Bylaws of WSU Panhellenic Council

Article I. Name and Mandate

The name of this organization shall be the Wichita State University Panhellenic Council (PC). NPC rules, Wichita State University (WSU) policy and state and federal laws will guide decisions made by PC.

Article II. Purpose

The purpose of the PC shall be to develop and maintain women’s fraternity/sorority life and foster interfraternity/sorority relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women’s fraternities and the university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the PC as to not violate the sovereignty, rights and privileges of member women’s fraternities.
6. PC does not discriminate against age, sex, race or sexual orientation.

Article III. Membership

Section 1. Membership Classes

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

A. **Regular membership.** The regular membership of the WSU PC shall be composed of all chapters of NPC fraternities at WSU. Regular members of the College PC shall pay dues as determined by the College PC. Each regular member shall have voice and one vote on all matters.

B. **Provisional membership.** The provisional membership of the WSU PC shall be composed of all colonies of NPC fraternities at WSU. 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 fraternity/sorority.
C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the WSU PC. The PC shall determine the membership eligibility requirements and the process for submitting an application and approval of the application. Associate members are required to pay full PC dues. 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. Associate members are allowed to participate in all PC and Greek programming such as Convocation, Hippodrome, Songfest or any events/programs. The only exception to this is Formal Recruitment in which only regular membership organizations are allowed to participate. An associate member may be expelled for cause by a majority vote of the PC. An associate member shall not be entitled to vote on the question of its expulsion. Associate members will be required to abide by all NPC Unanimous Agreements and be subject to PC Bylaws, recruitment rules, and judicial proceedings. Associate membership must be renewed each semester by a majority vote of PC. Associate membership in PC does not confer or imply and guarantee that an Associate member will be permitted to affiliate with an NPC group, such authorization being conveyed only on a separate extension vote of regular members of PC when campus numbers warrant a vote to open for extension. Associate members are unable to hold offices within PC for the first year in their membership. After that they can hold an office except those within the Executive Board and the Recruitment Coordinator Assistant position. Associate members have the right to put their members in the role of Recruitment Counselor but it is not a requirement.

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 WSU PC bylaws, code of ethics and any additional rules this PC may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this PC in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers
The officers of the WSU PC shall be president, vice president, secretary/scholarship coordinator, treasurer, recruitment coordinator, public relations coordinator, service coordinator, greek relations chair, risk management and recruitment coordinator assistant.
Section 2. Eligibility
In order to be eligible to serve on the executive board candidates must have completed one year of sorority membership at WSU and be in good standing with the University and their respective fraternity/sorority chapter.
Eligibility to serve as an officer shall depend on the class of membership:

A. **Regular membership.** Members from women’s fraternities holding regular membership in the WSU PC shall be eligible to serve as any officer.

B. **Provisional membership.** Members from women’s fraternities holding provisional membership in the WSU PC shall not be eligible to serve as an officer.

C. **Associate membership.** Members from women’s fraternities holding associate membership in the WSU PC shall not be eligible to serve as an officer.

Section 3. Selection of Officers
The offices of president, vice president, secretary/scholarship coordinator, treasurer, recruitment coordinator, public relations coordinator, service coordinator, greek relations chair, risk management and recruitment coordinator assistant of the WSU PC shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Election
PC officers and chairs will be selected each year in the month of November. On November 1st, the Fraternity and Sorority Life advisor will publish the election timeline for the upcoming fiscal year. The PC Executive board members will be selected by chapter delegates by a simple majority vote. Executive board members may be asked to submit a resume, cover letter and/or make a short presentation for their plans for the appointment. Delegates will be allowed to ask questions during the presentation. Current and incoming executive board members will select the PC committee chairs by a simple majority vote.

Section 4. Office-Holding Limitations
No more than 3 members from the same women’s fraternity/sorority shall hold office on the PC during the same term.

Section 5. Term
The officers shall serve for a term of one year or until their successors are selected. The term of office will begin January 1st of the new year.

Section 6. Removal
The removal of a PC delegate shall be decided by their chapter or a two-thirds vote by PC Executive board and the chapter president. The removal of a PC chair shall be decided by a two-thirds vote by PC Executive board. The removal of a PC Executive Board member shall be decided by a two-thirds vote of delegates.

Section 7. Vacancies and Resignations
Vacancies due to resignation or other causes shall be filled in the same manner of selection as provided in Section 3 and 4 of this article.

Section 8. Duties of Officers

A. The president shall:
   - Preside at all meetings of the PC.
   - Preside at all meetings of the Executive Board.
   - Serve as an ex-officio member of all PC committees.
   - Communicate regularly with the Panhellenic advisor.
   - Be familiar with the NPC Manual of Information and all governing documents of this association.
   - Ensure that the NPC annual report is completed.
   - Communicate regularly with the NPC area advisor.
   - Maintain current copies of the following: WSU PC bylaws and standing rules; the PC budget; contracts executed on behalf of the PC; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
   - Complete annually the WSU Student Organization Recognition Form required by the Center for Student Leadership Office.
   - Must disaffiliate from her chapter during the Formal Recruitment Process and service on Executive Recruitment Council (ERC).
   - Review and recommend for approval all contracts involving PC.
   - Perform all other duties as assigned.

B. The vice president shall:
   - Perform the duties of the president in her absence.
● Shall be familiar with the NPC Manual of Information and all governing documents of this association.
● Serve as Chairperson of the Judicial Committee.
● Must disaffiliate from her chapter during the Formal Recruitment Process.
● Maintain a complete and up-to-date Vice President’s Manual.
● Perform all other duties as assigned.

C. The secretary shall:

● Keep an up-to-date roll of the members of PC.
● Record minutes of all meetings of the WSU PC and the Executive Board.
● Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
● Send meeting minutes to the NPC area advisor and PC.
● Shall be familiar with the NPC Manual of Information and all governing documents of this association.
● Keep current statistics concerning the number of initiated members and pledges of each PC member’s fraternity/ sorority.
● Serve as Scholarship Chairman of the PC.
● Maintain an up-to-date manual for the PC which will include minutes, copies of all PC contacts, calendars of all member fraternities/ sororities, all current correspondence and bylaws.
● Be responsible for the official correspondence of the PC unless otherwise provided.
● Must disaffiliate from her chapter during the Formal Recruitment Process to serve as a member of the ERC.
● Perform all other duties as assigned.

D. The treasurer shall:

● Supervise the finances of the WSU PC.
● Prepare the annual budget and, after its approval by the PC, provide a copy to each WSU PC member fraternity/sorority.
● Receive all payments due to the PC, collect all dues and give receipts.
● Pay promptly the annual NPC dues and all bills of the WSU PC.
● Maintain up-to-date financial records; give a financial report at each regular meeting of the PC and an annual report at the close of her term of office.
● Shall be familiar with the NPC Manual of Information and all governing documents of this association.
● Be responsible for billing the member chapters each semester.
● Must disaffiliate from her chapter during the Formal Recruitment Process to serve as a member of the ERC.
● Perform all other duties as assigned.

E. The Recruitment Coordinator shall:
● Be responsible for Formal Recruitment. She must be in Wichita for the summer in order to manage preliminary Formal Recruitment mechanics and processes.
● Act as chairman of the Recruitment evaluation committee, which will meet each fall to review previous Formal Recruitment. Committee meetings in the Spring will review all recruitment rules.
● Coordinate all Recruitment activities with the President, Panhellenic Advisor, Recruitment Coordinator Assistant, and Recruitment Counselors.
● Plan and coordinate all recruitment activities in the spring preceding recruitment.
● Coordinate with the Public Relations Coordinator all recruitment publications.
● Be responsible for coordinating Formal Recruitment orientation sessions.
● Be responsible for the Recruitment evaluation process with matched new members following Formal Recruitment.
● Work with Interfraternity Council and the PC in all recruitment activities.
● Must disaffiliate from her chapter during the Formal Recruitment Process to serve as a member of the ERC.

F. The Public Relations Coordinator Shall:
● Expand and develop Greek promotions on campus with students, faculty, staff, and administration.
● Be responsible for working with the IFC Public Relations Coordinator on a Greek Newsletter. Their production should be quarterly each year.
● Keep the news media informed of favorable publicity about PC and its member fraternities/sororities.
● Be responsible for working with the Recruitment Coordinator in preparing the Formal Recruitment Booklet. This should be ready for print by the first of May.
● Be responsible for coordinating the MGCA Award application (during the Fall semester) due in January each year.
● Maintain a current manual and perform all other duties pertaining to this office.
● Must disaffiliate from her chapter during the Formal Recruitment Process to serve as a member of the ERC.
G. The Scholarship Coordinator (Secretary) Shall:
   ● Help develop study programs for improvement in overall sorority GPA.
   ● Maintain statistical and historical scholarship information about PC member fraternities/sororities.
   ● Promote scholastic development through workshops, awards, nurturing relationships with faculty and administrators.
   ● Maintain a current manual and perform all other duties pertaining to this office.

H. The Greek Relations Chair:
   ● Help develop and promote positive efforts in unity among the Greek Community through planned programs and events.
   ● Establish social activities as positive interactions with chapters from other Greek chapters.
   ● Be responsible for coordinating Greek Week in conjunction with the IFC Greek Relations Chairman and members of MGC.
   ● Keep all chapters informed of upcoming events in a timely manner.
   ● Maintain a current manual and perform all other duties pertaining to this office.

I. The Risk Management Coordinator Shall:
   ● Keep all Risk Management policies of each chapter in her manual.
   ● Develop and maintain a list of all members of the Judiciary Board.
   ● Follow all procedures regarding violation of Panhellenic Rules and Regulations as outlined in these bylaws and the NPC Manual of Information.
   ● Compile and maintain PC chapter’s Risk Management Policies.
   ● Coordinate and plan seminars/symposiums on issues within Risk Management (alcohol awareness, date rape, sexual harassment, hazing, etc.) at least once each semester.
   ● Nurture mature attitudes towards the necessity of Risk Management in the Greek community using flyers, and other ideas to educate Greeks and other students at WSU.
   ● Maintain a current manual and perform all other duties pertaining to this office.

J. The Service Coordinator Shall:
● Promote and plan community service events that will enhance and positively promote the Greek Community at WSU.
● Assist the Executive Board in maintaining and communicating with the Greek Community about all philanthropic projects.
● Note and record all participation in service projects where Greeks are involved.
● Help with Greek Week activities and other duties pertaining to this office.

J. The Recruitment Coordinator Assistant Shall:
● Assist the Recruitment Coordinator in the planning of all Formal Recruitment events.
● Take charge of training all Recruitment Counselors for Formal Recruitment Week. This includes planning summer meetings and retreats.
● Live in Wichita for the summer, because of the demanding time commitment in preparing for Formal Recruitment Week.
● Maintain a current manual and complete all other duties pertaining to this office.
● Must disaffiliate from her chapter during the Formal Recruitment Process to serve as a member of the ERC.

K. The *Judicial Board Coordinator (VP of the PC) Shall:
● Obtain the names of each fraternity/sorority Judiciary Committee appointee. The Judicial Committee shall consist of the Vice-President as Chairperson, two members from each PC fraternity/sorority (one as a primary delegate and the other serving as the alternate), and an appointed Secretary.
● Work with the Vice-President of Student Affairs in training all members of the Judiciary Board.
● Follow all procedures regarding the violations of Panhellenic Rules and Regulations as outlined in these bylaws and the NPC Unanimous Agreements.

Article V. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the WSU PC in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the WSU PC may adopt.
Article VI. The Panhellenic Council

Section 1. Authority
The governing body of the WSU PC shall be the PC. It shall be the duty of the PC to conduct all business related to the overall welfare of the WSU PC including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules and recruitment style. The PC shall also have the authority to adopt rules governing the PC that do not violate the sovereignty, rights and privileges of member women’s fraternities.

Section 2. Composition and Privileges
The WSU PC shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at WSU as identified in Article III. The delegates shall be the voting members of the PC 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 fraternity/sorority, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates
Delegates and alternates to the PC shall be selected by their respective women's fraternity/sorority chapters to serve for a term of one year commencing January 1st of the new year.

Section 4. Delegate Vacancies
When a delegate vacancy occurs, it shall be the responsibility of the fraternity/sorority affected to select a replacement within two weeks and to notify the PC secretary of her name, email address and telephone number.

Section 5. Regular Meetings
Regular meetings of the PC shall be held at a time and place established at the beginning of each academic term.

Section 7. Special Meetings
Special meetings of the PC may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the WSU PC. Notice of each special meeting of the PC shall be sent to each member of the PC at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.
Section 8. Quorum
Two-thirds of the delegates from the member fraternities of the WSU PC shall constitute a quorum for the transaction of business.

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. A two-thirds vote of the delegates shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)
C. The power of one vote shall go to each fraternity/sorority holding regular membership. If a delegate is absent, the vote of her fraternity/sorority shall be cast by its alternate. If both the delegate and the alternate are absent, the vote may be cast by a PC Executive Member from the same fraternity/sorority.

Article VI. The Executive Board

Section 1. Composition
The composition of the Executive Board shall be the President, Vice President, Treasurer, Secretary and Recruitment Coordinator.

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

Section 3. Regular Meetings
Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special Meetings
Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of three members of the Executive Board.

Section 5. Quorum
A majority of Executive Board members shall constitute a quorum for the transaction of business.
Article VIII. Committees

Section 1. Standing Committees
A. The standing committees of the WSU PC shall be the Judicial Board and Membership Recruitment Committee.

B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of Committee Membership
The PC shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these appointments, recognize fair representation from all member women fraternities/sororities as much as possible by a two-thirds vote of the PC delegates. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board
The Judicial Board shall consist of the vice president as chairman and two members from the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities/sororities about the Panhellenic judicial procedure. It shall be the Judicial Board’s duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the WSU PC that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless PC adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Article VII. The Panhellenic Advisor

Section 1. Appointment
The Panhellenic advisor of the WSU PC shall be appointed by the director of Student Involvement.

Section 2. Authority
The Panhellenic advisor shall serve in an advisory capacity to the WSU PC. The Panhellenic advisor shall have voice but no vote in all meetings of the PC and the Executive Board.
Article IX. Finances

Section 1. Fiscal Year
The fiscal year of the WSU PC shall be from January 1st to December 31st inclusive.

Section 2. Contracts
Dual signatures of the president and treasurer shall be required to bind the WSU PC on any contract.

Section 3. Checks
All checks issued on behalf of the WSU PC shall bear the treasurer’s signature.

Section 4. Payments
All payments due to the WSU PC shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the WSU PC.

Section 5. Dues
A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

B. PC membership dues shall be an assessment per member and new member.
   • The amount of such dues for the next academic year shall be determined by the PC no later than February of that year.
   • The dues of each PC member fraternity/sorority shall be payable on or before the final day of WSU classes.

Section 6. Fees and Assessments
The PC shall have the authority to determine fees and assessments as may be considered necessary.

Section 7. Allocation
The allocation of funds over $100 must be approved by a two-thirds vote of the PC delegates. Up to $100 can be dispersed with a two-thirds vote of the PC executive board. No officer/advisor/delegate should promise financial support without an official vote.

Section 8. Budgets
Budgets must be approved by a two-thirds vote of the PC delegates. Budgets must be requested at the minimum one-month in advance of programs. Approved budgets are assigned to executive members or chair’s discretion with the treasurer’s oversight.
Article X. Extension

Section 1. Extension is the process of adding an NPC women’s fraternity/sorority. The WSU PC 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 PC shall vote on extension matters.
Article XI. 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 WSU PC shall be considered a violation.

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

Section 3. Judicial process
If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The WSU PC shall follow all mediation guidelines found in the Manual of Information.

A. Mediation. Mediation is the first step of the judicial process. The WSU PC shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.

B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The PC shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeal Committee. The WSU PC shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the WSU PC by a two-thirds vote, provided that the proposed amendment has been announced and submitted in writing to the secretary at the previous regular meeting allowing an opportunity for chapter input.
Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at WSU. In the event of the dissolution of this Council none of the assets of the Council shall be distributed to any members of the Council, but after payment of the debts of the Council its assets shall be given to the National Panhellenic Conference.
STANDING RULES

A College PC may wish to adopt additional rules that pertain to the administration of the association. This type of rules belongs in standing rules rather than bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics (as well as others) are best suited for standing rules:

- Awards
- Code of Ethics
- Recruitment Rules
- Judicial Procedures
- Social Events
- Traditions (i.e., Homecoming, Advisors, Installation, Service Projects, etc.)
- Office Procedures
- Financial considerations (i.e., paying for staff)
- Recruitment Counselor selection/requirements/expectations