

BYLAWS OF SAINT LEO UNIVERSITY PANHELLENIC ASSOCIATION

Updated 5/6/2021

Article I. Name

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

Article II. Objective

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The objective of the Saint Leo University Panhellenic Association shall be to develop and maintain women's sorority life and interfraternal relations of the highest regard. In order to achieve the following:

1. Promote the values of friendship, service, cooperation, and scholarship.
2. Work in conjunction with fellow Panhellenic organizations and the university/college administration to maintain high social and moral standards.

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 Saint Leo University Panhellenic Association shall be composed of all chapters of NPC sororities at Saint Leo University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and a vote on all matters.
- B. Provisional membership.** The provisional membership of the Saint Leo University Panhellenic Association shall be composed of all colonies of NPC sororities at Saint Leo 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 the receiving of a charter as a chapter of an NPC sorority.
- C. Associate membership.** Local sororities or international or regional non-NPC member organizations may apply for associate membership of the Saint Leo 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and responsibilities of membership

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Saint Leo University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties Section

Section 1: Officers

The officers of the Saint Leo University Panhellenic Association shall be President, Vice President of Operations, Vice President of Recruitment, Vice President of Finance, Vice President of Involvement, and Vice President of Communications.

Section 2. Eligibility

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

- A. Regular membership. Members from women's sororities holding regular membership in the Saint Leo University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Saint Leo University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership.
 - a. Members from women's sororities holding associate membership in the Saint Leo University Panhellenic Association shall be eligible to serve as an officer except president.

Section 3. Selection of Officers

The officers of the Saint Leo University Panhellenic Association shall be President, Vice President of Operations, Vice President of Recruitment, Vice President of Finance, Vice President of Involvement, and Vice President of Communication.

Section 4. Office-holding Limitations

No less than one (1) member from each women's sorority shall hold office during the same term AND no greater than two (2) members from the same women's sorority shall hold office during the same term.

Section 5. Nomination Procedure

A nominating committee of six (6) members shall include the Panhellenic Association President as chairman, another member of the Panhellenic executive board, and each Panhellenic Council delegate. A majority vote of Panhellenic Council shall elect. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. The Panhellenic advisor shall serve as a non voting ex-officio member of the nominating committee.

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 at the beginning of the spring academic term.

Section 7. Removal

If an officer does not uphold their listed duties, they will attend a meeting with the Panhellenic President and Assistant Director of Greek Life & Community Engagement. If the officer does not improve within two weeks after the meeting is held, she can be removed by a 2/3 vote by the Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 5 of this article.

Section 9. Duties of officers

- 1) All positions shall
 - a) Attend every executive board and general body meeting of the Panhellenic Council
 - b) Attend all Panhellenic related or sponsored events.
 - c) Notify the President and Vice President of Communications by email if there are absences within 24 hours before the event.
 - d) Work together as an executive board to benefit the entire Panhellenic Community, not just one specific organization.
 - e) Perform and uphold all other duties as assigned, which are listed below:
- 2) The President shall:
 - a) Serve as an ex-officio member of all Panhellenic Council Committees.
 - b) Run regular executive board meetings and general body meetings for the Panhellenic community.
 - c) May not run for respective chapter's President or Recruitment Director.
 - d) Communicate regularly with the Panhellenic advisor.
 - e) Be familiar with the NPC manual of information and all governing documents of this association.
 - f) Ensure that the NPC College Panhellenic annual report is completed.
 - g) Communicate regularly with the NPC area advisor.
 - h) Maintain current copies of the following.
 - i) Saint Leo University Panhellenic Association Bylaws.
 - ii) Saint Leo University Panhellenic Association Standing Rules.
 - iii) Panhellenic Association Budget.
 - iv) Contracts executed on behalf of the Panhellenic Association.
 - i) Communicate all materials and correspondence received from NPC area advisors and CPC reports to the Panhellenic Community.
- 3) The Vice President of Operations shall:
 - a) Take over Presidential duties in the case of Presidential absence.
 - b) Serve as the Chairwoman on the Panhellenic Association Judicial Committee.
 - c) Serve as the Chairwoman of the Circle of Sisterhood Philanthropy Initiative.
 - d) Should lead the revision of the bylaws annually with the executive board and general body meetings.
 - e) Communicate all bylaws changes with the Panhellenic advisor.
 - f) Work in conjunction with the Vice President of Involvement to present one greek educational a year.

- g) Work in conjunction with the Vice President of Finance to present one greek philanthropic event a year.
 - h) Act as the ex officio diversity, equity, and inclusion director for the Saint Leo Panhellenic Association.
- 4) The Vice President of Recruitment shall:
- a) Not run for their respective chapter's President OR Recruitment Director.
 - b) Serve as Chairman of Recruitment Counselors.
 - c) Can be a member of the Judicial Committee if needed.
 - d) Coordinate and ensure Recruitment Week's run efficiently, including overseeing Recruitment Counselors in their duties and counseling PNMs when needed.
 - e) Must hold recruitment informational for Potential New Members prior to Recruitment.
 - f) Must complete recruitment software training.
 - g) Must hold recruitment rules informational for chapters.
 - h) Must host at least three (3) small scale recruitment events a semester geared directly towards Potential New Members in conjunction with the Vice President of Involvement.
- 5) The Vice President of Finance shall:
- a) The budget will need to be made at the beginning of the academic semester and approved by the Panhellenic and Panhellenic Advisor .
 - i) Must be distributed to chapters.
 - b) Be responsible for the general supervision of the finances of the Saint Leo University Panhellenic Association.
 - c) Set deadlines for dues, distribute Panhellenic invoices to chapters, and collect all payments due to the Panhellenic Association per Saint Leo University including chapter dues and hand out all receipts.
 - d) Ensure prompt payment of all bills of the Saint Leo University Panhellenic Association.
 - e) Maintain up-to-date financial records and give a financial report at the last general meeting of the month.
 - f) Head any fundraising events put on by Panhellenic Association.
- 6) The Vice President of Involvement shall:
- a) Head all Greek Life and Panhellenic social involvement.
 - b) Co-chair annual events such as Greek Unity Week and Greek Week.
 - i) If the greek community does not opt to host these events, the Vice President of Involvement will co chair whatever council wide event takes place.
 - c) Help host at least three (3) small scale recruitment events a semester geared directly towards Potential New Members in conjunction with the Vice President of Recruitment.
 - d) Co chair the annual chapter excellence banquet.
- 7) The Vice President of Communications shall:
- a) Keep an up-to-date roster of all the members of the Panhellenic Association.
 - b) Keep full minutes of all meetings of the Panhellenic Association.
 - i) Minutes must be emailed out AND posted on www.saintleopanhellenic.com within 48 hours of all meetings.
 - c) Be responsible for official correspondence of the Panhellenic Association as assigned.
 - d) Promote general Greek Life events and chapter news through social media.

- e) Assist all chair positions in the creation of flyers and advertisements as well as the distribution of these materials.

Article V. The Panhellenic Council Makeup

Section 1: Authority

The governing body of the Saint Leo 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 Saint Leo University Panhellenic Association including, but not limited to: bi-annually 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. 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 sororities.

Section 2. Composition and privileges

The Saint Leo University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Saint Leo 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 delegate and alternate delegate both receive voice and vote permissions. If either of the delegates is unable to attend a meeting, it is the chapter's responsibility to send an alternate in place of the absent delegate. In the case of a tie, the President may cast the deciding vote.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing upon selection by the chapter. Any member(s) serving on the Panhellenic Executive Board may not be considered a chapter's delegates.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within three (3) weeks and to notify the Panhellenic Association Vice President of Communication and the President of her name, email, and telephone number.

Section 5. Regular meetings

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

- a. The Saint Leo Panhellenic Association shall hold at least two general and two executive board meetings a month.
- b. **Attendance is mandatory.** A chapter delegate and an alternate delegate must be present at all Panhellenic Council meetings.
- c. Please notify the Vice President of Communication 24 hours in advance via email for any absences or alternative delegates.

- d. A fine can be administered by the Panhellenic Association for an unexcused absence or if a chapter delegate and/or alternate delegate fail to be at a general meeting. See Article IX, Section 6.
- e. After three (3) unexcused absences by a chapter delegate and/or alternate delegate, a new delegate or alternate delegate will need to be appointed by the select chapter.

Section 6. Annual meeting

The annual meeting of the Panhellenic Council 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 7. Special meetings

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the Saint Leo 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 8. Quorum

Two-thirds of the delegates from the member sororities of the Saint Leo University Panhellenic Association 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 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 vote for adoption.

Article VI. The Panhellenic Advisory Committee

Section 1. Appointment

The Panhellenic advisory board of the Saint Leo University Panhellenic Association shall be a committee composed of one advisor from each Panhellenic organization and led by the FSA advisor appointed by the Saint Leo University Administration.

Section 2. Authority

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

Article VII. Committees

Section 1. Standing committees

- A. The standing committees of the Saint Leo University Panhellenic Association shall be the Judicial Board. NOTE: Standing committees will vary based upon the needs of the Association.
- 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 chairman of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The president shall be an ex-officio member of all committees.

Section 3. Judicial Board

The Judicial Board shall consist of the Vice President of Operations as chairman and four (4) members from the College Panhellenic member organizations. The Panhellenic Advisory Board shall serve as a nonvoting, ex-officio member. If the Vice President of Operation cannot act as chairman, it will go to the next Panhellenic Association Executive board 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 sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Saint Leo 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. Other committees

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

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of the Saint Leo University Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Dual signatures of the Panhellenic Association President and the Vice President of Finance with the approval of Saint Leo University Assistant Director of Greek Life & Community Engagement shall be required to bind the Saint Leo University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Saint Leo University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic Association President and the Vice President of Finance with the approval of Saint Leo University Assistant Director of Greek Life & Community Engagement.

Section 4. Payments

All payments due to the Saint Leo University Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the Saint Leo University Panhellenic Council as per Saint Leo University bank account.

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.
 - a. The amount of such dues for the next academic semester shall be determined by the Panhellenic Council no later than four (4) weeks from the beginning of the academic semester.
 - b. The dues of each Panhellenic Association member sorority shall be payable fourteen (14) days after receiving an invoice from the Panhellenic Association Vice President of Finance at the conclusion of Recruitment and/or Continuous Open Bidding process.
 - c. If a chapter wishes to create a payment plan for their NPC College Panhellenic dues, the chapter must contact the Panhellenic Association Vice President of Finance within fourteen (14) days after receiving an invoice.
 - d. Failure to pay on time and set up a payment plan will result in a late fee fine. See Article IX, Section 6.

Section 6. Fees and assessments

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

- A. Unexcused Attendance Fines for violation of Article V, Section 5:
 - a. First Meeting \$15.00
 - b. Second Meeting \$30.00
 - c. Third Meeting \$45.00
- B. Late Fee Fines for violation of Article IX, Section 5:
 - a. \$20.00 per week for first four (4) weeks
 - b. \$50.00 per week for remaining delinquency

Article IX. Extension

Section 1. Extension

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

The Saint Leo 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 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 Saint Leo University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Saint Leo University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

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

Article XI. Hazing

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

Article XII. Parliamentary Authority

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

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Saint Leo 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.

Article XIV. Dissolution

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