

# WOFFORD COLLEGE PANHELLENIC BYLAWS

## BYLAWS OF WOFFORD COLLEGE PANHELLENIC ASSOCIATION

### Article I. Name

The name of this organization shall be the Wofford College Panhellenic Association.

### Article II. Mission

The mission of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a membership recruitment program.
- Encourage the highest possible academic, social, and ethical 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, and College Panhellenic code of ethics.
- Actively support the mission of its host institution.
- Engage in meaningful service to the Wofford and Spartanburg community.
- Promote friendship, sisterhood, and unity amongst members and the Wofford community.

### 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 Wofford College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Wofford College. Regular members of the Wofford College

Panhellenic Association shall pay dues as determined by the Panhellenic Council.

B. **Provisional membership.** The provisional membership of the Wofford College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Wofford College. 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 Wofford 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 Wofford College Panhellenic Association bylaws, recruitment rules, 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 are collected each semester. In the fall, these are due by the end of September. In the spring, these are due two weeks following Bid Day.
- C. Organizations who are delinquent in payment will have voice but no vote until payment is received. The Office of Fraternity and Sorority Life may also resend your organizational privileges such as house access, hosting of social and fundraising events, room reservations, etc.

#### 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 Wofford College Panhellenic Association shall be president; vice president of recruitment; vice president of programming and diversity, equity, & inclusion; vice president of judicial affairs; and vice president of operations.

#### Section 2. Duties of officers

##### **A. President**

- i. Serve as the official representative and liaison of the Wofford College Panhellenic Council to campus organizations and administrators.
- ii. Preside at all meetings of the Panhellenic Council.
- iii. Preside at all meetings of the Executive Board.
- iv. Communicate regularly with the Panhellenic advisor.
- v. Appoint a social media coordinator.
- vi. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
- vii. Maintain current copies of the following: Wofford College Panhellenic Association Bylaws; the Panhellenic Association budget; contracts executed on behalf of the Panhellenic Association; correspondence and materials received from the NPC area advisor; all College Panhellenic reports to NPC; and other pertinent materials.

- viii. Collaborate with administration and student leaders to improve the student experience by representing Panhellenic in all Wofford-led leadership meetings.
- ix. Serve as a member of the Wofford College Panhellenic Slating Committee with voice, but no vote.
- x. Perform all other duties as assigned.

**B. Vice President of Recruitment**

- i. Have participated in Primary Recruitment as a chapter member.
- ii. Must remain on-campus for Interim prior to Primary Recruitment.
- iii. Oversee all aspects of Primary Panhellenic Recruitment including publicity, schedule overview, registration, implementation, etc.
- iv. Plans two social recruitment events with current members during fall semester to promote the Panhellenic experience.
- v. Recruit and appoint a Recruitment Assistant.
- vi. Recruit and train College Panhellenic “gamma chi” recruitment counselors.
- vii. Organize all College Panhellenic recruitment meetings including PNM Interest Meeting and PNM Orientation.
- viii. Be familiar with the NPC Manual of Information, Panhellenic Bylaws, recruitment rules, & other governing documents of the organization as well as Wofford College policies.
- ix. Keep complete and accurate records of College Panhellenic recruitment information.
- x. 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.
- xi. Foster a safe and encouraging environment for potential new members, Panhellenic organizations, their members, and the Panhellenic Association.
- xii. Perform all other duties as assigned

**C. Vice President of Programming & Diversity, Equity, & Inclusion**

- i. Co-Chair the Greek Week with the IFC VP of Publicity/DEI
- ii. Recruit and appoint a Greek Week Assistant.
- iii. Manage the Greek calendar of events in conjunction with the Panhellenic Advisor.

- iv. Assists with planning any/all service and philanthropy projects from Panhellenic.
- v. Be responsible for coordinating educational and social programming for Panhellenic.
- vi. Select a DEI Committee with representatives from all sororities in the Association.
- vii. Coordinate with Wofford Diversity Council Organizations (DCOs) to plan and implement programming throughout the year.
- viii. Market DCO events and collaboration opportunities to Association members.
- ix. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
- x. Perform all other duties as assigned

**D. Vice President of Judicial Affairs**

- i. Creation and oversight of the Judicial Affairs Committee. Train Judicial Board members.
- ii. Oversee the infraction and mediation process. Chair the Judicial Board as needed.
- iii. Be responsible for revising the Bylaws and Recruitment Rules Manual annually.
- iv. Lead information sessions with chapters and members regarding important rules and policies of Panhellenic.
- v. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
- vi. Perform all other duties as assigned.

**E. Vice President of Operations**

- i. Serve in the stead of the President if the President is unavailable.
- ii. Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- iii. Record the minutes of all meetings of the Wofford College Panhellenic Council and the Executive Board.
- iv. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- v. Send meeting minutes to the NPC area advisor.

- vi. Supervise the finances of the Wofford College Panhellenic Association including oversight of the council bank account and supervising the supplies ordering for council events.
- vii. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Wofford College Panhellenic Association member organization.
- viii. Receive all payments due to the Association, collect all dues and give receipts.
- ix. Pay promptly the annual NPC dues and all bills of the Wofford College Panhellenic Association.
- x. Maintain up-to-date 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.
- xi. Be familiar with the NPC Manual of Information, Panhellenic Bylaws & other governing documents of the organization, and College policies.
- xii. Perform all other duties as assigned

## 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 Wofford College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Wofford 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 Wofford College Panhellenic Association shall be eligible to serve as an officer except President or VP of Recruitment.

Any woman wishing to be considered for Panhellenic officer position must:

- A. Submit an application
- B. Be in good standing with their organization and Wofford College.
- C. Commit to an entire year of service
- D. Have been through recruitment one year as a chapter member
- E. Have at least a 2.5 cumulative GPA.

## Section 3. Selection of Officers

Selection of officers will occur using a slate process and nominating committee.

#### Nominating Committee

- A. The nominating committee will consist of the previously serving Panhellenic President, Panhellenic advisor, and two representatives from each sorority who are classified as seniors and are chosen by the outgoing Panhellenic officers to serve on the committee. President and Advisor will be ex officio meaning they have voice but no vote.
- B. The nominating committee will hold interviews for each applicant.

#### Slate & Voting

- A. Slating and voting will take place in April/May of 2023 and the term of service will be May 2023- May 2024
- B. Every member organization must be represented by at least one member on the Nominating Committee's presented slate for Panhellenic Council.
- C. No more than 2 member(s) from the same women's sorority shall hold office during the same term.
- D. After applications have closed and all interviews have been conducted, the nominating committee will determine which applicants best fit in each vacant position.
- E. After determining which applicants fit each position, the nominating committee will create a complete slate of women who they will present as their recommendation for the next executive board of the Wofford College Panhellenic Council.
- F. The slate will be sent to each chapter by the outgoing Panhellenic President to vote on at their next chapter meeting.

#### Section 4. 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 no later than 2 weeks before the end of the academic year.

#### Section 5. Removal

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

## Section 6. Vacancies

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

# Article V. The Executive Board

## Section 1. Composition

The composition of the Executive Board shall be the President, VP Recruitment, VP Programming & DEI, VP Judicial, and VP Operations.

## 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 VP Operations, 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 two 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 VI. The Panhellenic Council



### Section 1. Authority

The governing body of the Wofford 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 Wofford College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation, adjustment of total every regular academic term, biannual 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 Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### Section 2. Composition and privileges

The Wofford College Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Wofford College 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 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 sorority chapters to serve for a term of one year commencing at the beginning of the organization's official officer transition..

### 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 Panhellenic Association VP of Operations of her name and cell phone number.

### Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- A. Must attend all Panhellenic Council meetings.
- B. Must support NPC Unanimous Agreements, policies and procedures.

- C. Must understand the Wofford College Panhellenic Association policies and procedures.
- D. Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- E. Should present regular College Panhellenic Association reports at chapter meetings.

#### Section 6. 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. Annual meeting

The annual meeting of the Panhellenic Council shall be held during the month of May. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

#### Section 8. Special meetings

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the electronic or written request of no fewer than two of the member women's sororities of the Wofford College Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

#### Section 9: 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 10. Quorum

Three-fourths of the delegates from the member sororities of the Wofford College Panhellenic Association shall constitute a quorum for the transaction of business.

#### Section 11. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. 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.
- C. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. *NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.*

## Article VII. The Panhellenic Advisor

### Section 1. Appointment

The Panhellenic advisor of the Wofford College Panhellenic Association shall be appointed by Wofford College administration.

### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Wofford College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

## Article VIII. Committees

### Section 1. Standing committees

- A. The standing committees of the Wofford College Panhellenic Association shall be the Judicial Board, Membership Recruitment Committee, and Diversity, Equity, & Inclusion 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 Panhellenic Council 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 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 VP Judicial Affairs as chairman and the 4 members of the Judicial Affairs committee (see Section IV). The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. *NOTE: See Judicial Procedure section of the NPC Manual of Information for the composition of the Judicial Board.*

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 Wofford 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 (VP Judicial) and one representative from each regular, provisional and associate women's-only member (if they are participating in the primary recruitment process). This committee should be created before classes begin in the fall semester. To create the committee, take nominations from chapter presidents. This committee will revise the primary recruitment rules and educate member sororities on these rules as well as the Panhellenic judicial process. Additionally, this committee will help with infractions on an "as needed" basis (will serve on the judicial board of peers if there is a judicial hearing - see Section 3).

### Section 5. Diversity, Equity, & Inclusion Committee

The Diversity, Equity, & Inclusion Committee shall consist of a chairwoman (VP Programming & DEI) and at least one representative from each chapter, however it is best to have as many voices as you can to ensure all voices are heard. The 2023-24 committee consisted of 13 members with some organizations being more heavily represented. This committee is in charge of planning educational and intentional events and activities for the Panhellenic community as well as collaborating with Diversity organizations on campus. This committee will serve as the point of contact within their

chapters to inform members of upcoming events and educate their members on the importance of Diversity, Equity, and Inclusion and its role within the Panhellenic community. This committee will also assist the Exec member in charge of social media with the creation of informational graphics around holidays, national awareness days/weeks/months, etc.

#### Section 6. 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 Wofford College Panhellenic Association shall be from August 1 to July 31 inclusive.

#### Section 2. Contracts

Dual signatures of the president and Panhellenic advisor shall be required to bind the Wofford College Panhellenic Association on any contract.

#### Section 3. Checks

All checks and electronic payments issued on behalf of the Wofford College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President or Panhellenic advisor.

#### Section 4. Payments

All payments due to the Wofford College Panhellenic Association shall be received by the VP Operations, who shall record them. Checks for payments shall be made payable to the Wofford College Panhellenic Association.

#### Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member. The amount of such dues for the next academic year shall be determined by the Panhellenic Council and are due within 2 weeks of notice.

#### Section 6. Fees and assessments

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

## Article X. Extension

### Section 1. Extension

Extension is the process of adding an NPC sorority.

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

### Section 2. Voting rights

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

## Article 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 Wofford 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 Wofford 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, the National Panhellenic Conference supports all efforts to eliminate hazing.

### Article XIII. Inclusion Statement

Wofford 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 Wofford 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 Wofford College Panhellenic Association may adopt.

### Article XV. Amendment of Bylaws

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

### Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at Wofford College. In the event of the dissolution, none of the assets of the Association shall be distributed to any members of the Association, but after payment of all debts, its assets shall be given to the National Panhellenic Conference unless otherwise required by state law.

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