

CONSTITUTION AND BYLAWS OF BINGHAMTON UNIVERSITY PANHELLENIC COUNCIL

Article I. Name

The name of this organization shall be the Binghamton University Panhellenic Council.

Article II. Object

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

- A. Consider the goals and ideals of member organizations as applicable to campus and personal life.
- B. Promote superior scholarship and intellectual development.
- C. Cooperate with member women's sororities and the university/college administration to maintain high social and moral standards.
- D. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
- E. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member sororities.
- F. Act in accordance with and support the Binghamton University Relationship Agreement.

Article III. Membership

Section 1. Membership types

There shall be three classes of membership: regular, provisional and associate.

- A. **Regular membership.** The regular membership of the Binghamton University Panhellenic Council shall be composed of all chapters of NPC sororities at Binghamton University. Regular members of the Panhellenic Council shall pay dues of \$7 per member per semester. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Binghamton University Panhellenic Council shall be composed of all colonies of NPC sororities at Binghamton 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 non-NPC member organizations may apply for associate membership of the Binghamton University Panhellenic Council. 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 of \$7 per member per semester. 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. 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 Binghamton University Panhellenic Council Constitution and Bylaws, NPC Unanimous Agreements, code of ethics and any additional rules this Panhellenic Council may adopt through a vote of member chapters.
- B. Duty of Exclusivity: Binghamton University Panhellenic Council member sororities shall not extend a bid to any woman already initiated by a different NPC sorority at any institution.

Section 3. Requirements for membership

- A. Any matriculated female student with 12 college credits taken while enrolled in a university and a minimum GPA of 2.5 or transfer status (as per Binghamton University guidelines) is eligible for recruitment.
- B. For the Formal Spring Recruitment process, every Potential New Member must fill out the InterCollegiate Solutions online form.

Article IV. Officers and Duties

Section 1. Officers

The officers of Binghamton University Panhellenic Council shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Membership Development, Vice President of Administration, Vice President of Philanthropy and Community Service, Vice President of Risk Management and Judicial Affairs, and Vice President of Public Relations.

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 Binghamton University College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Binghamton University College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's sororities holding associate membership in the Binghamton University College Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.

In addition, officers shall:

- A. Have at least one semester as a member of their respective Panhellenic chapter.
- B. Remain in good standing with their chapter. This includes, but is not limited to, academic standing and active membership.
- C. Have a minimum cumulative grade point average of 2.5 in the semester prior to assuming office. If the candidate has transferred from another institution, only the Binghamton University grade point average will be applicable.

Section 3. Selection of Officers

The Panhellenic Executive Board election process shall be determined by through slating. The slating committee will consist of Executive Board members who are not applying for the next term. Elections for the Panhellenic Council Executive Board will be held in the Fall semester.

The slating process will be as follows:

- A. Candidates must be in good standing with their chapter. This includes, but is not limited to, academic standing and active membership.
- B. In order to be considered by the slating committee, candidates must submit applications prior to the Panhellenic application deadline.
- C. The slating committee will review applications, host interviews, and create the slate. The majority of the slating committee must approve of the slate.
- D. The slating committee will propose the slate to chapters. Chapter delegates will vote on the slate, and each chapter will have one vote. These votes will be cast by anonymous ballot.
- E. If the slate fails, chapters will vote on the slate based on individual positions. The order of elections shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Membership Development, Vice President of Administration, Vice President of Philanthropy and Community Service, Vice President of Risk Management and Judicial Affairs, and Vice President of Public Relations.
- F. An old officer/new officer training session shall be held sometime before the first week after the Spring recruitment period.

Section 4. Office-holding limitations

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

Section 5. Term

The officers shall serve for a term of one year or until Formal Recruitment is complete. The term of office will begin at the end of Formal Recruitment in February, and it will end on the Bid Day of the next Formal Recruitment.

Section 6. Officer Recall

- A. Officers of the Panhellenic Council who have failed to carry out their duties as assigned to them by the Constitution and Bylaws of the Binghamton University Panhellenic Council can be brought up for recall by any member sorority or any member of the Executive Board or delegates.
- B. Officers of the Panhellenic Council who have failed to be in good standing with their respective organizations within Fraternity and Sorority Life can be brought up for recall by any member sorority or any member of the Executive Board or delegates.
- C. Recall Procedure:
 1. A letter will be submitted by Judicial Chair of the Panhellenic Council.
 2. Every member of the Panhellenic Council Judicial Board will then convene to hear charges against the officer in question within one week of the Judicial Chair submitting the letter.
 3. The person bringing the charge will have ten minutes to present their case to the Judicial Chair and Judicial Board followed by a brief question and answer section to both the charging and the charged parties.

4. The board will then discuss the case.
5. The vote shall be taken with a two-thirds majority required to remove an officer. The vote will then be tallied by the Judicial Chair and the decision shall be released.
6. Should the Judicial Chair be the officer being charged, the President of the Panhellenic Council will take over her duties as head of Judicial Board

Section 7. Vacancies

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

Section 8. Duties of officers

A. The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside all Executive Board and Panhellenic Council meetings of the Binghamton University Panhellenic Council.
3. Directly advise, assist, and regularly meet with the three of the specifically oriented vice president positions and the executive vice president, and one must be the vice president of recruitment. The other positions may be decided in conjunction with the executive vice president. Must check in with those executive board members regularly, and help execute their initiatives or projects.
4. Complete semester check-ins with all members of Panhellenic Executive Board, and host a full executive board planning meeting at the beginning of each semester to ensure productivity.
5. Maintain communication with Chapter Presidents, and call Presidents meetings in the case of large, urgent matters.
6. Serve as a member ex-officio of all Panhellenic Council committees with vote, and represent Panhellenic Council to outside community.
7. Appoint all standing and ad hoc committees with approval from the Executive Board.
8. Attend or find a replacement for Fraternity and Sorority Leadership Board meetings.
9. Make emergency interim decisions, with a majority approval of the Executive Council, which shall be subject to review by the Panhellenic Council.
10. Attend conferences and retreats as instructed by the Panhellenic Advisor.
11. Ensure the Executive Board is remaining on track with their respective duties.
12. Perform all other duties usually pertaining to this office

B. The Executive Vice President shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Be familiar with the NPC Manual of Information and all governing documents of the council.
3. Directly advise, assist, and regularly meet with the three of the specifically oriented vice president positions, and one must be the vice president of administration. The other positions may be decided in conjunction with the president at the beginning of their terms. Must check in with those executive board members regularly, and help execute their initiatives or projects.
4. Maintain day to day operations of the council. Act as the contact for non-specific questions from member chapters.

5. Coordinate Representative Trainings, and act as liaison between chapter representatives and the council.
 6. Organizes and plans initial new member meeting and facilitates contact between new members and the council.
 7. Maintain Panhellenic Council calendar consisting of chapter and council event.
 8. Reserve all spaces necessary for Panhellenic endeavors.
 9. Coordinate special programs or projects for Panhellenic Council.
 10. Perform all other duties usually pertaining to this office.
- C. The Vice President of Recruitment shall:
1. Lead the formal recruitment process.
 2. Select, train, and oversee Recruitment Counselors.
 3. Responsible for the evaluation, revision, and improvement of the Code of Ethics, Membership Guidelines, the Formal Recruitment System and Procedures, General Recruitment Procedures, and Membership Procedures.
 4. Plan, coordinate and implement events that encourage women to go through the recruitment process.
 5. Promote the understanding of Membership Guidelines and the Code of Ethics among sorority women.
 6. Periodically meet with individual chapter Recruitment chairmen/committee to evaluate Recruitment methods, techniques, and parties.
 7. Perform all other duties usually pertaining to this office.
- D. The Vice President of Membership Development shall:
1. Focus on the betterment and development of the individuals and chapters in our community.
 2. Responsible for all academic affairs of council. Must host at least one academic event or initiative each semester.
 3. Responsible for coordinating membership development of council. Must host at least one development event or initiative. Can utilize outside offices for expertise.
 4. Responsible for planning at least one sisterhood event or initiative each semester.
 5. Garner feedback and suggestions for tailoring of programs and events
 6. Organize the Senior Recognition Ceremony at the end of the Spring Semester.
 7. Perform all other duties related to this office.
- E. The Vice President of Administration shall:
1. Keep an up-to-date roster of the members of the Panhellenic Council which includes their name, contact information, and projected graduation date.
 2. Keep an up-to-date record of the contact information of respective chapter positions.
 3. Record minutes of all meetings of the Binghamton University Panhellenic Council and the Executive Board.
 4. Take attendance at all Panhellenic Council meetings and report to President and Judicial Chair in regards to necessary sanctions for missed meetings.
 5. Maintain all necessary documentation of official Panhellenic Council business.
 6. Collect contacts of PNMs from university events, add them to a listserv, and send them any necessary recruitment information via email.
 7. Send out monthly newsletters to the members of the Panhellenic Council

8. Email any annual updates and/or any necessary engagement emails to the alumni listserv
 9. Manage the Panhellenic Email Account
 10. Ensure that positive recognition initiatives are running smoothly, provide reminders to chapters, and reimburse when needed.
 11. Responsible for the general supervision of the finances of the Binghamton University Panhellenic Council.
 12. Responsible for the prompt payments of all the bills sent to the Binghamton University Panhellenic Council.
 13. Maintain current financial records, and give periodic reports of financial status.
 14. Perform all other duties usually pertaining to this office.
- F. The Vice President of Philanthropy and Community Service shall:
1. Coordinate all philanthropy events for the Panhellenic Council. This includes at least one council-wide event per year for a national philanthropy cause.
 2. Coordinate all community service events for the Panhellenic Council. This includes at least one large-scale event, one long-term initiative, or multiple small scale service projects throughout the year.
 3. Organize fundraisers related to philanthropic events, community initiatives, or other charitable projects.
 4. Head all philanthropy and community service committees. Meet with chairs each semester to plan event dates, improve communication, and assist with event planning.
 5. Coordinate with the IFC's Vice President of Service to plan philanthropy and service-based events for both councils (ie Miss Aphrodite, Day of Service).
 6. Perform all other duties usually pertaining to this office.
- G. The Vice President of Judicial Affairs shall:
1. Create and maintain Judicial Affairs for Panhellenic Council.
 2. Assign and enforce necessary guidance for judicial sanctions that break Panhellenic policy.
 3. Host at least one training session or event per semester in one or more of the following areas: risk management, social responsibility, bystander intervention, alcoholism, hazing prevention
 4. Serve as head of judicial committee.
 5. Maintain a complete an up-to-date President's file which will include a copy of the current Binghamton Panhellenic Council Constitution, Bylaws and Standing Rules; the current Panhellenic Council budget; the Recruitment Rules and Regulations; the Risk Management Policy; the current NPC Manual of Information and related materials; current correspondence and materials received from her NPC Area Advisor; her copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials. Binghamton Panhellenic Policies and the current NPC Manual of Information.
 6. Perform all other duties usually pertaining to this office.
- K. The Vice President of Public Relations shall:

1. Maintain and be responsible for all Panhellenic Council forms of social media including our website, our Instagram, our Facebook, and our Binghamton University page.
2. Post regularly about Panhellenic Council Executive Board and sorority events.
3. Promote all sororities prior to recruitment.
4. Create flyers and promotional content for upcoming events. Flyers must be made no later than four days after they are requested for by other executive board members.
5. Take pictures and videos at all Panhellenic or greek-wide events. If you cannot make the event, delegate this task.
6. Advertise all Panhellenic Council meetings and happenings to the general public/potential new members.
7. Enforce the Policy on Chapter Social Media Management
8. Perform all other duties usually pertaining to this office.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Panhellenic Council shall be the Panhellenic Council Executive Board. It shall be the duty of the Panhellenic Council Executive Board to conduct all business related to the overall welfare of Binghamton University Panhellenic Council including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, determination of dues, and determining programming. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic community, provided they are approved by a majority vote of chapters.

Section 2. Composition and privileges

The Binghamton University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Binghamton 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 Panhellenic president.

Section 3. Role and Selection of delegates and alternates

- A. Delegates are the liaison between their chapter, the Panhellenic Council Executive Board, and other member chapters. The delegate must represent their chapter's interests at Panhellenic Council meetings by voting based on their chapters' decisions. They also may advocate for their chapters throughout meetings while openly providing feedback to the work of the council.
- B. Delegates and and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve of at least one semester, and their election may coincide with their respective chapter elections.

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 College Panhellenic Vice President of Administration of her name and basic information. In the occurrence of a vacancy, a substitute replacement must attend the Panhellenic Council meetings and fulfill the duties of the previous delegate.

Section 5. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each semester.

Section 6. Special meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the Binghamton University Panhellenic Council. 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 7. Quorum

Three-fourths of the delegates from the member sororities of the Binghamton University Panhellenic Council shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at least one week prior to voting so chapter input can be considered prior to a vote.
- 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

Article VI. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of Binghamton University Panhellenic Council shall be appointed by the Director of Fraternity and Sorority Life.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Binghamton University Panhellenic Council. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees

Such Standing Committees and special officers as may be necessary to carry out the work of the Binghamton University Panhellenic Council shall be appointed by its Executive Board to serve during the tenure in office of the Board which appoints them.

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of the Binghamton Panhellenic Council shall run through the term of office for the present executive board.

Section 2. Contracts

The signature of the President and Vice President of Administration and the Panhellenic Advisor shall be required to bind the Binghamton Panhellenic Council. However, all contracts must follow Binghamton University Procedures.

Section 3. Checks

All checks issued on behalf of the Binghamton University Panhellenic Council shall be signed by the Vice President of Administration, with prior verbal approval from President or Executive Vice President.

Section 4. Payments

All payments due to the Binghamton Panhellenic Council shall be made out to the Binghamton Panhellenic Council and given to the Vice President of Administration, who shall record them.

Section 5. Dues

- A. Amount: Panhellenic dues shall be \$7.00 per chapter member.
- B. Time and Payment: Bills for Panhellenic dues shall be communicated by the Vice President of Administration at the Panhellenic Council meeting. Chapters will be given at least two weeks notice before the payments will be due. Failure to meet this deadline will result in the loss of voting privileges until the dues are paid, and a \$50 fine for every day that dues are late. Dues, fines, and assessments must be paid in full before Panhellenic Council events in order for a chapter or colony to participate in Panhellenic Council Events.
- C. Payment Plans: If a chapter is unable to pay the dues in full by the payment deadline, a payment plan shall be worked out between the Vice President of Administration and the President or designee of the chapter involved. Failure to adhere to the payment plan will result in a loss of voting privileges until the dues are paid in full and late fees. Payment plans shall be created on an ad hoc basis when chapters have difficulty paying in full within two weeks of billing. These payment plants will consist of half the balance being paid by the original due date and the remaining half due within the first half of the semester.
- D. If a sorority is delinquent for more than two weeks, the Treasurer shall bring action against that Sorority to the Panhellenic Judicial/Risk Management Chair.

Section 6. Budget

The annual budget shall be presented at the first Panhellenic Council meeting. The budget shall then be voted upon at the following meeting of the Panhellenic Council.

Section 7. Financial Records

The financial records of the Panhellenic Council shall be ready for auditing and transferal within two weeks of the date of assumption of executive board positions.

Section 8. Disbursements

The executive board shall control the budget of the Council and all disbursements from the Council's treasury must be approved by the executive board and signed by the Vice President of Administration.

- All funding requests must be made at least one week prior to the event.
- Reimbursement forms must be filled out within one month after the event.
- Funding will not be granted for events that did not occur.

Section 9. Alcohol

No funds of the Council shall be used to purchase alcohol.

Section 10. Excess Funds

Excess funds shall carry over into the next semester.

Section 11. Financial Review

Financial reports shall be reviewed by the Director of Fraternity and Sorority Life and the Treasurer after each recruitment period.

Article IX. Extension

Section 1. Extension

Extension is the process of adding an NPC women's sorority. The Binghamton 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, standing rules and/or membership recruitment regulations of the Binghamton 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.

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 Binghamton University Panhellenic Council shall follow all judicial procedures found in separate Judicial Policy.

- A. Mediation. Mediation is the first step of the judicial process. The Binghamton University Panhellenic Council 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 Binghamton University Panhellenic Council shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XI. Amendment

The constitution may be amended by a three-fourths vote of the regular voting members of the Binghamton University Panhellenic Council, provided notice of the meeting proposed amendment has been given in writing at a preceding meeting.