

By-Laws of the Morehead State University Panhellenic Council



Title I. Meetings

- Section 1: Regular meetings of the Morehead State University Panhellenic Council shall take place throughout the academic year. The time, place and frequency shall be determined at the beginning of each semester.
- Section 2: The order of business of the Morehead State University Panhellenic Council shall be as follows:
- Call to order
 - Roll Call
 - Minutes
 - Panhellenic Creed
 - Officer reports
 - Chapter report
 - Committee reports
 - Unfinished business
 - New business
 - Announcements
 - Advisor's report
 - Adjournment
- Section 3: Each of the women's fraternities affiliated with the National Panhellenic Conference at Morehead State University, as well as any sororities recognized by MSU and the MSU Panhellenic Council (here in referred to collectively as "chapters"), voting delegate shall have one vote, or their alternate delegate will vote if the voting delegate is absent at a meeting. No Executive Committee member shall have a vote, except the president and then only in the case of a tie.
- Section 4: Chapters failing to send a delegate to a regular or special meeting of the MSU Panhellenic Council shall be fined \$50.00, unless the Panhellenic president approves an exemption. Two unexcused absences in a row will result in that chapter losing its vote on items requiring a majority vote to pass for the remainder of that semester.

Title II. Mandatory Events

- Section 1: Only the Executive Committee of Panhellenic can make events mandatory, with a majority vote.
- Section 2: All proposals for mandatory events shall be made at a regular or special meeting of the Panhellenic. Notice must be given to all chapters at least two weeks (14 calendar days) prior to the event. It is the responsibility of the Executive Committee to devise a system to assess if chapters are complying with the mandatory requirement. The Executive Committee must establish, in its determination of a mandatory event, the penalty should a member not attend or receive an excuse. Penalties can apply to individual members or entire chapters but shall not affect recruitment in any way.
- Section 3: Excuses will be accepted if turned into the Executive Council within one week following the event. Excuses may include work, class, athletics and other extreme circumstances, at the discretion of the Executive Committee. The woman requesting an excuse must submit her request directly to a member of the Executive Committee.

Title III. Elected Officers

- Section 1: Per the MSU Panhellenic Constitution, the office of President, VP of Recruitment and VP of Programming shall be elected offices. The positions cannot be filled by the same chapter and chapters cannot hold the same position back to back. Elected officers must have a 2.50 cumulative GPA.
- Section 2: Elected officers must have had one year (cumulative) prior service on a Panhellenic Council.
- Section 3: Elections for these positions will occur the second to last meeting of the fall semester. Nominations or slating of these officers must occur two weeks prior to election.
- Section 4: Nominations can be made by any voting delegate (or alternate delegate when acting in the capacity as a voting delegate) or Executive Council member at a regular or special meeting of the MSU Panhellenic Council. Nominations can be verbal and do not have to be seconded. Nominations must be entered into the minutes. Nominees may decline their nomination at the time of nomination.
- Section 5: Elections will occur during a regularly scheduled meeting. Nominees for office will be allowed to address Panhellenic and then be asked to leave the room. Should a nominee be a voting delegate, the alternate delegate for her chapter shall vote. Voting will be by secret ballot, tabulated by the Panhellenic Advisor and a current Executive Committee member not running for election and whose chapter does not have a woman nominated for election. In the case of a tie, the highest ranking rotating officer not running for election shall vote to break the tie.
- Section 6: In the instance of a vacancy in an elected officer position mid-term, the same procedures apply as in Section 4 of this Title. Nominations will take place in accord with the MSU Panhellenic Constitution and by-laws and must be made in the regular or special meeting where the vacancy is announced. The election shall occur at the next regular meeting, in accordance with Section 5 of this Title. Until the position is filled, the highest rotating officer shall fill the vacant position, with all the powers of the elected office and once the elected office is filled, the rotating officer shall return to her position. If a vacancy occurs mid-term and a candidate meeting the requirements of Section 2 of this title cannot be found, Panhellenic Council may, in this one instance, vote to suspend the Section 2 rules with a majority vote. The Vice President for Finance shall not be eligible to fill a vacant Presidency.
- Section 7: Duties of the President:
- Presides over all Panhellenic Council meetings
 - Presides over all Executive Committee meetings
 - Serve as an ex-officio member of all Panhellenic Council committees
 - Be familiar with the NPC Manual of Information and all governing documents of this council
 - Appoints ad hoc committees and chairs
 - Votes in case of tie
 - Communicate regularly with the Panhellenic advisor
 - Corresponds with the National Panhellenic Conference Area Advisor
 - Attends a regional conference if the Panhellenic Council approves the funds
 - Completes the NPC Annual Report in consultation with the advisor
 - Maintain current copies of the following: MSU Panhellenic Council bylaws and standing rules; the budget; contracts executed on behalf of the Panhellenic Council; correspondence and materials received from the NPC Area Advisor; all Panhellenic Council reports to NPC; and other pertinent materials
 - Performs any other duties pertaining to the office
- Section 8: Duties of the Vice President of Recruitment:
- Serves as chair of Recruitment Committee
 - Coordinates the activities of formal and open recruitment

- Responsible for Gamma Chi selection with the assistance of the Assistant Recruitment Chair and Panhellenic advisor
- Attends a regional conference if the Panhellenic Council approves the funds
- Works with MSU's summer orientation planning and new student days committee, when the opportunity is available
- Serves as the final arbiter of Recruitment rules, in consultation with the Panhellenic advisor
- Staffs summer orientation on behalf of sororities, or makes arrangements for Panhellenic representation at such events
- Be familiar with the NPC Manual of Information and all governing documents of this council
- Performs any other duties as assigned

Section 9. Duties of the **Vice President of Programming**

- Responsible for the creation of all-sorority educational programs including, but not limited to: leadership, fraternal values, and career planning
- Must produce at least one all-sorority social per semester
- Serves on the Circle of Sisterhood committee
- Co-chair Greek Week
- Attends a regional conference if the Panhellenic Council approves the funds
- Attends NPHC meetings
- Makes chapters aware of NPC special weeks or celebrations (i.e. badge day), or other special celebrations
- Be familiar with the NPC Manual of Information and all governing documents of this council
- Performs any other duties as assigned

Title IV. Rotating Officers

Section 1: In accord with the MSU Panhellenic Constitution, there shall be one rotating officer position for each chapter. When a new chapter is admitted, or a chapter closes, this article immediately must be reconsidered by the Panhellenic Council for revision. It must be revised before the next officer rotation, though the Panhellenic Advisor may extend that for one month, if he or she deems it necessary.

Section 2: Rotating officers must have a 2.50 cumulative GPA. It is the responsibility of the fraternity whose turn it is to hold an office to appoint a qualified representative. Should, during a rotating officer's term of office, she fall below the minimum standards, the chapter shall appoint a replacement to that same position.

Section 3: Selection of officers shall proceed in rotation by each member fraternity in order of its establishment on campus. The order, as established at the last adoption of these by-laws is:

1. Delta Zeta – March 1969
2. Kappa Delta – April 1969
3. Chi Omega – May 1969
4. Delta Gamma – May 1970
5. Gamma Phi Beta – January 1991
6. Sigma Sigma Sigma – April 1992

Section 4: The officer position order shall be as listed in this Title, below. Officer rotation will occur at the last meeting of the fall semester. At no time shall the office of President and Vice President for Finance be held by the same chapter. Should a President be elected from the chapter scheduled to rotate into the Vice President for Finance position, the chapter scheduled to rotate into Vice President for Finance shall switch positions with chapter scheduled to take the Vice President for Finance's position two years from this rotational period.

Section 5: Rotating officers and their duties are:

- A. **Vice President for Administration**
- Administers Panhellenic meetings in the absence of the president
 - Serves as chair of the judiciary committee
 - Serves as chair of the academic excellence committee
 - Preside over delegate training
 - Serves as the parliamentarian of Panhellenic and will be well versed with the MSU Panhellenic Council Constitution and By-laws
 - Maintains communication with MSU Panhellenic Alumni, as needed
 - Be familiar with the NPC Manual of Information and all governing documents of this council
 - Performs any other duties as assigned
- B. **Vice President for Finance**
- Maintains a record of all financial transactions in accordance with MSU policy
 - Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each MSU Panhellenic member fraternity
 - Complies with all University financial regulations in monetary transactions
 - Presents a financial report at each Panhellenic Council meeting
 - Pays all Panhellenic Council debts and signs all outgoing checks
 - Pay promptly the annual NPC dues and all bills of the MSU Panhellenic Council
 - Receive all payments due to the Panhellenic Council, collect all dues and give receipts
 - Be familiar with the NPC Manual of Information and all governing documents of this council
 - Performs any other duties as assigned
- C. **Vice President for Records**
- Records the minutes and attendance
 - Notifies delegates and the advisor(s) of Panhellenic Council of regular and special meetings
 - Maintains all minutes and correspondence file
 - Distributes the minutes of each Panhellenic meeting to all delegates, Executive Committee members, IFC President; NPHC President; Panhellenic fraternity advisors; the MSU administration including
 - Responsible for reserving meeting rooms for each meeting
 - Responsible for updating the Greek calendar, in consultation with the Panhellenic advisor
 - Be familiar with the NPC Manual of Information and all governing documents of this council
 - Performs any other duties as assigned
- D. **Assistant Programming Coordinator**
- Assist with all-sorority programs
 - Chair the Circle of Sisterhood committee
 - Responsible for the creation of all-sorority educational risk management workshops including, but not limited to: anti-hazing, sexual assault prevention, alcohol and drug abuse
 - Serve on the Greek Week committee
 - Maintain all Panhellenic Council social media accounts
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 - Completes duties as assigned by the VP of Programming
 - Be familiar with the NPC Manual of Information and all governing documents of this council
 - Performs any other duties as assigned
- E. **Assistant Recruitment Coordinator**
- Coordinates the selection and training processes of Recruitment Councilors (known as Gamma Chi's)
 - Responsible for all assessment of recruitment activities, in consultation with the VP of Recruitment and the Panhellenic advisor
 - Staff's summer orientation activities on behalf of Panhellenic

- Completes duties as assigned by the VP of Recruitment
- Chairs Recruitment meetings in the absence of the VP of Recruitment
- Be familiar with the NPC Manual of Information and all governing documents of this council
- Performs any other duties as assigned

F. **Junior Panhellenic Coordinator**

- Serves as the chair of the Junior Panhellenic committee
- Chairs Junior Panhellenic meetings
- Responsible for planning trainings for the Junior Panhellenic delegates/committee members
- Responsible for planning social activities and community service events for the Junior Panhellenic committee
- Helps educate chapters as to what Junior Panhellenic is
- Shall be familiar with the NPC Manual of Information and all governing documents of this council
- Performs any other duties as assigned

Title V. Impeachment

Section 1: Impeachment is defined as the removal of an individual from her Executive Committee position for mis, mal or nonfeasance of office. Additionally, Executive Committee Members may be impeached for unethical/inappropriate behavior. Impeachments are not a Judicial Committee affair.

Section 2: Procedures for impeachment:

- A representative or Executive Committee Member must move that a specific Executive Officer be removed. That member must state the charge or charges and reasons why she feels the Executive member should be removed at the time she makes the motion.
- The highest ranking Executive Officer not charged shall take over the proceedings.
- The Executive Officer charged may offer answers or explanations to the charges brought against her.
- If the accused Executive Officer is not present at the time of the charges, then a written notification of the charges shall be delivered to her. The impeachment proceeding shall be tabled until the next scheduled meeting of the Panhellenic Council. If the respondent fails to attend this next meeting, the proceedings will continue.
- If present, the charged Executive Officer will then leave the meeting as a secret vote by ballot is taken of the Council.
- Quorum and vote requirements are defined in the MSU Panhellenic Constitution.
- Should the officer be found responsible in accordance with the voting totals of the MSU Panhellenic Constitution, then the vacancy will be filled as designated in the Constitution, or in these by-laws, as the case may be.

Title VI. Committees

Section 1: **Standing Committees:** The standing committees of the MSU Panhellenic Council shall be the Judiciary Committee, Recruitment Committee, Junior Panhellenic Committee, Academic Excellence Committee and Circle of Sisterhood Committee. The standing committees shall serve a term of one year that will coincide with the term of the officers. The Executive Committee shall appoint members and chairmen of all standing and ad-hoc committees unless otherwise stated in these bylaws. In making these appointments fair representation from all member fraternities will be sought as much as possible. The President shall serve as an ex-officio member of all committees except the Judiciary Committee.

A. Judiciary Committee

- It shall be the duty of the judiciary committee to deal with violations of the NPC Unanimous Agreements, Constitution, Bylaws and recruitment regulations of the Morehead State University Panhellenic Council.
- The committee shall consist of the Vice President for Administration, the rotating officers, two alumnae advisors whose chapters are not party to the cause of the convening of the committee and the Panhellenic Advisor as an ex-officer member. Should the Vice President for Administration be a member of the chapter charged, or be charged herself, then the next highest rotating officer not charged shall chair. In this case, the Vice President for Administration shall not participate in the committee hearings.
- For recruitment violations, the VP of Recruitment shall act as the complainant, unless the person/chapter filing a complaint chooses to do so. In all other matters, the President shall act as the complainant.
- The Judiciary Committee shall have the power to levy penalties on individuals and chapters, but shall not impair the ability of a chapter to recruit. Infractions are to be dealt with according to the binding Unanimous Agreements of the National Panhellenic Conference
- The committee shall operate in accordance with Robert's Rules of Order. The Vice President for Records shall take minutes and file any paperwork necessary with the National Panhellenic Conference and or MSU. A two-thirds majority vote of the total Judiciary Committee membership shall be necessary for a finding of responsible. A majority vote shall determine the penalties.
- The judiciary committee members shall participate in training to be educated about the purpose of the board, the rules and regulations the judiciary committee will monitor, procedures to be followed, questioning techniques, the rights of the charged organization(s), evaluating evidence, deliberations and sanctioning.
- The judiciary committee shall educate member fraternities about the Panhellenic judicial procedure.
- The judiciary committee shall maintain confidentiality throughout and upon completion of the judicial process.

B. Recruitment Committee

- The committee shall consist of the VP of Recruitment, Assistant Recruitment Coordinator and a delegate from each chapter, preferably the chapter's recruitment chair or assistant recruitment chair. The chapter advisors shall serve as ex-officio non-voting members of this committee, as will the Panhellenic Advisor. Only these individuals, or their designees, may attend MSU Panhellenic Recruitment Committee meetings.
- This committee will meet annually starting in the spring to review/revise the recruitment rules and schedule. Quorum to do business is two-thirds of the chapters. A majority vote of the total chapters shall be necessary to recommend rules/schedules to the full Panhellenic Council. This is a recommending body only, as the full Panhellenic Council will vote to adopt the rules.
- Per the MSU Panhellenic Constitution, two-thirds of all chapters must vote to adopt any change in recruitment rules.

- After each recruitment period, the chair (VP of Recruitment) 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 group and chapter advisor.

C. Junior Panhellenic Committee:

- The committee shall consist of the Junior Panhellenic Coordinator, who will serve as chair, and one representative from each chapter or colony of women’s fraternities affiliated with NPC as well as any sororities recognized the MSU Panhellenic Council.
- Whenever possible, the Junior Panhellenic representative shall preferably be a new member.

D. Academic Excellence Committee:

- This committee shall consist of the VP for Administration, who will serve as chair, and a representative from each chapter or colony of women’s fraternities affiliated with NPC as well as any sororities recognized the MSU Panhellenic Council. The Panhellenic Advisor shall serve as ex-officio non-voting members of this committee.
- The academic excellence committee shall be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

E. Circle of Sisterhood Committee:

- This committee shall consist of the VP for Programming, the Assistant Programming Coordinator who will serve as chair, and a representative from each chapter or colony of women’s fraternities affiliated with NPC as well as any sororities recognized the MSU Panhellenic Council.
- It shall be the responsibility of this committee to raise money for the Circle of Sisterhood Foundation, the MSU Panhellenic Council philanthropy, through fundraisers, service and programming.
- The circle of sisterhood committee shall also be responsible for educating member fraternities about the Panhellenic philanthropy and community service efforts.

Section 2: Ad Hoc Committees:

- A. Ad Hoc Committees will be created by a majority vote of the Panhellenic Council and organized under a specific Executive Council officer. Their mission, goals and duration of existence will be established by the Panhellenic Council at the time of their creation.
- B. All Ad Hoc committees shall operate under Roberts Rules of Order. A quorum to do business shall be a majority of the chapters assigned to the committee and the chair. A majority vote of the quorum is necessary to pass items, unless the Panhellenic Council determines otherwise at the time of the ad hoc committee’s creation.

Title VII. Rules governing eligibility for recruitment, pledging and initiations

Section 1: New Members must be full-time students and in good standing with Morehead State University. Good standing means not on academic or social probation.

Section 2: New Members must have successfully completed a minimum of six-week new member education program to be initiated. The initiation date shall not take place until the Office of Student Activities releases the grades for the semester in to the chapter.

Section 3: A new member can be continued as a new member after removal from social probation upon agreement of her fraternity.

Title VIII. Incidental Rules/Policies

Section 1: **Hazing:** Panhellenic Council's definition of Hazing shall not differ from Morehead State University's as outlined in the Eagle Student Handbook. Any alleged incident of hazing shall be referred to the Dean of Student's Office for adjudication through the Student Code of Conduct procedures.

Section 2: **Total & Chapter Rosters:** According to the Unanimous Agreement set forth by the National Panhellenic Council, no change in Chapter Total is created if a member of an individual group is granted inactive or alumnae status by that group. An undergraduate woman can only be removed from the active roster if she graduates from Morehead State University, disaffiliates from her chapter or leaves school permanently.

Section 3: **Extension:** Upon approval by the Office of Student Activities, for a National Panhellenic Conference women's fraternity to be added to Morehead State University's Panhellenic Council, all chapters at MSU presently must have been at total for a minimum of one year before expansion can be considered.

Title IX. Finances

Section 1: The fiscal year of the MSU Panhellenic Council shall be from January 1 to December 31.

Section 2: **Dues:** Each member fraternity shall pay semesterly dues to Morehead State University Panhellenic Council. The amount shall be \$5.00 per active member, per semester. These dues cannot be changed more than once every calendar year. Dues shall be assessed by the end of the first month of classes in a given semester and do not more than three meetings from the time of assessment, or before the final meeting of the year, whichever is shorter.

Section 3: **Checks:** All check requests issued on behalf of Morehead State University Panhellenic Council shall bear two signatures. The authorized signers shall be two of the three required: president, VP for finance or the Panhellenic Advisor.

Section 4: **Payments:** All due to the Morehead State University Panhellenic Council shall be received by the VP for finance who will record them. Checks for payments shall be made payable to: Morehead State University.

Title X. Amendments

These by-laws may be amended by a majority vote of the quorum of Morehead State University Panhellenic Council, unless otherwise stated elsewhere. Proposed changes must be made in writing at a regular or special meeting and shall not be voted on until the second meeting after the proposal's introduction.

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- Revised by MSU Panhellenic Council in fall 2001
 - Revised by MSU Panhellenic Council on October 27, 2008 by a vote of 6 to 0
 - Revised by MSU Panhellenic Council on April 27, 2009 by a vote of 5 to 1
 - Revised by MSU Panhellenic Council on November 3, 2010 by a vote of 6 to 0
 - Revised by MSU Panhellenic Council on February 22, 2012 by a vote of 6 to 0
 - Revised by MSU Panhellenic Council on October 10, 2012 by a vote of 6 to 0
 - Revised by MSU Panhellenic Council on April 4, 2013 by a vote of 6 to 0
 - Revised by MSU Panhellenic Council on March 12, 2014 by a vote of 6 to 0
 - Revised by MSU Panhellenic Council on October 15, 2014 by a vote of 5 to 1

Morehead State University Panhellenic Council Standing Rules

Title I: Panhellenic Spirit Award

Section 1: The Panhellenic Council establishes an annual award to recognize an active sorority woman for exemplifying the ideals of sisterhood, demonstrating Panhellenic spirit to all men and women in Greek Life and demonstrating by example what it means to be honorable. The award is intended to recognize individuals not normally cited in the annual awards process.

Section 2: The Panhellenic Spirit Award will be presented during the annual Greek Awards. One award is given, however PHC's executive committee may, by majority vote, choose to award more than one honor in a given year.

Nominations for the awards will come from the PHC delegates to the executive committee by the last week in March. Winners of the award will be selected by a majority vote of the executive committee. Once selected a plaque, or other symbol of the honor, will be purchased.