



Bylaws of West Virginia University Panhellenic Association

Article I. Name

The name of this organization shall be the West Virginia 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 and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college 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 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 West Virginia University Panhellenic Association shall be composed of all chapters of NPC fraternities at West Virginia 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 West Virginia University Panhellenic Association shall be composed of all colonies of NPC fraternities at West Virginia 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 West Virginia 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

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these West Virginia 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.
- B. **University privileges.** Member organizations of the West Virginia University Panhellenic Association are entitled to the privilege to use the West Virginia University and West Virginia University Panhellenic Association names, the ability to reserve and utilize campus facilities, Mountainlair rooms, tables, and banner space, access to a mailbox in the Office of Greek Life

Article IV. Executive Board and Duties

Section 1. Executive Board

The Executive Board officers of the West Virginia University Panhellenic Association shall be president, vice president, treasurer, vice president of communication, vice president of recruitment, vice president of philanthropy and service, vice president of programming, vice president of education.

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in the West Virginia University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the West Virginia University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in the West Virginia University Panhellenic Association shall not be eligible to serve as vice president of recruitment, vice president, or president.

Section 3. Selection of Officers

The offices of president, vice president, secretary, treasurer, vice president of recruitment, vice president of philanthropy, vice president of programming, vice president of scholarship of the West Virginia University Panhellenic Association shall be elected by ballot, by the Panhellenic Council members, except if there is only one nominee for an office that nominee shall be declared elected.

Section 4. Office-Holding Limitations

No more than 2 members from the same women's fraternity shall hold office during the same term.

The officers of president, vice president and vice president of recruitment shall not be elected to serve on her chapter's executive board or council, and no members of the West Virginia University Panhellenic Council Executive Board may hold the offices of president, vice president, recruitment chair, or the equivalent position, within their own chapters.

Section 5. Nomination Procedure

A nominating committee of 2 members per chapter shall be elected by ballot by the Panhellenic Council. A majority vote shall elect. The members of the nominating committee shall elect their own chairman. 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 nonvoting 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. Elections will be held in the second half of the fall semester and the term of office will begin at the beginning of the spring semester

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of Officers

A. The president shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all Panhellenic Association 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: West Virginia University Panhellenic Association bylaws and standing rules; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.

- Have served/held a position on her chapter's executive board or council, or have served on Panhellenic Executive Board previously.
- Conduct meetings with member fraternity presidents.
- Perform all other duties as assigned.

B. The vice president shall:

- Perform the duties of the president in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Chair the Judicial Board and follow NPC Guidelines for Judicial and Mediation procedures.
- Maintain an up to date calendar of all Panhellenic Association and member chapter events.
- Perform all other duties as assigned.

C. The vice president for communication shall:

- Keep an up-to-date roll of the members of Panhellenic Council.
- Record minutes of all meetings of the West Virginia University Panhellenic Council 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.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Be responsible for all public relations-related to official Panhellenic Association business and events.
- Chair the public relations committee or appoint a public relations chairperson, as needed.
- Perform all other duties as assigned.

D. The treasurer shall:

- Supervise the finances of the West Virginia University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each West Virginia University Panhellenic Association member fraternity.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the West Virginia University 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 her term of office.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Conduct meetings with member fraternity treasurers, as needed
- Perform all other duties as assigned.

E. The vice president for recruitment shall:

- Serve as recruitment chairperson.
- Appoint and oversee a recruitment team, consisting of a director of recruitment counselors, director of computer recruitment, and director of recruitment operations.

- Supervise all preparations for recruitment, both formal and continuous open bidding, including organization and coordination of Meet the Greeks.
- Conduct meetings with member fraternity recruitment chairs.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.

F. The vice president for programming shall:

- Oversee all programming of the West Virginia University Panhellenic Association.
- Co-chair the Greek Programming Committee, and oversee all events including but not limited to Greek Week, Homecoming, NPC Week and Mountaineer Week.
- Coordinate West Virginia University Panhellenic Association involvement in campus activities such as speakers, interactive forums and events.
- Conduct meetings with member fraternity programming chairs, campus activities chairs or other relevant positions.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.

G. The vice president for philanthropy and service shall:

- Coordinate Panhellenic involvement in all philanthropy events.
- Be responsible for relaying all pertinent information regarding philanthropic service opportunities, including campus and off-campus events.
- Work with the Inter-Fraternity Council (IFC) and National Pan-Hellenic Council (NPHC) to organize and plan any Greek days of service or Greek-wide philanthropic events.
- Maintain an up to date record of all member fraternity philanthropy events.
- Encourage inter-sorority support and involvement in all member fraternity philanthropy events.
- Conduct meetings with member fraternity philanthropy chairs and community service chairs.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.

H. The vice president for education shall:

- Oversee the success of all member fraternity programs, such as but not limited to scholarship, new member education and risk management education.
- Organize and coordinate a scholarship recognition event each semester.
- Educate member fraternities on all relevant Panhellenic and University policies.
- Conduct meetings with member fraternity scholarship chairs, new member chairs and risk management chairs.
- Be responsible for relaying information on events regarding scholarship education, risk management education and new member education.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the West Virginia 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 West Virginia University Panhellenic Association including, but not limited to: every regular academic term 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 West Virginia University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at West Virginia 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 and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year starting at the beginning of the calendar year. Delegates should be initiated members of their fraternity and the senior delegate are highly encouraged to be an active member for at least one calendar year, and have attended at least one Panhellenic meeting in the previous term.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary of her name, address and telephone number. When a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate of the fraternity concerned shall fulfill these duties.

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.

Section 7. 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 West Virginia 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 fraternities of the West Virginia 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. (See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.)

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the West Virginia University Panhellenic Association shall be appointed by the West Virginia University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the West Virginia 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 West Virginia University Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee, Academic Excellence committee, Alumnae Panhellenic Advisory Committee, Greek Programming Committee, Community Service 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 Panhellenic Council shall nominate members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and, in making these nominations, recognize fair representation from all member women fraternities as much as possible. The Executive Board shall then appoint members and chairmen of all standing and special committees from the Panhellenic Council's nominations. 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 one member from each College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. (See Judicial Procedures Handbook chapter of the NPC Manual of Information for the composition of the Judicial Board.) 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.

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 West Virginia 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

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, provisional, and associate member participating in formal recruitment. Members of the appointed recruitment team, including but not limited to recruitment counselor chairperson, may attend meetings of the committee. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. 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 9. 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 West Virginia University Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts

Dual signatures of the President and the Treasurer shall be required to bind the West Virginia University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the West Virginia University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the President and the Treasurer.

Section 4. Payments

All payments due to the West Virginia University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the West Virginia University Panhellenic Association.

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 each semester.
- The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February 1 of that year.
 - The dues of each Panhellenic Association member fraternity shall be payable on or before March 1 and October 1.

Section 6. Fees and Assessments

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

Article IX. Extension

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

The West Virginia 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 West Virginia 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 West Virginia University Panhellenic Association shall follow all mediation guidelines found in the NPC Unanimous Agreement VII.

- A. Mediation. Mediation is the first step of the judicial process. The West Virginia University Panhellenic Association 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 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 Panhellenic's Judicial Appeal Committee. The West Virginia 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 West Virginia University Panhellenic Association 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 West Virginia University Panhellenic Association may adopt.

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the West Virginia 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 West Virginia University. In the event of the dissolution of this Association none of the assets of the Association shall be distribute 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.