

Bylaws of Northern Illinois University Panhellenic Association

Article I. Name

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

Article II. Object

The object of the Panhellenic Association shall be to develop and maintain women's sorority life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member organizations as applicable to campus and personal life.
2. Promote superior scholarship and intellectual development.
3. Cooperate with member women's sororities and the university/college administration to maintain 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 sororities.

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 Northern Illinois University Panhellenic Association shall be composed of all chapters of NPC sororities at Northern Illinois University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Northern Illinois University Panhellenic Association shall be composed of all colonies of NPC sororities at Northern Illinois 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 sorority.
- C. **Associate membership.** Local sororities or inter/national or regional women's non-NPC member organizations may apply for associate membership of the Northern Illinois 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 Northern Illinois 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 1. Officers

The officers of the Northern Illinois University Panhellenic Association shall be president, executive vice president, vice president finance and administration, vice president membership, vice president community service and events, vice president public relations, and vice president recruitment counseling.

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 Northern Illinois University Panhellenic Association with a cumulative GPA of at least 2.7 shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Northern Illinois University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's sororities holding associate membership in the Northern Illinois University Panhellenic Association with a cumulative GPA of at least 2.7 shall be eligible to serve as an officer except president, vice president public relations, vice president recruitment counseling or vice president membership.

Section 3. Selection of officers

The offices of president, executive vice president, vice president finance and administration, vice president membership, vice president community service and events, vice president public relations, vice president recruitment counseling of the Northern Illinois University Panhellenic Association shall be selected through a slating process executed by the existing Panhellenic Council officers at the end of the fall semester. The slate will be presented to chapter delegates at a regular Panhellenic Council meeting, tabled for one week, and voted on by the delegates at the following meeting. After presentation of the slate, members of Panhellenic Association organizations will have the right to contest the slate via email with supporting reasoning and documentation, including a new nominee for the contested role. Contests to the slate must be submitted via email to the president and Panhellenic Advisor or Associate Director of Fraternity & Sorority Life.

Section 4. Office-holding limitations

- No more than 2 members from the same women's sorority shall hold office during the same term.
- Any two of the following offices may not be women from the same chapter: president, executive vice president, and vice president recruitment counseling.
- President must have previously served on her chapter's executive board or as a Panhellenic officer. Vice president membership must have served in a recruitment related office within her chapter or have served in a Panhellenic recruitment role (vice president membership, vice president recruitment counseling, other Panhellenic Council officer, or Recruitment Counselor). Vice president recruitment counseling must have been a Recruitment Counselor during formal recruitment or previously been a Panhellenic Council officer (must have disaffiliated for at least one formal recruitment).
- Chapter Presidents, chapter recruitment chairmen, and any chapter recruitment-related positions are not permitted to hold a Panhellenic officer position during their term. It is suggested that if a chapter member holds any other officer position within their chapter, that they consider their priorities before running for an

officer position. They will be expected to represent the Panhellenic Council and not their chapter at related events. They are not eligible to participate in recruitment for their chapter.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the last Panhellenic Council meeting of the fall academic term.

Section 6. Removal

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

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article. An exception is made if the council votes not to fill the position because of time left in office.

Section 8. Duties of officers

See Standing Rules for a complete list of officer duties.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Northern Illinois 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 Northern Illinois 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 sororities.

Section 2. Composition and privileges

The Northern Illinois University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Northern Illinois 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 sorority, 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 sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement and to notify the Panhellenic vice president finance and administration of her name, address, email and telephone number. During time of vacancy, chapters must send a substitute delegate to meetings.

Section 5. Regular meetings

Regular meetings of the Panhellenic Council shall be held weekly at a time and place established at the beginning of each academic term. Regular meetings of the Panhellenic officers shall be held one hour before the established meeting time of the Panhellenic Council

Section 6. Annual meeting

The annual meeting of the Panhellenic Council shall be the last meeting of the fall semester, at which point new officers are installed.

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 Northern Illinois 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 Northern Illinois 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.

Section 10. Standing Rules

The Panhellenic Association of Northern Illinois University is also governed by the Standing Rules attached to these bylaws. Standing Rules include several additional provisions of governance, including, but not limited to, recruitment rules and policies pertaining to automatic adjustment of campus total during each regular academic term.

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic Advisor of the Northern Illinois University Panhellenic Association shall be appointed by Northern Illinois University.

Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to the Northern Illinois 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 Northern Illinois University Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, Greek Relations Committee, and 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

Panhellenic Council officers shall serve as committee chairmen, and delegates shall volunteer to join the committee(s) of their choosing, except as provided otherwise in these bylaws. Committees will demonstrate fair representation from all member women's 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 executive vice president as chairman and 6 members from the College Panhellenic 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 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 Northern Illinois 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 (vice president membership) and one representative from each regular and provisional member (chapter recruitment chairman). 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 organization and chapter advisor.

Section 5. Greek Relations committee

The Greek Relations committee shall consist of the President of the Panhellenic Council as chairman and at least one representative from each chapter. The committee will meet as needed to discuss what events are going on in the Greek community and to collaborate on events with other organizations. The President will serve as chairman of the committee and will provide a weekly report to Panhellenic women from what is discussed in the committee meetings.

Section 6. Academic Excellence Committee

The Academic Excellence Committee shall consist of a chairman and 3 members. The Academic Excellence Committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

Section 7. 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 Northern Illinois University Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Dual signatures of President and Vice President Finance and Administration (or Panhellenic Advisor) shall be required to bind the Northern Illinois University Panhellenic Association on any contract. Additionally, all contracts must be reviewed and signed by the Director for Student Involvement & Leadership Development.

Section 3. Checks

All checks issued on behalf of the Northern Illinois University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President Finance and Administration, SILD Associate Director, or Panhellenic Advisor.

Section 4. Payments

All payments due to the Northern Illinois University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Northern Illinois 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.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council in the fall semester of the current academic year. Dues are \$20.00 per member per semester (\$40 per member per year).
 - The dues of each Panhellenic Association member sorority shall be payable by November 1 for the fall academic term and March 1 for the spring academic term.

Section 6. Fees and assessments

Any chapter failing to pay dues by the date set forth by the Northern Illinois University Panhellenic Council will not be able to register social events (any event not philanthropic or academic in nature) with the Student Involvement & Leadership Development Office until their dues are paid in full, and that chapter will be charged a fine of \$5.00 a day starting after the due date until they are paid in full.

Article IX. Extension

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

The Northern Illinois 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 Northern Illinois 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 Northern Illinois 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 Northern Illinois 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 Northern Illinois 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 Northern Illinois 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 Northern Illinois University Panhellenic Association may adopt.

Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Northern Illinois 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 Northern Illinois 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.