



Michigan State University

Panhellenic Council

Bylaws

Article I. Name

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

Article II. Object

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

- A. **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 Risk Management, 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 the like 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 Risk Management, 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 the Panhellenic Council 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 five members 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.



- a. The Panhellenic Advisor shall serve as a non-voting ex-officio member of the nominating committee.

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.
 - I. If the official complaint is against the President or Executive Vice President then the Vice President(s) of Risk Management or Internal Relations shall step in.
 - b. 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 judicial 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.

The Executive Vice President shall:

- A. Perform the duties of the President in her absence and/or at her discretion.
- B. Chair the Judicial Board, Nominating Committee, and Extension Committee.
- C. Train the Judicial Board on the college Panhellenic judicial process according to NPC standards.
- D. Be responsible for initiating review of the Panhellenic Bylaws, Social Policy, Recruitment Rules and Code of Ethics and Values 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. Work with the Interfraternity Council, the Multicultural Greek Council, and the National Pan-Hellenic Council to annually revise the Fraternity and



Sorority Resource guide. Be responsible for then distributing these to all Panhellenic chapters.

- G. Be responsible for the election and transition of the new Panhellenic Council in assistance with the Panhellenic Advisor.
- H. Formally invite any NPC chapter voted to come to MSU's campus.
- I. Be responsible for all Panhellenic judicial and voting procedures and documentation
- J. Advise the Sexual Assault Liasion (SALi or SALLY), appointed by each chapter and coordinate their training. Organize and facilitate at least two SALi meetings every month.
- K. Communicate regularly with the Director of Philanthropy about updates pertaining to the Panhellenic Philanthropy Committee meetings.
 - 1. The Director of Philanthropy will aid the EVP in facilitating Hazing Prevention fundraising and events.
 - 2. 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.
- L. 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.
- M. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

The Vice President of Risk Management shall:

- A. Be familiar with the North American Interfraternity Conference (NIC) policies.
- B. Oversee all risk management procedures for the Panhellenic Community
- C. Oversee Event Monitor Training for members



- D. Advise the Event Monitor Training Director appointed by each chapter and coordinate their training
- E. Draft action plans for special events
- F. Schedule all social event walkthroughs and confirm that they are completed with documentation
- G. Assist with mediations and the determination of risk related infractions.
- H. 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.

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. Organize and facilitate an Annual Awards Gala for Fraternity and Sorority Life to be held at the end of each calendar year.
- D. Organize Panhellenic programming events and collaborate with fellow councils on events such as Greek Speaker.
- E. Serve as the Panhellenic liaison to the Greek Fall Welcome Event.
 - a. Conduct the interview process for the Greek Fall Welcome committee in conjunction with other councils.
- F. Coordinate the Panhellenic officers' visits to educational conferences.
- G. Coordinate at least one Panhellenic new member orientation each semester including presentations from campus and community partners.
- H. Plan and implement officer-training sessions for new member educators to instruct on *Michigan State University* and Panhellenic Council policies.



The Vice President of Community Relations shall:

- A. Serve as the Panhellenic Council delegate to the University Student Commission.
- B. Be in charge of appointing 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. Plan and organize events and functions to promote a positive spirit between the FSL community and the East Lansing community (Building Bridges Event).

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; give a financial report at each regular meeting of the Panhellenic Council and 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. Work with and prepare an annual audit.
- H. Educate the chapter treasurers on the requirements of financial information to be distributed during the fall formal recruitment period.
- I. Plan and implement officer-training sessions for new academic chairs to instruct on *Michigan State University* and the Panhellenic Council Policy.
- J. Assist in creating the annual Grade Report, Facilitate distribution and collection of grade release cards.
- K. Plan and execute academic 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 Standing Rules 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 Standing Rules 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.
- O. Assist the Vice President of Recruitment Guides with the writing of the NPC Excellence in Recruitment Award.

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.



- a. Work with the VP of Communications in advertising applications for Recruitment Guides.
- C. Create an informed in depth training to be facilitated in the spring, over the summer, and in the fall preparing for formal recruitment.
- D. Review and edit Recruitment Guide position expectations and descriptions of their role as needed following NPC Guidelines.
- E. Assist in deciding logistics pertaining to formal and informal recruitment including but not limited to transportation, food provided, and Potential New Member attendance.
- F. Co-lead PNM Orientation with the VP of Recruitment Logistics.
- G. Collaborate with VP of Recruitment Logistics on PNM and/or Panhellenic apparel.
- H. Provide detailed scheduling of Recruitment Guides assignments and Potential New Member groups during Formal Recruitment.
- I. Be responsible for all Potential New Member excuses, accommodations, and special transportation requests during Formal Recruitment.
- J. 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.
- K. Work in conjunction with the Vice President of Communications to advertise formal and informal recruitment.
- L. Collaborate with the VP of Recruitment Logistics, recruitment team, and FSL Staff regarding the scheduling of formal recruitment dates and times.
- M. 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.
- N. 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.
- I. Collaborate with the Recruitment team on creating a formal recruitment video to be released no later than August 1st.
 - a. 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;
- D. review the calendar of events and programming;
- E. and 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 know when to consult a member sorority's chief Panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- E. 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.
- F. 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 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

- A. The standing committees of the Michigan State University Panhellenic Council shall be the Judicial Board, Membership Recruitment, Circle of Sisterhood, and Extension Committees.
- B. 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 Judicial Board.

Section 3. Judicial Board.

The Judicial Board shall consist of the Executive Vice President as chairman and five members from the Panhellenic Council member organizations. The Executive Vice President shall appoint, through application and interview process, all collegiate members of the Judicial Board. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the



charged organizations, evaluating evidence, deliberations, and sanctioning. The Judicial Board members 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 and Values, Standing Rules and membership recruitment regulations of the *Michigan State University* Panhellenic Council that are not settled informally or through mediation. The entire Judicial Board shall conduct the hearing 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 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 31st 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 1st, due by the 20th.
 - b. New Member dues are invoiced the month after recruitment on the 1st, due by the 20th.
- E. In the Spring Semester dues are as follows:
 - a. Active Member dues are invoiced March 1st, due by March 20th
 - b. New Member dues are invoiced March 1st, due by March 20th

Section 6. Fees and Assessments

- A. 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.

- A. 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

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

Section 3. Judicial Process.



Michigan State University shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process as stated in the NPC Manual of Information.

A. Mediation

a. According to the NPC *Panhellenic Mediation Process*:

- i. *“The purpose of mediation is to find a solution satisfactory to the party who filed the infraction and the accused sorority. Mediation is an off-the-record attempt to settle a dispute. In essence, it is a facilitated negotiation. Mediation is closed to the public, and all participants in the mediation process must keep strict confidentiality — including the outcomes.”*

1. Above is the format that the Panhellenic Executive Council upholds in all Mediations. General Procedure is outlined here but is more formally defined in the *NPC Manual of Information*.

b. Procedure:

- i. Mediator appointment: a neutral Mediator is appointed to oversee the Mediation process. This person is not a decision maker in the Mediation process. Rather, this person acts as a middle-man and tool for guidance in this process. It is recommended by this Council that the Advisor fill this role.

c. Who is involved:

- i. According to the NPC *Panhellenic Mediation Process*,
- ii. *“Both the accused and the accuser must be willing to be open and candid. All records pertaining to the action should be available for both parties to review. The parties must be willing to work toward an agreement.”*
- iii. Both the accused, accuser, and any involved leadership from Chapters involved should be represented in this process.

d. Conclusion:

- i. If the conclusion of the Mediation process is unsuccessful or unable to come to an appropriate conclusion, the case will be moved to the Panhellenic Council Judicial Board for review.



e. Sanctions:

i. Sanctions determined in mediations are up to the discretion of the Executive Vice President in coordination with the FSL office.

ii. Sanctions can be but are not limited to:

1. Fines determined by the EVP from the Social Policy and/or Bylaws
2. Educational learning programs
3. Community service hours
4. Social probation

f. Failure to complete mediation sanctions by the agreed upon deadline can result in a \$500 fine, per sanction not completed or fulfilled by the designated deadline.

i. The chapter will then be sent to the Judicial Board where they will review the case.

B. Judicial Board

a. Judicial Board proceedings are outlined by the NPC Manual of Information and can be further explained by the Executive Vice President upon request.

b. The Judicial Board will consist of 5 women selected by the Executive Vice President.

C. Appeals

a. According to the NPC *Appeals Process*:

i. *“The judicial board decision may be appealed by following the appeals procedure. The College Panhellenic president sends the complete record to the attention of the NPC Panhellenic Judicial Appeals Committee chairman within 14 days of receiving the College Panhellenics Appeal Notice. The record is sent to the NPC office via certified mail, return receipt requested or email to npccentral@npcwomen.org. A copy of the College Panhellenic Bylaws, judicial procedure and applicable rules is included in the record. The NPC Panhellenic Judicial Appeals Committee*



may uphold or reverse the decision of the College Panhellenic Association judicial board. It may also dismiss or modify sanctions as the committee deems appropriate.”

- ii. Above is the standard followed by the Panhellenic Council based on the National Panhellenic Conference’s official recommendations in the Manual of Information.

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

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



- B. 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 Social Policy.
- C. Michigan State University Panhellenic Chapters may not involve alcohol in any new member events.

Article XIII. Sexual Misconduct Liaison (SALi)

Section 1. Title and Incorporation.

The Sexual Misconduct Liaison (SALi) or previously known as "Sally" is a position for all Michigan State University (MSU) Panhellenic. The SALi must be delegated as its own designated role within each chapter. Chapters shall be responsible for incorporation of the SALi role in accordance with the individual Chapter's Bylaws.

Section 2. Purpose.

The SALi will coordinate education about sexual misconduct^[1] for the Chapter. The goal of the education will be to empower membership with information on various topics, including (but not limited to) the following:

- A. Understanding the role of chapter women in supporting survivors;
- B. Reduction of shame and blame on survivors of sexual or interpersonal violence in the Fraternity and Sorority Life community and on MSU campus;
- C. Safe bystander intervention techniques;
- D. Options for reporting, including how to receive confidential medical care;
- E. Supportive reactions to disclosures of sexual misconduct, and;
- F. Available resources for support and/or additional information.

Section 3. MSU Reporting Procedures.



MSU's Relationship Violence and Sexual Misconduct Policy requires employees (with limited exceptions) to report sexual misconduct to the University. **The SALi role is not an employment position within MSU and is NOT obligated to report OR disclose sexual misconduct to MSU's Office of Institutional Equity (OIE) and/or the MSU Police Department.**

- A. The SALi is not a counselor, therapist, trained advocate, or advisor and shall only serve as a resource to inform and connect chapter women with trained professionals, advocates, investigators, or counselors for support, guidance, and care. At the request of the individual, the SALi may accompany them to a trained professional for reporting or resources in a supportive role.

Section 4. Training and Support.

A mandatory orientation training will be facilitated at the beginning of the SALis term. The Executive Vice President should have at least one meeting a month with the Prevention, Outreach, and Education (POE) Department as well as The Center For Survivors (CFS) to discuss training, resources, and current issues within the local community. As part of the training, the SALi will receive contact information for confidential and private MSU resources that can assist and support the SALi throughout the term as needed for questions.

- A. Training and communications with MSU POE and MSU CFS will be facilitated by the Executive Vice President.

Section 5. Head SALi.

Each year, the 14 SALi's will have the opportunity to apply for the role of Head SALi, this role will help give them a further responsibility and understanding of the SALi position.

- A. The duties of the Head SALi are located in the MSU Panhellenic Council Standing Rules.



Section 1. Title and Incorporation.

The Panhellenic Council at Michigan State Philanthropy Committee will be composed of all 14 chapters' current philanthropy chairs; they will assist both the Vice President of Community Relations and Executive Vice President.

- A. This committee will aid the Vice President of Community Relations in facilitating events and fundraising pertaining to the Circle of Sisterhood.
- B. This committee will aid the Executive Vice President in facilitating events and Fundraising pertaining to Hazing Prevention within the Panhellenic Community.
 - a. The one main event they will assist the EVP with is National Hazing Prevention week in September.

Section 2. Purpose.

This Panhellenic Philanthropy Committee will assist with raising awareness, planning events, and fundraising for Circle of Sisterhood and Hazing Prevention within the community. Additionally, these committee meetings will present the opportunity for the chairs to advertise their own chapters' philanthropies and philanthropy events within our community.

- A. Chapter philanthropy chairs within this committee will have the opportunity to collaborate with other chairs on ideas, events, fundraising opportunities, etc.
- B. Chapter philanthropy chairs will also serve as a liaison by sharing and promoting other chapter's philanthropy events within their own chapter.

Section 3. Director of Philanthropy.

The Director of Philanthropy is a position appointed by the Vice President of Community Relations following the Panhellenic Executive Council elections. The Director of Philanthropy will lead the MSU Panhellenic Philanthropy Committee.

- A. Director of Philanthropy qualifications:



- a. In order to qualify for Director of Philanthropy, candidates must have previously served as their chapters philanthropy chair. If the candidate didn't serve as a philanthropy chair, they can still qualify if they have a letter of recommendation from a member of their chapter's executive board.
 - i. This letter of recommendation must detail how they demonstrated their commitment to philanthropy in their chapter and/or in our community.
- B. Director of Philanthropy duties are, but not limited to:
 - a. The Director will serve as the Panhellenic Philanthropy Committee's main point of contact for both the Vice President of Community Relations and Executive Vice President.
 - b. The Director will focus solely on the Circle of Sisterhood with the VPCR and Hazing Prevention with the EVP.
 - i. They will be leading the Panhellenic Philanthropy committee and overseeing their facilitation of creating and/or hosting events and fundraising for Circle of Sisterhood and Hazing Prevention.
 - c. Empowering and supporting the Panhellenic Philanthropy Committee in their role as a philanthropy liaison for their chapter.

Article XVI. 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

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Last revised by:

Isabella Stephanoff

Panhellenic Executive VP

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