Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of members of women's sororities.

*Section 2. Composition and Privileges*

The University of Idaho Panhellenic Association shall be composed of one (1) delegate and one (1) alternate delegate from each regular, provisional and associate member organization at the University of Idaho as identified in Article III. The delegates shall be the voting members of the Panhellenic Association 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 delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association President.

*Section 3. Selection of Delegates*

Selection of Delegates and Alternate Delegates and alternates to the Panhellenic Association shall be selected by their respective member organization to serve for a term of one year commencing 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 (2) weeks and to notify the Panhellenic Vice President of Operations of their name, email address, and telephone number.

#### *Section 5. Duties and responsibilities*

Panhellenic delegate duties and responsibilities

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

#### *Section 6. Regular Meetings*

Regular meetings of the Panhellenic Association shall be held at a time established at the beginning of each academic term. The Panhellenic Association shall conduct business only during the regular academic year and primary recruitment if held outside of the regular academic term.

#### *Section 7. Annual Meeting*

The annual meeting of the Panhellenic Association shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

#### *Section 8. Special Meetings*

Special meetings of the Panhellenic Association may be called by the Association President when necessary and shall be called by them upon the written request of no fewer than one-fourth of the member organizations of the University of Idaho Panhellenic Association. Notice of each special meeting of the Panhellenic Association shall be sent to each member of the Panhellenic Executive 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 9. 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.

- A. If meeting electronically or via conference call is not possible, the Panhellenic Association and Council can vote electronically.
  - a. These votes should be limited to votes that are absolutely necessary.
  - b. If these votes take place, they must be ratified at the next in-person Panhellenic Association meeting and be reflected in the meeting minutes.

*Section 10. Quorum*

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

*Section 11. 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 voting body of the University of Idaho Panhellenic Association shall be its delegates.
- C. Two-thirds of the voting members of the Panhellenic Association shall be required to approve a recolonization plan and for all extension related votes. A majority vote shall be required to carry all other votes.

**Article VII. The Panhellenic Advisor**

*Section 1. Appointment*

The Panhellenic advisor of the University of Idaho Panhellenic Association shall be appointed by: The University of Idaho Administration.

*Section 2. Authority*

The Panhellenic Advisor shall serve in an advisory capacity to the University of Idaho Panhellenic Association and its executive council. The Panhellenic Advisor shall have voice but no vote in all matters of the Panhellenic Association and the executive council.

**Article VIII. Committees**

*Section 1. Standing Committees*

The standing committees of the University of Idaho Panhellenic Association shall be the Judicial Board, Recruitment Committee, and Programming Committee.

- A. The standing committees shall serve a term of one year, which shall coincide with the term of the officers, unless otherwise stated.
- B. Committee members must be in good standing, good financial standing with their chapter, and maintain a 2.7 cumulative GPA.

*Section 2. Appointment of committee membership*

The Panhellenic Executive Council shall appoint members and a chair of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member organizations as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board, Recruitment Committee, and Programming Committee.

### *Section 3. Judicial Board*

The Judicial Board Committee shall consist of (10) members from the College Panhellenic member organizations. These members will then be chosen to serve on the Judicial Board on a case by case basis. The Judicial Board shall consist of the Executive Vice President, the Vice President of Operations as vice chair, and eight (8) members from the Judicial Board Committee. The Panhellenic Advisor shall serve as a nonvoting, ex-officio member. The Judicial Board:

- A. Handles all alleged violations of NPC Unanimous Agreements and the College Panhellenic bylaws, code of ethics, membership recruitment rules/guidelines, standing rules and any other governing documents that are not settled in the mediation process.
- B. Educates member organizations about the Panhellenic judicial procedure.
- C. Participates in training designed to educate judicial board members about the purpose of the board, the rules and regulations the judicial board monitors, the procedures to follow, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning.
- D. Conducts a fair hearing with impartial judicial board members following Unanimous Agreement VII. College Panhellenic Association Judicial Procedure.
- E. Maintains confidentiality throughout the judicial process.
- F. Creates and maintains proper documentation. The fraternity/sorority advisor retains documentation for three years.

### *Section 4. Recruitment Committee*

The Recruitment Committee will consist of a minimum of one (1), but no more than three (3) representatives from each member organization within the Idaho Panhellenic Association.

- A. Each chapter representation shall consist of the following:
  - a. A minimum of one representative shall be the chapter recruitment chair or senior most chapter officer that fulfills primarily recruitment based duties.
  - b. A second collegiate officer, i.e., chapter president or other recruitment officer may serve as one (1) optional non-voting, ex officio representative.
  - c. The final representative may be filled by (1) chapter advisor (preferably the member organization's primary recruitment advisor) as a non-voting, ex officio representative per member organization.
- B. Additional committee representation shall include:
  - a. The Panhellenic Vice President of Recruitment serving as the Committee Chair.
  - b. The Panhellenic President, Vice President of Membership Growth, and Panhellenic Advisor(s) serving as non voting, exofficio representatives.

*Section 5. Programming Committee*

The Programming Committee shall consist of the Vice President of Community Engagement as Chair, and seven (7) members from the Panhellenic member organizations. The Panhellenic Advisor(s) shall serve as a nonvoting, ex-officio member.

- C. The Programming Committee members shall participate in training to be educated about the purpose of the committee, support and assist Panhellenic with orchestrating marketing strategies, identifying and targeting community needs, and planning and executing large scale events.

*Section 6. Other Committees*

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

**Article IX. Finances**

*Section 1. Fiscal Year*

The fiscal year of the University of Idaho Panhellenic Association shall be from January 1st to December 31st inclusive.

*Section 2. Contracts*

The signature of the President or the Vice President of Operations shall be required to bind the University of Idaho Panhellenic Association on any contract.

*Section 3. Checks*

All checks issued on behalf of the University of Idaho Panhellenic Association shall bear dual Signatures. The following shall be authorized to be one of the two required signatures: President or Vice President of Operations.

*Section 4. Payments*

All payments due to the University of Idaho Panhellenic Association shall be received by the Vice President of Operations, who shall record them. Checks for payments shall be made payable to the University of Idaho Panhellenic Association. All checks must be deposited within 90 days of the issue date. All checks not deposited within 90 days of the issue date are not eligible for re-issue.

*Section 5. Fines*

- A. The Vice President of Operations and President should be notified via email 24 hours in advance if a delegate or executive council officer is going to miss a meeting. It will be up to the discretion of the Vice President of Operations and President if an absence is excused or will be fined.

- a. No fine will be imposed if a chapter's alternate delegate is present. If a chapter does not have a representative other than a Panhellenic Executive Officer present, a \$50.00 fine will be imposed.
  - b. In the absence of a Panhellenic Executive Council officer, a \$50.00 fine will also be imposed on the officer.
- B. All required materials turned in past a set due date are subject to a \$50.00 fine the first day and a \$10.00 fine for each subsequent day the material is late.
  - a. Required materials include but are not limited dues, rosters, programming forms, philanthropy forms, event notification forms, etc.
- C. The Panhellenic Executive Council will give 14 business days' notice for all mandatory sponsored events. All chapters not in attendance will be fined \$50.00. Required attendance will be specified with notice of events.
- D. A chapter whose check is returned by the bank shall be subject to a bounced check fee of \$50.00 plus any fines imposed on Panhellenic by the bank for each check that is returned. A chapter may also be subject to a canceled check fee if their check goes uncashed during the 90 day period, or is lost.
- E. Panhellenic Executive Council cannot mandate attendance to events that would require chapters to pay over \$50 for their members to attend, unless it falls within the budget pre-set in the Spring semester for that following fiscal year.

## **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 University of Idaho Panhellenic Association shall be considered a violation.

### *Section 2. Rules, Policies, and Agreements*

Chapter Recruitment chairs will be responsible for understanding and teaching the rules, policies, and agreements to members, new members, parents of members, and alumni of their organization. The chapters must assume responsibility for actions of anyone affiliated with their organization who may intentionally or inadvertently violate the rules or intent of the rules.

### *Section 3. Informal resolution*

Members are encouraged to resolve alleged violations through informal discussion with the involved parties. The Executive Vice President will approach any potential violation with the goal of Informal Resolution First and if an informal conversation does not resolve the problem the Judicial Process will be started.

### *Section 4. Judicial process*



If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Idaho Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII as it relates to the judicial and appeals process

- A. Mediation is the first step of the judicial process.
- B. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Association shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee.

### **Article XI. Extension**

#### *Section 1. Extension*

Extension is the process of adding an NPC women's sorority. The University of Idaho 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*

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

### **Article XIII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned as per what the University of Idaho dictates:

- A. Hazing is defined as any action taken or situation with or without consent that recklessly, intentionally or unintentionally endangers the mental or physical health and safety of a student, creates risk of injury/discomfort, creates harassment or ridicule, or that willfully destroys or removes public and/or private property.

As defined by the University of Idaho such activities and situations include but are not limited to:

- B. creation of excessive fatigue, physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, participating in scavenger hunts, morally degrading or humiliating games, late night sessions which interfere with scholastic activities or normal sleep patterns, and any other activities that are not consistent with fraternal law, ritual or the regulations and policies of the member fraternity or the educational institution.

All member organizations will affirm their policies on hazing and inform their membership of this NPC position on hazing.

### **Article XIV. Inclusion Statement**

University of Idaho College Panhellenic Association does not deny membership to an individual, based on race, color, religion, sex\*, national origin, age, sexual orientation, 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 XV. Parliamentary Authority**

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

#### **Article XVI. Amendment of Bylaws**

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

#### **Article XVII. Dissolution**

This Association shall be dissolved when only one regular member exists at University of Idaho. 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.