



Bylaws of Boston University Panhellenic Association and Panhellenic Council

Article I. Name

The name of this organization shall be the Boston University College Panhellenic Association. The Panhellenic Council is defined as the administrative body of the Panhellenic Association (as defined in Article V).

Article II. Object

The object of the College Panhellenic Association shall be to:

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

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 Boston University College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Boston University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.

B. **Provisional membership.** The provisional membership of the Boston University College Panhellenic Association shall be composed of all newly established chapters of sororities at Boston 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.** The associate membership of the Boston 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 Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Boston University College Panhellenic Association bylaws, code of ethics and any additional rules this College Panhellenic

Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each College Panhellenic Association member sorority shall be payable within one month after the first day of class.

Section 4. Fees and assessments

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

Article IV. Officers and Duties

Section 1. Officers

The officers of the Boston University College Panhellenic Association shall be President, Executive Vice President, Vice President of Communications, Vice President of Finance, Vice President of Leadership and Chapter Development, Recruitment Director, Recruitment Marshall and Head Recruitment Counselor.

Section 2. Duties of officers

- A. The President shall:
 - Preside at all meetings of the Panhellenic Council.
 - Preside at all meetings of the Executive Board.
 - Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
 - Communicate regularly with the NPC Area Advisor.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Ensure all NPC College Panhellenic reports are completed on time.
 - Communicate regularly with the NPC area advisor.

- Maintain current copies of the following: Boston University College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Review and approve all Panhellenic Association contracts involving the Boston University Panhellenic Association.
- Be responsible to hold joint meetings once an academic semester with the Inter Fraternity Council (IFC); in which the IFC and Panhellenic Presidents preside over the meeting.
- . Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

B. The Executive Vice President shall:

- Perform the duties of the President in the elected/appointed President's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Preside over the Judiciary Committee including recruitment of committee members from each sorority in good standing, proper training and on-going education, and follow-through with judicial procedures.
- Propose edits to the College Panhellenic Constitution, Bylaws, Code of Ethics, Rules of Recruitment, and any other guiding documents each calendar year to stay in accordance with the National Panhellenic Conference and campus needs.
- Serve as a member of the Recruitment Team to uphold Rules of Recruitment.
- Prepare and distribute Panhellenic Honors Society application each semester and reward scholarship to deserving members at the discretion of the Executive Vice President, Panhellenic Council President, and the rest of the Panhellenic Council Executive Board.
- Ensure all proper data is collected for Student Activities Office for the semester grade report, and work with sororities who fall below the All-Women's Average to set scholastic goals.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

C. The Vice President of Communications shall:

- Keep an accurate roll of the members of Panhellenic Council including updating the Panhellenic Council officer roster on FS Central.
- Record minutes of all meetings of the Boston University Panhellenic Council and the Executive Board..
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Distribute minutes to Panhellenic community members, NPC Area Advisor, and other individuals if necessary.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Develop and maintain a listing of contact information for the Panhellenic Council and each member sorority's executive board.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

D. The Vice President of Finance shall:

- Supervise the finances of the Boston University College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Boston University College Panhellenic Association member sorority.
- Receive all payments due to the Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Boston University College Panhellenic Association.
- Maintain current financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Sign Boston University Panhellenic Association check and contracts once approved.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

E. The Vice President of Leadership and Chapter Development shall:

- Plan the new member retreat within one month of Bid Day.

- Meet with any colonies during their provisional period to ensure they are up to Boston University Panhellenic Association standards under the NPC Area Advisor and act as a liaison between the Student Activities Office and the new colony.
- Prepare and host leadership development opportunities for chapter leaders and members.
- Host roundtables with new member educators at least once a semester to facilitate community-wide brainstorming and troubleshooting challenges.
- Plan the Standards of Excellence awards ceremony at the end of each leadership term and be responsible for creation and distribution of application packets, review from outside professionals, and event planning.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

F. The Recruitment Director shall:

- Recruitment Director shall not be in the same chapter as the Panhellenic Council President and Executive Vice President. Exceptions may be made with a majority vote from the delegates of the Panhellenic Council.
- Oversee all College Panhellenic recruitment activities and events.
- Oversee all College Panhellenic recruitment publication efforts.
- Oversee College Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Organize 3 Open Houses for potential new members.
- Organize all College Panhellenic recruitment meetings.
- Keep complete and accurate records of College Panhellenic recruitment information.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

G. The Recruitment Marshall shall:

- Offer assistance to the Recruitment Director via the ICS system. She should have a thorough knowledge of the system itself and provides the

chapters, Recruitment Counselors, and Potential New Members with guidance during the selection process.

- Keep in contact with the RFM specialist throughout Recruitment and works closely with the NPC Area Advisor during use of the ICS system.
- Assist with any projects that the Recruitment Director assigns in regards to set up of Recruitment, and Marshall's ongoing activities and parties for proper attendance and conduct.
- Attend all recruitment events and assist Recruitment Director or Head Recruitment Counselor in any way possible.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

H. The Head Recruitment Counselor shall:

- Be in charge of recruiting, training, and overseeing recruitment counselors before and during recruitment.
- Attend all recruitment events and assist Recruitment Director or Recruitment Marshall in any way possible.
- Conduct formal Recruitment Counselor ceremonies and processes during Primary Recruitment.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 3. Eligibility

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

- A. Regular membership. Members from women's-only NPC sororities holding regular membership in the Boston University College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's-only sororities holding provisional membership in the Boston University College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's-only sororities holding associate membership in the Boston University College Panhellenic Association shall be eligible to serve as an officer but should not serve as president or the officer in charge of recruitment.

Section 4. Selection of Officers

The offices of President, Executive Vice President, Vice President of Communications, Vice President of Finance, Vice President of Leadership & Chapter Development, Recruitment Director, Recruitment Marshall, and Head Recruitment Counselor of the Boston University College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected.

Section 5. Office-holding limitations

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

Section 6. Term

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin at the end of the fall academic term.

Section 7. Removal

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

Section 8. Vacancies

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

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Boston University College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Boston University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College

Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and privileges

The Boston University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular and provisional women's-only member organization at Boston 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, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously 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.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the College Panhellenic Association President and Vice President of Communications of the name, address, email and telephone number of the new delegate.

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- 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.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

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

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic President when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the Boston University College Panhellenic Association. Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8: 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 9. Quorum

Two-thirds of the delegates from the member sororities of the Boston University College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements

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

NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Communications, Vice President of Finance and Vice President of Leadership & Chapter Development.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Communications, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 5. Quorum

A majority of Executive Board members shall constitute a quorum for the transaction of business.

Article VII. The NPC Area Advisor

Section 1. Appointment

The NPC Area Advisor of the Boston University College Panhellenic Association shall be appointed by the National Panhellenic Conference.

Section 2. Authority

The NPC Area Advisor shall serve in an advisory capacity to the Boston University College Panhellenic Association. The NPC Area Advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of the Boston University College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's-only NPC sororities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of the Executive Vice President as chairman and 10 members from the College Panhellenic Association member organizations. The NPC Area Advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Boston University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a

committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman and one representative from each regular, associate, and provisional women's-only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor.

Section 5. Other committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Boston University College Panhellenic Association shall be from June 1 to May 31.

Section 2. Contracts

Dual signatures of the President and Vice President of Finance with the approval of the NPC Area Advisor shall be required to bind the Boston University College Panhellenic Association on any contract.

Section 3. Checks

All checks and electronic payments issued on behalf of the Boston University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President or Vice President of Finance with the approval of the NPC Area Advisor.

Section 4. Payments

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

Article X. Extension

Section 1. Extension

Extension is the process of adding a women's-only sorority.

The Boston University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information.

Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Boston University College Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

Section 3. Judicial process

The Boston University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing.

Article XIII. Inclusion Statement

Boston University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

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

Article XVI. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Boston University. In the event of the dissolution, none of the assets of the Association shall be

distributed to any members of the Association, but after payment of all debts, its assets shall be given to NPC unless otherwise required by state law.