



BYLAWS OF UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the University of North Carolina at Chapel Hill College Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

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 University of North Carolina at Chapel Hill College Panhellenic Association shall be composed of all installed chapters of NPC sororities at the University of North Carolina at Chapel Hill. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the University of North Carolina at Chapel Hill College Panhellenic Association shall be composed of all colonies of NPC sororities at University of North Carolina at Chapel Hill. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

- C. **Associate membership.** The associate membership of the University of North Carolina at Chapel Hill College Panhellenic Association shall be composed of women's only local sororities or inter/national or regional non-NPC member organizations. 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 do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or the 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

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these University of North Carolina at Chapel Hill College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association 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 Panhellenic Council no later than February of that year.
 - The dues of each College Panhellenic Association member sorority shall be payable on or before November 1st for the fall semester and March 1st for the spring semester.
 - Membership dues are \$12.50.
 - Chapters will be assessed a \$100 fine for each week that dues are late.

Section 4. Fees and assessments

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the University of North Carolina at Chapel Hill College Panhellenic Association shall be President, Vice President of Internal Affairs and Programming, Vice President of Standards, Vice President of Recruitment, Vice President of Communications, Vice President of Special Events, Vice President of Finance, and Vice President of Community Development and Campus Outreach.

Section 2. 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 College Panhellenic Association committees, except the Judicial Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Review, approve, and sign all Panhellenic Association checks and contracts involving the University of North Carolina at Chapel Hill College Panhellenic Association.
- Maintain current copies of the following: University of North Carolina at Chapel Hill College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Be an overall representative of the Greek community at University of North Carolina at Chapel Hill.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Participate in professional/leadership development as deemed appropriate by OFSL

B. The Vice President of Internal Affairs and Programming 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.
- Manage the Panhellenic Officer selection process:
 - Collect all applications and distribute them to Executive Board members and the Panhellenic advisor.
 - Preside over Panhellenic Officer speeches and the delegate voting meeting.
- Oversee delegate actions and programming, including:
 - Delegate training at the beginning of their term.
 - Supervise and assist with all delegate responsibilities through constant open communication.
 - Oversee committees
- Serve as Gamma Chi Coordinator during Recruitment.
- Oversee the Panhellenic New Member Education Program
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Participate in professional/leadership development as deemed appropriate by OFSL

C. The Vice President of Standards shall:

- Serve as the chair of the Panhellenic Judicial Board (PJB). As such, she will:
 - Coordinate selection of members to the PJB in the spring semester.
 - Direct PJB training in coordination with the bylaws.

- Plan and oversee Panhellenic Council hearings and work with OFSL to determine what constitutes a severe issue and what can be solved through mediation.
 - Plan and promote risk management for the entire Panhellenic Community.
 - Be familiar and help keep all governing documents of this association up to date.
 - Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Participate in professional/leadership development as deemed appropriate by OFSL
- C. The Vice President of Recruitment shall:
 - Oversee all Panhellenic recruitment activities and events.
 - Select an Assistant VP of Recruitment from the Executive Board.
 - Oversee all recruitment publication efforts.
 - Oversee Panhellenic recruitment registration.
 - Assist the President and Vice President of Standards in any revisions to the College Panhellenic recruitment rules.
 - Supervise and aid in the recruitment and training of Panhellenic recruitment counselors.
 - Host all Panhellenic recruitment wrap-up meetings with recruitment chairs.
 - Organize all Panhellenic recruitment meetings.
 - Keep complete and accurate records of Panhellenic recruitment information.
 - 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, and each member organization.
 - Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Participate in professional/leadership development as deemed appropriate by OFSL
- D. The Vice President of Communications shall:
 - Keep and up-to-date roll of all members of the Panhellenic Council.
 - Record minutes of all meetings of the University of North Carolina at Chapel Hill College Panhellenic Council and Executive Board.
 - Send minutes to the Panhellenic Advisor.
 - Create and distribute agendas for all meetings.
 - Design and submit proofs for merchandise for the executive board, delegates, recruitment, and more.
 - Create at least one Panhellenic Unity item to sell to the Panhellenic community during their term (ex. shirt, sweatshirt, etc.)
 - Manage the Panhellenic website and other social media efforts.
 - Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Participate in professional/leadership development as deemed appropriate by OFSL
- E. The Vice President of Special Events shall:
 - Oversee committee planning of all large Panhellenic-focused events.
 - Manage all planning of the annual Greek Groove.
 - Serve as the liaison between the Panhellenic Association and the UNC Center for Excellence in Eating Disorders (CEED).

- Serve as a liaison between OFSL and the Panhellenic Association in planning special events.
 - Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Participate in professional/leadership development as deemed appropriate by OFSL
- F. The Vice President of Finance shall:
- Supervise the finances of the University of North Carolina at Chapel Hill College Panhellenic Association.
 - Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of North Carolina at Chapel Hill College Panhellenic Association member sorority.
 - Receive all payments due to the Association, collect all dues and give receipts.
 - Pay promptly the annual NPC dues and all bills of the University of North Carolina at Chapel Hill College Panhellenic Association.
 - Maintain current 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.
 - Ensure up-to-date financial data is available on the Panhellenic website.
 - Serve as the chairwoman for the Panhellenic Academic Excellence committee.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Participate in professional/leadership development as deemed appropriate by OFSL
- G. The Vice President of Community Development and Campus Outreach:
- Oversee the planning of all large campus outreach events.
 - Manage all planning of small scale Panhellenic events.
 - Coordinate philanthropic events.
 - Maintain the Panhellenic Calendar
 - Manage the Panhellenic Points Program.
 - Collects, compile, and regularly publish all Chapter's points from events in a timely manner.
 - Serve as the contact person for all other campus organizations to the Panhellenic Association.
 - Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
 - Participate in professional/leadership development as deemed appropriate by OFSL

Section 3. Eligibility

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

- **Regular membership.** Members from women's only sororities holding regular membership in the University of North Carolina at Chapel Hill College Panhellenic Association shall be eligible to serve as any officer.
- **Provisional membership.** Members from women's only sororities holding provisional membership in the University of North Carolina at Chapel Hill College Panhellenic Association shall not be eligible to serve as an officer.

- **Associate membership.** Members from women's only sororities holding associate membership in the University of North Carolina at Chapel Hill College Panhellenic Association shall be eligible to serve as an officer but should not serve as President or the Vice President of Recruitment.

Section 4. Selection of Officers

The offices of President, Vice President of Internal Affairs and Programming, Vice President of Standards, Vice President of Recruitment Vice President of Communications, Vice President of Special Events, Vice President of Finance, and Vice President of Community Development and Campus Outreach of the University of North Carolina at Chapel Hill College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected. Officer selection shall occur no later than six weeks before the end of the fall semester.

A. Officer Qualifications.

- All Panhellenic Officers must have a minimum of a 2.70 GPA to be elected and continue to serve in their elected office. The council will consider the semester or cumulative GPA, whichever is higher.
- All offices will be selected through an application and speech process.
 - Applicants for the office of President are expected to have either previously served on the Executive Board or held a delegate position.

B. Applicant Qualifications.

To apply, all applicants must:

- Submit an application to the Vice President of Internal Affairs and Programming.
- Be in good standing with both the University of North Carolina at Chapel Hill and their respective Chapter for at least the six months prior to the election date.

C. Applicant Speeches.

Speeches will take place in a special meeting of the Panhellenic Council.

- Each candidate will give a brief speech to the voting body for each position for which she is applying. After the speech, the current position holder will ask questions, followed by the Panhellenic Advisor, and then the floor will be open for questions.

D. Voting Process.

The voting process is as follows:

- Voting for these officers will occur at a special meeting of the chapter delegates and Executive Board no more than one week after the speeches.
- Voting delegates will receive a slate from the outgoing members of the Executive Board, with recommendations for each position.
- Each chapter delegate will discuss with their chapter president in order to determine their vote. Delegates may discuss with their advisor and executive council if they see fit.
- In order for a candidate to be elected, they must receive a majority + one vote. If no candidate receives a majority + one vote, a second vote on the two candidates with the highest number of votes will occur. Should neither of these candidates receive a majority + one vote, the position will go to the slated candidate if she received one of the two highest vote totals. If she did not receive one of the two highest vote totals, the position will go to the candidate with the higher number of votes.

E. New Positions.

In the case a new position is designed mid-year or during a current election, the outgoing Panhellenic Executive Board has the ability to appoint that position for one calendar year. Once the position has been held for a year, it becomes an elected position and all selection rules above will apply.

Section 5. Office-holding limitations

No more than 2 member(s) from the same women's only sorority shall hold office during the same term.

Section 6. Nomination procedure

A Nominating Committee will consist of the Panhellenic delegates, Chapter Presidents, and Panhellenic Executive board. A majority vote 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.

Section 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin no later than the last day of the fall Academic semester.

Section 8. Removal

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

Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 4 of this article.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the University of North Carolina at Chapel Hill College 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 University of North Carolina at Chapel Hill College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's only sororities.

Section 2. Composition and privileges

The University of North Carolina at Chapel Hill Panhellenic Council shall be composed of one delegate from each regular, provisional and associate women's only member organization at University of North Carolina at Chapel Hill 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. If the delegate is absent, a member of their fraternity shall act and vote in the place of the delegate. Delegates shall be responsible for notifying her chapter of all actions taken by the Panhellenic Council.

Section 3. Selection of delegates.

Delegates to the Panhellenic Council shall be selected by their respective women's only sorority chapters to serve for a term of one year commencing no later than the last day of the fall semester.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within one week and to notify the College Panhellenic Association Vice President of Internal Affairs and Programming of her name, address, email and telephone number.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. 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. 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 8. Special meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the electronic or written request of no fewer than one-fourth of the member women's sororities of the University of North Carolina at Chapel Hill College Panhellenic Association. Electronic or written 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 9. Quorum

Two-thirds of the delegates from the member sororities of the University of North Carolina at Chapel Hill College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
- C. 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.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Internal Affairs and Programming, Vice President of Standards, Vice President of Recruitment, Vice President of Communications, Vice President of Special Events, Vice President of Finance, and the Vice President of Community Development and Campus Outreach.

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, 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 electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 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 University of North Carolina at Chapel Hill College Panhellenic Association shall be appointed by the University of North Carolina at Chapel Hill administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of North Carolina at Chapel Hill College 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 University of North Carolina at Chapel Hill College Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee and the Academic Excellence 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's only sororities as much as possible. 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 of Standards as chairman and one member from each of the College Panhellenic Association member organizations. 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 sororities about the College 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 University of North Carolina at Chapel Hill College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the 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 the Vice President of Recruitment and one representative from each regular, provisional chapter, preferably the chapter recruitment chairs. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and provide feedback on membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period.

Section 5. Academic Excellence Committee

The Academic Excellence Committee shall consist of the Vice President of Finance and each regular, provisional chapter's academic chairwoman. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Section 6. Other committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the University of North Carolina at Chapel Hill College Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts

Dual signatures of the President and Advisor shall be required to bind the University of North Carolina at Chapel Hill College Panhellenic Association on any contract.

Section 3. Checks

All checks and electronic payments issued on behalf of the University of North Carolina at Chapel Hill College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance, and Advisor.

Section 4. Payments

All payments due to the University of North Carolina at Chapel Hill College Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the University of North Carolina at Chapel Hill College Panhellenic Association.

Article X. Extension

Section 1. Extension

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

The University of North Carolina at Chapel Hill College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council 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 University of North Carolina at Chapel Hill College 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

The University of North Carolina at Chapel Hill College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XII. Hazing

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

Article XIII. Inclusion Statement

University of North Carolina at Chapel Hill College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, socioeconomic status, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

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

Article XVI. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at University of North Carolina at Chapel Hill. 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 NPC unless otherwise required by state law.