

# MICHIGAN STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION OFFICIAL BYLAWS

## Article I. Name

The name of this organization shall be the *Michigan State University* Panhellenic Council.

## Article II. Object

This organization will not discriminate on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.

The object of the College Panhellenic Association shall be to:

- A. Conduct the business of the College Panhellenic during the academic year.
- B. Promote the growth of individual chapters and the sorority community.
- C. Organize and sponsor a women's-only membership recruitment program.
- D. Encourage the highest possible academic, social, and moral standards.
- E. Coordinate activities, establish orderly procedures, and provide programming in addition to recruitment.
- F. 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 Values, and College Panhellenic Standing Rules.
- G. Actively support the mission of its host institution.
- H. Promote good public relations.
- I. Give service to the community and campus.
- J. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- K. 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 *Michigan State University* Panhellenic Council shall be composed of all chapters of National Panhellenic Conference (NPC) sororities at *Michigan State University*. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the *Michigan State University* Panhellenic Council shall be composed of all newly established chapters of NPC sororities at *Michigan State University*. Provisional members shall pay no dues and shall

have voice but not 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 Michigan State University 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 College Panhellenic Council. An associate member chapter 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 chapter may be expelled for cause by a majority vote of the Panhellenic Council. An associate member chapter 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 subjected to these Michigan State University Panhellenic Council Bylaws, Code of Ethics and Values and any additional rules this Panhellenic Council may adopt unless otherwise prescribed in these Bylaws. Any rules adopted by this Panhellenic Council in conflict with the NPC Unanimous Agreements shall be void.

## **Article IV. Officers and Duties**

### **Section 1. Officers.**

The officers of the *Michigan State University* Panhellenic Executive Council shall be President, Executive Vice President, Vice President of Wellness & Safety, Vice President of Internal Relations, Vice President of Community Relations, Vice President of Finance, Vice President of Recruitment Logistics, Vice President of Recruitment Guides, 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-only sororities holding regular membership in the *Michigan State University* Panhellenic Council shall be eligible to serve as any officer.
- a. Panhellenic officers must be a full time undergraduate student at Michigan State University, in good standing with the University with a minimum cumulative grade point average of 2.5.
  - b. Must also be an active collegiate member of a Panhellenic Council regular member chapter at Michigan State University.

- B. Provisional membership. Members from women's-only sororities holding provisional membership in the *Michigan State University* Panhellenic Council shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's-only sororities holding associate membership in the *Michigan State University* Panhellenic Council shall be eligible to serve as any officer except President, Vice President of Recruitment Logistics or Vice President of Recruitment Guides.

### **Section 3. Selection of Officers**

In addition to the previously mentioned qualifications, those women applying for the positions of President, Vice President of Recruitment Logistics and Vice President of Recruitment Guides shall meet the following qualifications (any exceptions will be considered by the Executive Vice President and approved by the Nominating Committee):

- A. President: Candidates for the position of President must have served as a Panhellenic Officer, Panhellenic Delegate, Chapter President or an executive board position, prior to election as Panhellenic President.
- B. Vice President of Recruitment Logistics: Candidates for the position of Vice President of Recruitment Logistics must have served as either Chapter Recruitment Chair, Assistant Chapter Recruitment Chair, Chapter Membership Chair, Chapter President, recruitment guide, or the like position, prior to election as Vice President of Recruitment Logistics
- C. Vice President of Recruitment Guides: Candidates for the position of Vice President of Recruitment Guides must have served as a Recruitment Guides, Chapter Recruitment Chair, Assistant Chapter Recruitment Chair, Chapter Membership Chair, Chapter President, or the like position, prior to election as Vice President of Recruitment Guide.

### **Section 4. Election of Officers.**

The offices of President, Executive Vice President, Vice President of Wellness & Safety, Vice President of Internal Relations, Vice President of Community Relations, Vice President of Finance, Vice President of Recruitment Logistics, Vice President of Recruitment Guides, and Vice President of Communications of the *Michigan State University* Panhellenic Council shall be elected by a majority vote of the Panhellenic Delegates by ballot after the processes highlighted by the Nomination Committee.

### **Section 5. Office-Holding Limitations.**

No more than *two* members from the same women's-only sorority shall hold office during the same term.

### **Section 6. Nomination Procedure.**

A nominating committee of at least 3 members and no more than 5 shall be recommended by the

Executive Vice President and confirmed by ballot by the Panhellenic Council, through application and interview process.

- A. The members of the nominating committee shall be chaired by the Executive Vice President.
- B. 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.
- C. The Panhellenic Advisor shall serve as a non-voting ex-officio member of the nominating committee.
- D. The members of the nominating committee may not also be candidates for the Panhellenic Council executive board.
- E. The nomination committee shall be composed of women from all different chapters. Only if the committee has 5 members may there be 2 women from the same chapter.

### **Section 7. 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 and will end at the close of the calendar year.

### **Section 8. Removal.**

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

- A. Reasons for removal must be submitted to the Panhellenic Executive Council as an official complaint from a Panhellenic Executive Council officer or a Panhellenic Council Delegate. Two options will be presented to the officer in which the official complaint concerns.
  - a. Mediation involving the Panhellenic President, Executive Vice President, and Assistant Director for Fraternity and Sorority life will take place with the officer, in which the official complaint concerns, where the official complaint will be stated. Any evidence obtained will be reviewed and presented to the officer where she will then be given the opportunity to resign from the Panhellenic Executive Council if determined she's unfit to continue to hold the position. If the officer declines to resign on her own then option B will be presented.
- B. If the official complaint is against the President or Executive Vice President then the Vice President(s) of Wellness & Safety or Internal Relations shall step in.
- C. That official complaint along with the evidence obtained would then be presented at a Panhellenic Council meeting. Delegates would then take that information back to their chapters and come to the next Panhellenic Council meeting ready to vote on whether to remove the officer with their chapter's official vote.

### **Section 9. Vacancies.**

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

### **Section 10. Panhellenic Executive Council Duties.**

The Panhellenic Executive Council shall also have the authority to act in the spirit of the values of the Panhellenic Council and its chapters in any situation not outlined in the Duties of Officers. *All officers* shall be familiar with the NPC *Manual of Information* and all governing documents of this council.

### **Section 11. Duties of Panhellenic Officers.**

#### **The President shall:**

- A. Preside at all meetings of the Panhellenic Council including but not limited to president and delegate meetings.
- B. Preside at all meetings of the Executive Board.
- C. Attend all Michigan State and East Lansing community council meetings as the Panhellenic/FSL Representative and spokesperson.
- D. Serve as ex-officio a member of all Panhellenic Council committees, except the Peer Accountability Board.
- E. Communicate regularly with the Panhellenic/FSL Staff.
- F. Ensure that the NPC College Panhellenic report(s) is completed before NPC's desired deadline.
- G. Communicate regularly with the NPC Area Advisor.
- H. Maintain current copies of the following: *Michigan State University* Panhellenic Council Bylaws and Standing Rules; the Panhellenic Council budget; contracts executed on behalf of the Panhellenic Council; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.
- I. Be the official spokesperson for the member sorority chapters of the Panhellenic Council at *Michigan State University*.
- J. Coordinate the functions of the Panhellenic Vice Presidents throughout the year and monitor the fulfillment of their functions and responsibilities.
- K. Communicate effectively and efficiently with *Michigan State University* personnel, Michigan State Fraternity & Sorority Life Staff, University Administration, the Interfraternity Council, the Multicultural Greek Council and the National Pan-Hellenic Council to discuss and or update important information in order to continue the connectedness and thorough communication.
- L. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- M. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).

- N. Serve as a member of the Risk Management Team along with the Executive Vice President and Vice President of Wellness and Safety.

**The Executive Vice President shall:**

- A. Perform the duties of the President in her absence and/or at her discretion.
- B. Chair the Nominating Committee and Extension Committee.
  - a. Be responsible for the election and transition of the new Panhellenic Council in assistance with the Panhellenic Advisor.
  - b. Formally invite any NPC chapter voted to come to MSU's campus.
- C. Serve as the College Panhellenic Council Peer Accountability Officer.
  - a. Be responsible for holding mediations and the determination of infractions.
  - b. Be responsible for creating and monitoring the Panhellenic Judicial Complaint Form, the General Complaint Form, and the PNM Recruitment Reporting Form
- D. Be responsible for initiating review of the Panhellenic Bylaws, Standing Rules, and Recruitment Bylaws annually (or more frequently, if needed) and presenting any proposal for revision.
- E. Act as a liaison between chapters, being available when circumstances arise that require a neutral party.
- F. Oversee all risk management procedures for the Panhellenic Community..
  - a. Draft action plans for special events in conjunction with the Vice President of Wellness and Safety, the Executive Vice President of the Interfraternity Council, and the City of East Lansing as needed.
- G. Be responsible for all Panhellenic judicial and voting procedures and documentation.
- H. Be responsible for mitigating conflicts with the VP of Recruitment Guides involving Potential New Members, and Active Members, using the appropriate assistance from Recruitment Guides and Panhellenic Advisor.
- I. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

**The Vice President of Wellness & Safety shall:**

- A. Be familiar with the North American Interfraternity Conference (NIC) policies.
- B. Assist with mediations and the determination of risk related infractions.
- C. Acquaint newly elected Chapter Presidents, Risk Management Chairs, Social Chairs, and Facility Managers with university and council policies, position statements, and resolutions pertaining to risk management and maintain relations.
- D. Oversee chapter mental health chairs in ensuring that wellbeing is being prioritized in the Panhellenic community through holding wellness events, activities and monthly meetings
- E. Oversee chapter Sexual Assault Liaison chairs in ensuring that wellbeing is being prioritized in the Panhellenic community through holding monthly meetings and sharing important resources.
- F. Communicate regularly with the Director of Philanthropy about updates pertaining to the

Panhellenic Philanthropy Committee meetings.

- G. The Director of Philanthropy will aid the VPWS in facilitating Hazing Prevention fundraising and events.
- H. Work with the Director of Philanthropy and Panhellenic Philanthropy Committee to plan and organize community events and fundraising in honor of National Hazing Prevention Week.

**The Vice President of Internal Relations shall:**

- A. Serve as or appoint the Panhellenic Council voting delegate to the Associated Students of Michigan State University (ASMSU), Student Board and attend all meetings and functions of Associated Students of Michigan State University.
- B. Plan and organize inter-Panhellenic events and functions to promote a positive spirit between sorority chapters and sorority and fraternity chapters of all four councils.
- C. Assist FSL staff in order to organize and facilitate the annual FSL Awards to be held at the end of each calendar year. Additionally, will organize and facilitate the Panhellenic End of Year Ceremony hosted in December/end of fall semester.
- D. Serve as the Panhellenic liaison to the FSL Fall Welcome Event.
- E. Coordinate at least one Panhellenic new member orientation each semester including presentations from campus and community partners.
- F. Coordinate Bid Day at the end of formal recruitment in the fall semester.
  - a. Oversee Chapter Bid Day selection process in the spring semester.
- G. Oversee the Panhellenic DEI Committee and select a DEI Chair

**The Vice President of Community Relations shall:**

- A. Serve as the Panhellenic Council delegate to the University Student Commission.
- B. Appoint a Director of Philanthropy to oversee and coordinate the Panhellenic Philanthropy Committee meetings.
  - a. Communicate regularly with the Director of Philanthropy about updates pertaining to the Panhellenic Philanthropy Committee meetings.
  - b. The Director of Philanthropy will aid the VPCR in facilitating Circle of Sisterhood fundraising and events.
- C. Coordinate philanthropy projects among the East Lansing community.
  - a. This includes fundraising for Circle of Sisterhood.
- D. Coordinate philanthropy chair roundtables.
- E. Serve as a Panhellenic Council liaison to the Greek Week and Safe Halloween Leadership Team.
  - a. Assist in conducting the interview process for the leadership team selection in conjunction with other councils.
- F. Help FSL staff plan and organize events and functions to promote a positive spirit between the FSL community and the East Lansing community.

**The Vice President of Finance shall:**

- A. Supervise the finances of the *Michigan State University* Panhellenic Council.
- B. Prepare the annual budget and after the Panhellenic Council approves it, provide a copy to each *Michigan State University* Panhellenic Council member fraternity. Consult with the Panhellenic Advisor when creating the budget.
- C. Receive all payments due to the Panhellenic Council, collect all dues and give receipts. Be responsible for keeping membership numbers current and collections rosters concurrent with both active and new members
- D. Pay promptly the annual NPC dues and all bills of the *Michigan State University* Panhellenic Council.
- E. Maintain up-to-date financial records and provide an annual report at the closing of their first semester.
- F. Handle all monetary transactions for the Panhellenic Council (Joint signature of the President and Vice President of Finance).
- G. Educate the chapter treasurers on the requirements of financial information to be distributed during the fall formal recruitment period.
- H. Support the FSL Office to plan and execute academic and professional development related events for the Panhellenic community and open up to all councils if desired. Emphasize the importance of academic growth.

**The Vice President of Recruitment Logistics shall:**

- A. Act as chairperson for recruitment, which includes the recommendation of changes in the Panhellenic Council Recruitment Bylaws regarding formal and informal recruitment. This should happen within the spring semester of the officer term.
- B. Facilitation of meetings throughout their term to go over Recruitment Bylaws and infractions, to discuss if any changes should be made and present them to be voted on by delegates if needed.
- C. Plan and implement biweekly meetings and discussions for chapter recruitment chairpersons.
  - a. This shall include but is not limited to training on Campus Director, recruitment rules, and values based recruitment.
- D. Collaborate with the VP of Recruitment Guides, recruitment team, and FSL Staff regarding the scheduling of formal recruitment dates and times.
- E. Compile formal and informal recruitment statistics following the previous years.
- F. Assist in the selection of Recruitment Guides and Assistants.
- G. Work in conjunction with the Vice President of Communications to advertise formal and informal recruitment and create/assist with a marketing plan for formal and informal recruitment.
- H. Schedule and implement meetings as needed or every other month with recruitment chairs and membership chairs to discuss informal recruitment (spring and fall).
- I. Collaborate with FSL Staff on logistical formal recruitment aspects including but not

limited to buses, schedules, and withdrawals.

- J. Establish emergency plans in collaboration with the recruitment team, and FSL staff in the event of a crisis including but not limited to pandemics, severe weather, and safety concerns within the local MSU community.
- K. Assist chapters in creating events during informal recruitment.
- L. Assist with schedule building pertaining to PNM excuses.
- M. Create a PNM Booklet for formal recruitment with the recruitment team.
- N. Co-lead with the VP of Recruitment Guides on facilitating PNM Orientation.

**The Vice President of Recruitment Guides shall:**

- A. Assist with all aspects of the Panhellenic Recruitment effort, formal and informal.
- B. Coordinate the Recruitment Guides selection, training, and management process.
- C. Work with the VP of Communications in advertising applications for Recruitment Guides.
- D. Create an informed in depth training to be facilitated in the spring, over the summer, and in the fall preparing for formal recruitment.
- E. Review and edit Recruitment Guide position expectations and descriptions of their role as needed following NPC Guidelines.
- F. Assist in deciding logistics pertaining to formal and informal recruitment including but not limited to transportation, food provided, and Potential New Member attendance.
- G. Co-lead PNM Orientation with the VP of Recruitment Logistics.
- H. Collaborate with VP of Recruitment Logistics on PNM and/or Panhellenic apparel.
- I. Provide detailed scheduling of Recruitment Guides assignments and Potential New Member groups during Formal Recruitment.
- J. Be responsible for all Potential New Member excuses, accommodations, and special transportation requests during Formal Recruitment.
- K. Be responsible for mitigating conflicts with the Executive Vice President involving Potential New Members, and Active Members, using the appropriate assistance from Recruitment Guides and Panhellenic Advisor.
- L. Work in conjunction with the Vice President of Communications to advertise formal and informal recruitment.
- M. Collaborate with the VP of Recruitment Logistics, recruitment team, and FSL Staff regarding the scheduling of formal recruitment dates and times.
- N. Plan and implement Recruitment Team meetings starting bi-weekly following Panhellenic Executive Council elections.
  - a. Weekly, at the latest, after the completion of the spring semester leading up to formal recruitment.
- O. Assist the Vice President of Recruitment Logistics with the writing of the NPC Excellence in Recruitment Award.

**The Vice President of Communications shall:**

- A. Keep an up-to-date roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- B. Record minutes of all meetings of the *Michigan State University* Panhellenic Council and the Executive Council.
- C. Send meeting minutes to the NPC Area Advisor and upload them into FS Central.
- D. Develop a marketing and advertising plan at the start of each semester.
- E. Prepare press releases to be distributed to highlight FSL community events.
- F. Maintain a website and social media platforms for the Panhellenic Council at *Michigan State University*.
- G. Update and maintain all email list servers used by the Panhellenic Council at *Michigan State University*.
- H. Coordinate with the Vice President of Recruitment Logistics and Vice President of Recruitment Guides to advertise formal and informal recruitment.
  - a. This shall include but is not limited to creating and distributing the formal recruitment mailer no later than July 1st.
  - b. Collaborate with the Recruitment team on creating a formal recruitment video to be released no later than August 1st.
  - c. This shall include but is not limited to securing a videographer, coordinating chapter schedules, and creating a theme and/or vision for the video.

## **Article V. The Panhellenic Council**

### **Section 1. Authority.**

The governing body of the *Michigan State University* Panhellenic Chapters shall be the Panhellenic Council. It shall be the duty of the Panhellenic Executive Council to conduct all business related to the overall welfare of the *Michigan State University* Panhellenic Council and the Chapters including, but not limited to:

- A. Review and adjust total fall and spring semesters as needed
- B. Determine dues and approve the annual budget
- C. Consider extension to new Panhellenic chapters
- D. Review the calendar of events and programming
- E. Review recruitment rules and recruitment style.
- F. 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 the member sororities.

### **Section 2. Composition and Privileges.**

The *Michigan State University* Panhellenic Council shall be composed of one delegate and one alternative delegate from each regular, provisional, and associate women's-only member organization at *Michigan State 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 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-only sorority chapters to serve for a term of one year commencing at the beginning of the spring academic term. Each year the delegates are required to participate in an orientation meeting facilitated by the Panhellenic Executive Council.

### **Section 4. Delegate Vacancies.**

When a delegate vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement within three weeks and to notify the Panhellenic Council Vice President of Communications of her name, address, telephone number, and email address.

### **Section 5. Panhellenic delegate duties and responsibilities.**

- A. Must attend all Panhellenic Council meetings.
- B. Must support NPC Unanimous Agreements, policies, and procedures.
- C. Must understand local College Panhellenic Association policies and procedures.
- D. Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter, and how to voice concerns to the Panhellenic Council.
- E. Should present regular College Panhellenic Association reports at chapter meetings.

### **Section 6. Chapter Officer Vacancies.**

When an officer vacancy occurs within a chapter, it shall be the responsibility of the sorority concerned to select a replacement and to notify the Panhellenic Council Vice President of Communications of her name, address, telephone number, and email address once elected.

### **Section 7. Regular Meetings.**

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. At least two President/Delegate meetings a month will be required of the Panhellenic Executive Council. If a Chapter's President or Delegate is unable to attend a meeting the chapter must send at least one representative in their place.

### **Section 8. 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 confirmation and election of officers after the

nomination process is fulfilled by the Executive Vice President and the Nomination Committee.

### **Section 9. Special Meetings.**

Special meetings of the Panhellenic Council may be called by the College Panhellenic President when necessary and shall be called by the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the *Michigan State University* Panhellenic Council.

- A. 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 10: Means of Communication**

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

### **Section 11. Quorum.**

Two-thirds of the delegates from the member sororities of the *Michigan State University* Panhellenic Council shall constitute a quorum for the transaction of business.

### **Section 12. 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 re-establishment 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. Announcements may also be made informally by the normal means of communication to delegates via designated electronic communication method.
- D. Quorum of the Panhellenic Council shall be required to approve all extension-related votes. All other votes, unless specified in these Bylaws, shall require a majority vote for adoption. (See Article XVI. Amendment of Bylaws for specific voting requirements for the amendments of these Bylaws.)

## **Article VI. The Panhellenic Advisor**

### **Section 1. Appointment.**

The Panhellenic Advisor of the *Michigan State University* Panhellenic Council shall be appointed by the *Michigan State University* administration in consultation with the Panhellenic

Council.

### **Section 2. Authority.**

The Panhellenic Advisor shall serve in an advisory capacity to the *Michigan State University* Panhellenic Council. 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**

The standing committees of the Michigan State University Panhellenic Council shall be the Peer Accountability Board, Recruitment, Circle of Sisterhood, and Extension Committees.

- A. The standing committees shall serve for a term of one year, which shall be coterminous with the officers.

### **Section 2. Appointment of Committee Membership.**

The Panhellenic Council shall approve appointments of members selected by the 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-only sororities as much as possible. The President shall be ex officio a member of all committees except the Peer Accountability Board.

### **Section 3. Peer Accountability Board**

The Peer Accountability Board must consist of the Executive Vice President as the presiding officer and the council advisor as an ex-officio non-voting member. In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the Michigan State University College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

### **Section 5. Extension Committee**

The Extension Committee shall be chaired by the Executive Vice President. The committee shall be used throughout the extension process, from preliminary research to supporting a newly established chapter once on campus.

### **Section 6. Circle of Sisterhood**

The Circle of Sisterhood will fall under the Panhellenic Philanthropy Committee; this committee

shall be chaired by the Director of Philanthropy. This committee shall develop ideas to support these philanthropic efforts. It is up to the Director of Philanthropy with the Vice President of Community Relation's discretion to decide how this will be maintained per term.

#### **Section 10. Other Committees.**

Other such committees, standing or special, shall be appointed as deemed necessary by the *Michigan State University* Panhellenic Council by recommendation of the Advisor or the Panhellenic Executive Council. All committees can be located in the Standing Rules.

### **Article VIII. Finances.**

#### **Section 1. Fiscal Year.**

The fiscal year of the *Michigan State University* Panhellenic Council shall be from January 1st to December 31<sup>st</sup> inclusive.

#### **Section 2. Contracts.**

Contracts must be approved by FSL staff, and dual signatures of President and Vice President of Finance shall be required to bind the *Michigan State University* Panhellenic Council on any contract.

#### **Section 3. Checks.**

All checks issued on behalf of the *Michigan State University* Panhellenic Council shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President and Vice President of Finance.

#### **Section 4. Payments.**

All payments due to the *Michigan State University* Panhellenic Council shall be received by the Vice President of Finance who shall record them. Checks for payment shall be made payable to the *Michigan State University* Panhellenic Council.

#### **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 made each semester per member and new member.
- C. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
- D. In the Fall Semester dues are as follows:
  - a. Active Member dues are invoiced the month after recruitment on the 1<sup>st</sup>, due by the 20<sup>th</sup>.
  - b. New Member dues are invoiced the month after recruitment on the 1<sup>st</sup>, due by the

20<sup>th</sup>.

E. In the Spring Semester dues are as follows:

- a. Active Member dues are invoiced March 1<sup>st</sup>, due by March 20th
- b. New Member dues are invoiced March 1<sup>st</sup>, due by March 20th

### **Section 6. Fees and Assessments**

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

- A. For every 15 days of delinquent payments, chapters will owe an additional 5% of their chapter dues to Panhellenic.

### **Section 7. Transparency**

All budget materials shall be made accessible to the leadership of the Chapters by request to the Vice President of Finance. A formal meeting and review may be requested by Chapter leadership or the Panhellenic Executive Council.

## **Article IX. Extension.**

### **Section 1. Procedure**

Extension is the process of adding an NPC women's-only sorority. The *Michigan State University* Panhellenic Council 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 and Values, Social Policy, Recruitment Rules and Policy, Hazing Policy, and of the *Michigan State University* Panhellenic Council shall be considered a violation.

### **Section 2. Informal resolution**

Members are encouraged to resolve alleged violations through informal discussion with the involved parties. Members are encouraged to involve the Panhellenic President or Executive Vice President in any informal resolution for guidance and facilitation.

### **Section 3. Peer Accountability Procedure.**

Michigan State University shall follow all NPC Unanimous Agreements and NPC guidelines for

the Peer Accountability procedure as stated in the NPC Manual of Information. *A. Link to NPC Manual of Information:*

<https://npcwomen.org/login/college-panhellenics/peeraccountability/>

### **Article XI. Hazing Policy**

The National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing are banned. NPC has adopted Unanimous Agreement IV, Standards of Ethical Conduct, which condemns hazing and hazing-related behaviors. Additionally, each NPC member organization has its own set of policies condemning hazing.

- A. NPC has adopted Unanimous Agreement IV, Standards of Ethical Conduct, which condemns hazing and hazing-related behaviors.
- B. Additionally, each NPC member organization has its own set of policies condemning hazing. NPC actively supports both state and federal legislation that requires increased anti-hazing efforts by institutions of higher education, national organizations, and local campus organizations.
- C. Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including: Any willful action taken or situation created which recklessly or intentionally endangers the mental or physical health of another.
- D. Policy and the procedure for the elimination of hazing is outlined by the National Panhellenic Conference in the Manual of Information, in the section titled “Against Hazing”.

### **Article XII. Social Policy**

Each chapter is expected to follow their own national organization’s policies, the MSU FSL Event Policy and the National Panhellenic Conference policies regarding social activities.

- A. Social event management and the enforcement of social expectations, standards, rules, and policies are the responsibilities of each member organization’s National Office. All expectations, standards, rules and policies are outlined in the Event Policy.
- B. Michigan State University Panhellenic Chapters may not involve alcohol in any new member events.

### **Article XIII. Amendment of Bylaws**

The MSU Panhellenic Council Bylaws may be amended at any regular or special meeting of the *Michigan State University* Panhellenic Council by a two-thirds delegate vote, provided that the proposed amendment has been announced and submitted in writing at the previous regular meeting allowing an opportunity for any chapter input.

- A. Any chapter member of the Panhellenic Council in good standing with the Panhellenic Council may introduce an amendment to this policy.

For more information about this policy, please contact:  
The Panhellenic Executive Vice President  
[pcexecutivevp@greeklife.msu.edu](mailto:pcexecutivevp@greeklife.msu.edu)

**Last revised by:**  
Elena Sweeney  
Panhellenic Executive Vice President  
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