

ByLaws
ByLaws of Wittenberg University Panhellenic Association
Revised October 27, 2016

Article I. Name

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

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain Women's fraternity life and interfraternity 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 as basic to intellectual achievement.
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 Panhellenic Council as to not violate the sovereignty, rights and privileges of member Women's fraternities.

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 Wittenberg University Panhellenic Association shall be composed of all chapters of NPC fraternities at Wittenberg University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the Wittenberg University Panhellenic Association shall be composed of all colonies of NPC fraternities at Wittenberg University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC fraternity.
- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Wittenberg 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. Associate members shall pay dues as determined by the College 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

The administrative body of the Wittenberg University Panhellenic Association shall be the Wittenberg University Panhellenic Council. The Wittenberg University Panhellenic Council shall be composed of one delegate from each Regular and Provisional member group at Wittenberg University.

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

It shall be the duty of the Panhellenic Council to administer all business related to the overall welfare of the Wittenberg University Panhellenic Association and to compile rules governing the Panhellenic Association, including membership, recruitment and pledging, which do not violate the sovereignty, rights and privileges of member fraternities.

Current members of the Wittenberg University Panhellenic Association are:

Alpha Xi Delta, Zeta Chapter 1904
Alpha Delta Pi, Chi Chapter 1913
Kappa Delta, Alpha Nu Chapter 1927
Gamma Phi Beta, Alpha Nu Chapter 1929
Delta Gamma, Gamma Rho Chapter 1956
Sigma Kappa, Gamma Omega Chapter 1961

Article IV. Officers and Duties

The Executive Board shall:

1. Administer routine business between meetings of the Panhellenic Association when advisable and such other business as has been approved for action by Panhellenic Council vote.
2. Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Association through the Recording Secretary and record the action in the minutes of that meeting.
3. Act upon discrepancies in the stated policies

Section 1. Officers

The Executive Board will consist of the President, Chief Justice, Vice President Philanthropy, Vice President Recruitment, Vice President Scholarship, Recording Secretary, Assistant Recruitment Chairman, Treasurer, Programming Chairman, Assistant Programming Chairman, Public Relations Chairman, and Assistant Public Relations Chairman.

Section 2. Eligibility

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

Regular membership. Members from women's fraternities holding regular membership in the Wittenberg University Panhellenic Association shall be eligible to serve as any officer.

Provisional membership. Members from women's fraternities holding provisional membership in the Wittenberg University Panhellenic Association shall not be eligible to serve as an officer.

Associate membership.

Members from women's fraternities holding associate membership in the Wittenberg University Panhellenic Association shall be eligible to serve as an officer except President or Vice President Recruitment.

Members must be initiated before the beginning of the term of office and must not be abroad for any part of the term of office. Members must have and maintain a minimum 2.75 cumulative grade point average to hold any office.

Section 3. Selection of Officers

President, Chief Justice, Vice Presidents, and Recording Secretary of the Wittenberg University Panhellenic Association shall be held in rotation by each eligible women's fraternity chapter in order of its installation at Wittenberg University. If a member from the women's fraternity in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

The offices of Assistant Recruitment, Treasurer, Public Relations Chair and Assistant, Programming Chair and Assistant, shall be elected by ballot, except if there is only one eligible nominee for an office, that nominee shall be declared elected.

Section 4. Office-Holding Limitations

No more than two member(s) from the same women's fraternity shall hold office during the same term. Exceptions can be made if candidates are not eligible or qualified.

Section 5. Nomination Procedure

The outgoing Panhellenic Executive Board officers shall serve as the nominating committee for elected officer positions. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the nominating committee. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate one candidate for each elected officer position. A slate of candidates will be presented to the Panhellenic Delegates for approval by vote of their chapter. A majority vote is required to pass the elected officer slate. If the slate as a whole does not pass, the chapter(s) voting against the slate must state its reason for their vote and nominate another candidate for each contested position. The slate will then be re-presented for vote the following week.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than the end of January, after formal recruitment Bid Day takes place.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Any officer failing to perform her duties as outlined shall resign and a successor will be designated by election or as provided in Article IV, Section 5. Any officer may be removed from office for neglect of duties, as listed in the bylaws, for not meeting eligibility requirements, not maintaining the required GPA, and/or for conduct not befitting an officer of the Panhellenic Association.

Any Panhellenic Association member may initiate removal procedures by written notice to the Advisor, President, or Chief Justice. At least one (1) week prior to the vote, the Panhellenic Judicial Council will notify the Council and officer in question.

The member in question may appeal the vote of the Panhellenic Council to the Executive Board members and can only be reinstated with a unanimous vote by the Executive Board.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article. If a vacancy occurs within a rotating executive officer position, it shall be the responsibility of the concerned sorority to select a replacement within two (2) weeks and to notify the Panhellenic Council Recording Secretary.

A. President

Minimum Qualifications: elected as a Junior, one year of formal recruitment, and must have served at least one term on the Executive Board of her chapter, or as a Panhellenic delegate, or the Panhellenic Association Executive Board.

Duties:

- Maintain overall responsibility for the operation of the Panhellenic Association.
- Call and preside at all meetings of the Panhellenic Association and Council.
- Call and preside at all meetings of the Executive Board.
- 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.
- Report as required to the National Panhellenic Conference (NPC) Area Advisor.
- Maintain a complete and up-to-date President's file which will include: a copy of the current Wittenberg Panhellenic Association By-Laws and Standing Rules;; the current Panhellenic Association budget; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor; and other pertinent materials.
- Act as a representative of the Panhellenic Association to the administration and faculty of Wittenberg University.
- Coordinate an Officers' Training Program for all new officers.
- Must disassociate from respective sorority through the entirety of formal recruitment.
- Attend all Presidents' Round Table meetings.
- Perform all other duties as assigned and pertaining to the office.
- Complete applicable components of the AFLV Awards and Assessment applications.

B. Chief Justice

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

- Act as chairperson for Panhellenic Judicial Council hearings which deal with alleged recruitment infractions and other Panhellenic Council or NPC policy violations
- Notify sorority judicial representatives when there is a Panhellenic Judicial Council hearing.
- Educate chapters on procedures and rules of the Wittenberg Panhellenic Association and Wittenberg Student Code of Conduct.
- Conduct revisions of the Wittenberg Panhellenic Association laws and other governing documents every year.
- Oversee annual elections procedures.
- Perform all other duties as assigned and pertaining to the office.
- Complete applicable components of the AFLV Awards and Assessment applications.

C. Vice President of Philanthropy

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Assist President with the coordination of an Officers' Training Program.
- Coordinate philanthropic efforts.
- Record service hours and philanthropic donations for each sorority.
- Create programs and philanthropic projects for all Greek organizations to participate, increasing enthusiasm and involvement in Greek Life on Wittenberg University campus.
- Perform all other duties as assigned and pertaining to the office.
- Complete applicable components of the AFLV Awards and Assessment applications.

D. Vice President of Recruitment

Minimum Qualifications: elected as a Junior and one year of formal recruitment

Duties:

- Coordinate and oversee Panhellenic Council-approved recruitment policies.
- Conduct annual revision of recruitment rules.
- Assist Panhellenic Judicial Council with recruitment policies.
- Establish a recruitment calendar with the recruitment chairs and advisors of each chapter.
- Prepare a recruitment educational presentation.
- Work with the Assistant Recruitment Chairman in the planning and implementation of the Rho Gamma program.
- Must disassociate from respective sorority through the entirety of formal recruitment.
- Perform all other duties as assigned and pertaining to the office.
- Complete applicable components of the AFLV Awards and Assessment applications.

E. Vice President of Scholarship

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

- Coordinate Greek 101 program each semester in collaboration with Interfraternity Council counterpart and the Director of Fraternity and Sorority Life.
- Coordinate scholarship efforts.
- Hold at least one Scholarship Round Table each semester.
- Report end of semester grade report information to the NPC.
- Serve on the Leadership Awards selection committee as requested by the Office of Student Involvement.
- Perform all other duties as assigned and pertaining to the office.
- Complete applicable components of the AFLV Awards and Assessment applications.

F. Recording Secretary

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

- Keep an up-to-date roster of the members of Panhellenic Association and keep track of attendance in council meetings.
- Maintain the panhel-exec and Panhellenic email list serves.
- Keep current statistics and rosters concerning the number of initiated members and new members of each Panhellenic Association member sorority.
- Keep full minutes of all meetings of the Wittenberg Panhellenic Association and the Panhellenic Council. Send copies of these minutes to Panhellenic Association, alumnae advisors,

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Fraternity/Sorority Senator, NPC Area Advisor, and specified faculty and administrative personnel. Keep a record of all action taken by the Executive Board.

Maintain a complete and up-to-date file which will include: the minutes of the meetings of the Wittenberg Panhellenic Association and its Panhellenic Council from date of its organization; copies of all contracts made by the Panhellenic Council; all other current correspondence.

Be responsible for the official correspondence of the Panhellenic Association unless informed otherwise.

Notify the Chief Justice and Treasurer of any attendance requirements not being followed.

Perform all other duties as assigned and pertaining to the office.

Oversee the collection and completion of the annual AFLV Awards and Assessment application process.

Complete applicable components of the AFLV Awards and Assessment applications.

G. Assistant Recruitment Chair

Minimum Qualifications: elected as a Junior and one year of formal recruitment; it is preferred that the Assistant Recruitment Chair has been a Rho Gamma or previous Panhellenic Officer

Duties:

Assist and support the Vice President of Recruitment in all capacities stated above.

Plan and implement the Rho Gamma program.

Assist the Vice President of Recruitment and Public Relations Chairman with the publicity of promoting Panhellenic Recruitment.

Must disassociate from respective sorority through the entirety of formal recruitment.

Perform all other duties as assigned and pertaining to the office.

Complete applicable components of the AFLV Awards and Assessment applications.

H. Treasurer

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

Be responsible for the general supervision of the finances of the Wittenberg Panhellenic Association.

Be responsible for the preparation and implementation of an annual budget, and following its approval by the Panhellenic Council, for providing a copy to each Wittenberg Panhellenic Association member sorority.

Receive all payments due to the Panhellenic Association and collect all dues.

Be responsible for the prompt payment of all bills of the Wittenberg Panhellenic Association.

Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of the term of office, and make timely deposits of received payments.

Prepare a budget for Student Senate funding. Make additional money requests from Senate or Tiger Fund as needed.

Attend budget hearing meetings through Wittenberg University, along with Treasurer Workshops.

Perform all other duties as assigned and pertaining to the office.

Complete applicable components of the AFLV Awards and Assessment applications.

I. Public Relations Chairman

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

Publicize all Panhellenic events.

Send out letters of "congratulations," "thank yous," and any other correspondence to the Wittenberg community.

Maintain the Wittenberg Panhellenic website, Twitter, and Facebook accounts.

Work with the Vice President of Recruitment and the Assistant Recruitment Chairman on the development of a comprehensive marketing plan for recruitment.

Publicize all recruitment events.

In collaboration with the IFC Public Relations Chair and Greek Week chairs, develop and implement a comprehensive marketing plan for Greek Week.

Maintain communication with the IFC Public Relations Chair and meet at least twice a semester.

Coordinate an annual Greek Life photo shoot with the IFC Public Relations Chair

Perform all other duties as assigned and pertaining to the office.

Complete applicable components of the AFLV Awards and Assessment applications.

J. Assistant Public Relations Chairman

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

Assist Public Relations Chairman with the completion of all tasks noted in Section I.

Perform all other duties as assigned and pertaining to the office.

Complete applicable components of the AFLV Awards and Assessment applications.

K. Programming Chairman

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

Plan and coordinate the Panhellenic programs for the entire year. Major emphasis is placed on supporting Panhellenic education programs, leadership development programs, and special projects.

Serve as Co-Chair of the Greek Week Committee with the Interfraternity Council Special Projects Chairman.

Assist Vice President of Scholarship with implementation of the Greek 101 new member education program each semester.

Assist with planning for campus and community-wide programs regarding hazing prevention, alcohol/drug use, and sexual misconduct/relationship violence prevention.

Assist with campus-wide activities that promote a positive image of fraternity/sorority life and the support of non-Greek life as well.

Update and maintain the officer notebook and evaluate all programs and projects she supervises.

Perform all other duties as assigned and pertaining to the office.

Complete applicable components of the AFLV Awards and Assessment applications.

L. Assistant Programming Chairman

Minimum Qualifications: elected as a Sophomore and one year of formal recruitment

Duties:

Assist Programming Chairman with the completion of all tasks noted in Section K.

Perform all other duties as assigned and pertaining to the office.

Complete applicable components of the AFLV Awards and Assessment applications.

M. Recruitment Guides/Rho Gammas

Minimum Qualifications: at least one year of formal recruitment and the ability to attend all formal recruitment functions, along with mandatory training sessions

Duties:

Promote a positive attitude toward the sorority/fraternity community and an understanding of the benefits of sorority affiliation, and emphasize the similarities in ideals and goals of all women's fraternities.

Explain and help with the mechanics of formal recruitment.

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Lead a selected group of students through the recruitment process in its entirety.
Must disassociate from respective sorority through the entirety of formal recruitment.
Promote an understanding and explanation of the mutual selection process.
Designate times for counseling and helping potential members.
Perform all other duties as assigned and pertaining to the position.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Wittenberg University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Wittenberg University Panhellenic Association 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 Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The Wittenberg University Panhellenic Council shall be composed of one delegate from each regular, provisional and associate member group at Wittenberg University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate 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, providing her credentials have been presented to the association president.

Section 3. Selection of Delegates and Alternates

Delegates to Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing no later than the end of January.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement within two (2) weeks and to notify the Panhellenic Association Recording Secretary of her name, email address and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the fraternity concerned shall send an alternate delegate to fulfill the duties of the delegate in all cases.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held weekly on Thursdays during common hour at a place established at the beginning of each college term or semester.

Section 6. Special Meetings

Special meetings of the Panhellenic Council 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 Wittenberg University Panhellenic Association. 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

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

The voting members of the Panhellenic Council shall be the delegates of each fraternity holding Regular membership. If a delegate is absent, the vote of her fraternity shall be cast by its alternate. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President prior to the meeting or a proxy vote provided to the Council President in advance and in writing.

Section 8. 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 majority (51%) vote of the Panhellenic Council 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 (51%) vote for adoption.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Chief Justice, Vice President Philanthropy, Vice President Recruitment, Vice President Scholarship, Recording Secretary, Assistant Recruitment Chairman, Treasurer, Programming Chairman, Assistant Programming Chairman, Public Relations Chairman, and Assistant Public Relations Chairman.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council 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 VII. The Panhellenic Advisor

Section 1. Appointment

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

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Wittenberg University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing Committees

- A. The standing committees of the Wittenberg University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, and Greek Week 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 Executive Board 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 as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

- A. Composition: The judicial board shall consist of the Chief Justice as chairman and 1 member from each College Panhellenic member group. The Panhellenic advisor shall serve as a nonvoting ex-officio member.
- B. Training: 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 about the Panhellenic judicial procedure.
- C. Duties: 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 Wittenberg University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the judicial board. The members of the judicial board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

- A. Composition: The Membership Recruitment Committee shall consist of a chairman (ideally the Panhellenic Association Vice President of Recruitment) and one representative from each regular, provisional, and associate member. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. The Panhellenic Advisor may serve on the committee with voice but no vote.
- B. Duties: This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member group and chapter advisor.

Section 5. Greek Week Committee

- A. Composition: The Greek Week Committee shall consist of the Programming Chairman and Assistant Programming Chairman in collaboration with their IFC counterpart as co-chairs. Other members of the fraternity/sorority community may be members of the committee and will be selected by an application process developed and distributed by the co-chairs.
- B. Duties: This committee will be responsible for recruiting, training and overseeing of the Greek Week committee and executing the Greek Week program. The Director of Fraternity and Sorority Life may attend meetings and have a voice, but no vote.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Wittenberg University Panhellenic Association shall be from **July 1 to June 30** inclusive. The yearly budget must be voted upon and sent to all chapters by the beginning of the fiscal year.

Section 2. Contracts

Dual signatures from one of each line below shall be required to bind the Wittenberg University Panhellenic Association on any contract as per Wittenberg University student organization policies: (http://www.wittenberg.edu/administration/student_involvement/student_organizations/forms.html)

- 1. Panhellenic Association Treasurer OR President
- 2. Panhellenic Advisor, Director of Student Activities, OR (Associate/Assistant) Dean of Students
- 3. Wittenberg University Controller OR Vice President of Finance and Administration

Section 3. Checks

All checks issued on behalf of the Wittenberg University Panhellenic Association shall bear dual signatures as noted in Article IX, Section 1.

Section 4. Payments

All payments due to the Wittenberg Panhellenic Association shall be received by the Treasurer, who shall deposit and record them. Checks for payments shall be made payable to "Wittenberg University," and deposited into the Panhellenic account via the Wittenberg Student Account Office.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
- C. Membership dues will be voted upon by the Panhellenic Council annually, before the spring break holiday. The current fees are \$10.00 for all members per semester.
- D. Time payment. Dues shall be paid following both informal and formal recruitment at a date designated by the Treasurer. This date will be within one month of the end of any scheduled recruitment.
- E. Greek Week dues will be assessed and collected during the semester which Greek Week occurs. The amount will be determined by the Panhellenic Council and Interfraternity Council Treasurers and assessed on a per member basis. The current fees are \$7.00 per new and initiated member.
- F. Chapters will not be billed dues for members who are abroad for the semester as verified with the Office of Student Involvement Roster.

Section 6. Fees and Assessments

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

- A. Penalty. A fine of \$35.00 per week will be collected if the dues (Panhellenic or Greek Week) are not paid by the due date, unless a payment plan is approved by the Treasurer.
- B. Delinquent Accounts. Unless a payment plan has already been approved by the Treasurer, any accounts with balances open after the end of each semester will be deemed delinquent.
 - 1. A chapter with a delinquent account will lose voting privileges until the chapter brings the balance back to zero.
 - 2. Chapters will be contacted via e-mail by the President, Treasurer, and the advisor of plans to pay off the remaining balance.
 - 3. If the chapter does not pay off their balance and does not respond to notifications of their outstanding balance, they will lose privileges for one year and be sent to collections.

Section 7. Alcohol Funding

The Panhellenic council shall not spend Panhellenic funds to purchase alcohol for any purpose.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Wittenberg 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

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

Article XI. Resolutions

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 Wittenberg University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Appeal Process

A decision of the judicial board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Wittenberg University Panhellenic Association 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 XIII. Parliamentary Authority

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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Wittenberg University Panhellenic Council 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.

These bylaws may be temporary suspended with a unanimous approval by the Wittenberg University member fraternities and cannot supersede the National Panhellenic Conference UNANIMOUS AGREEMENTS.

Article XV. Dissolution

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