

# **Morehead State University College Panhellenic Association Standing Rules**



## Article I.

The Standing Rules of Morehead State University Panhellenic Association shall be revised as needed by the Morehead State University Executive Board and approved by a majority vote of the chapter delegates. A copy shall be sent to the National Panhellenic Conference Area Advisor. One copy shall be given to each member organization represented in the Morehead State University Panhellenic Association.

## Article II. Meetings

### Section 1. Panhellenic Council meetings

The meeting time and location of the Morehead State University Panhellenic Council may vary each semester. In the event of a change in meeting time or place, the Morehead State University College Panhellenic Association Administrative Vice President will be responsible for contacting all member women's fraternities and sororities via email. A change in meeting time or place will be in the case of emergencies only.

### Section 2. Special meetings

In the event of a special meeting, the Administrative Vice President will be responsible for contacting all member women's fraternities and sororities.

### Section 3. Panhellenic Executive Board meetings

The Panhellenic Executive Board shall hold its meetings at a date a time to be determined by the Panhellenic President based on Executive Board member availability.

### Section 4. Absence Fines

A chapter that fails to send a delegate or representative to College Panhellenic Council meetings will be issued a fine of \$50 per offense.

## Article III. Order of Business

The order of business of the Morehead State University Panhellenic Council shall be as follows:

- Call to order
- Roll Call
- Panhellenic Creed
- Officer reports
- Chapter report
- Unfinished business
- New business
- Announcements
- Advisor's report
- Adjournment

## Article IV. Financial Considerations

### Section 1. Dues

- A. The amount of such dues to the Morehead State University Panhellenic Association shall be \$12 per member, including new members.
- B. The Spring Semester dues of each Panhellenic Association member sorority shall be no later than six weeks after initial rosters are submitted to Panhellenic. Fall semester dues shall be payable no later than 6 weeks after initial rosters including new members are submitted. Late payments will result in a \$25 fine per day.
- C. If a chapter adds a member(s) to their roster after dues have been paid for the semester, they must send the \$12 to Panhellenic within one week of the date each new member receives their bid. If new member(s) is added before dues have been paid, the chapter must send the new member's dues with the chapter's initial invoice amount.

### Section 2. Fines

The Morehead State University Panhellenic Association has the authority to issue fines for measurable offenses.

## Article V. Mandatory Events

### Section 1. Authority

The Executive Committee of Panhellenic and the Panhellenic Council can make events mandatory, with a majority vote. There will be a maximum of 3 mandatory events per semester.

### Section 2. Notice

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 one calendar month 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.

### Section 3. Virtual Mandatory Events

- A. Synchronous Events: For synchronous events, being present is defined as active and new members of each organization being logged in and actively engaged in a virtual setting during the assigned event time. Active engagement at a synchronous event is at the discretion of Panhellenic Executive Board. See section 5 for attendance policies.
- B. Asynchronous Events: For Asynchronous events, being present is defined as active and new members of each organization participating in virtual events at a time(s) set by the individual chapter. For these events, 80% of active and new chapter members must be participate within the given time frame. The window for asynchronous events must be at least 5 calendar days in length and at most 8 calendar days in length. No excuses will be accepted by Panhellenic Executive Board for these types of events.

### Section 4. Excuses

Excuses will be accepted if turned into the Executive Council no later than 48 hours before the event. Excuses may include work, class, athletics and other extreme circumstances, at the discretion of the Executive Board. The woman requesting an excuse must submit her request to her chapter president who must compile all excuses for her chapter. Chapter presidents can then send all excuses to the Panhellenic Executive Board by email.

## Section 5. Fines

For mandatory events, chapters are required to have 80% of chapter members present, excluding members excused by The College Panhellenic Association Executive Board. If this requirement is not met, a fine will of \$5 per chapter member not present required to meet 80% will be issued.

## Section VI. Election Procedure

### Section 1. Timing

Elections for Executive Board positions will occur the second to last meeting of the fall semester.

### Section 2. Application

An application for the Panhellenic Executive Board positions will be sent out by the current College Panhellenic Association Executive Board at least two weeks prior to elections.

### Section 3. Speeches.

Each candidate will have to opportunity to give a speech to the Executive board and Panhellenic Council addressing their application for a position before the day of election.

### Section 4. Elections

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. Each delegate will have one vote per position on behalf of her chapter. Votes will be verbalized and recorded.

### Section 5. Restrictions

- A. There shall be no more than two members per chapter represented on Executive Board.
- B. No undergraduate member with alumna status can hold office.
- C. If an officer obtains alumna status during her term, the office will be vacated and reappointed by the Executive Board.

## Section VII. Impeachment Procedure

### 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 while in office. Impeachments are not a Judicial Committee affair.

### Section 2. Procedures for impeachment:

- A. In order to propose impeachment of an Executive Committee Member, formal documents must be submitted to the Panhellenic President and FSL Advisor, at the latest, 24 hours before the Delegates Meeting in which the Impeachment Hearing is to take place. These documents serve as a notice to the Executive Committee that an Impeachment Hearing is to take place at the next Delegates meeting. This document must include
  1. Name of Chapter or Executive Committee Member calling for the Hearing.
  2. Name and Title of Executive Committee Member to receive the Hearing.

3. Explanation of why the chapter believes an Impeachment Hearing is necessary.
  4. Signatures from the Chapter President and Chapter Advisor (if Applicable)
- B. Once at the Delegates meeting, A representative or Executive Committee Member must move that a specific Executive Officer be removed. That representative or 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 motion must be seconded by another chapter.
  - C. The highest-ranking Executive Officer not charged shall take over the proceedings.
  - D. The Executive Officer charged may offer answers or explanations to the charges brought against her. There can be a Question and Answer based discussion between the Executive Committee Member who is charged, the Executive Committee Members, and the Delegates but all outside guests are not able to speak unless the floor is opened to them. Opening the floor is a decision that can only be made by the highest-ranking Officer running the Impeachment proceedings.
  - E. 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.
  - F. If present, the charged Executive Officer will then leave the meeting and the chapter delegates will be asked to vote for impeachment of the officer, against impeachment of the officer, or they can Abstain from the vote all together.
  - G. Should the officer be found responsible in accordance with the voting totals of the MSU Panhellenic Constitution (a majority vote), then the vacancy will be filled as designated in the bylaws and standing rules, as the case may be.

### Section 3. Filling vacancies

- A. In the instance of a vacancy in an elected officer position mid-term, each chapter eligible to fill that executive position must appoint a candidate to undergo an interview process with the current Panhellenic Executive Board. Of the appointed candidates, the current Executive Board will select a new officer based on majority vote.
- B. The Administrative Vice President shall not be eligible to fill a vacant Presidency.
- C. In the case that a chapter is unrepresented on the Panhellenic Executive Council, precedence shall be given to said chapter in selecting a new officer for the vacancy.

## Section VIII. Judicial Procedure

### Section 1. The Judicial Board

- A. The Judicial Board shall consist of the Executive Vice President and two appointed members from each chapter. The duties and responsibilities of the Judicial Board must be consistent with all NPC Unanimous Agreements.
- B. Documentation of all judicial proceedings shall be retained by the Morehead State University Panhellenic Association for a period of three years.
- C. The Executive Vice President shall interview and appoint her Judicial Board at the beginning of every calendar year.
- D. Judicial Board members shall serve through the end of the calendar year.
- E. Vice Chairwoman of Judicial Board should be appointed by the Executive Vice President and will not be from the same sorority as the current Executive Vice President.

- F. The members of the Judicial Board Committee shall maintain confidentiality throughout and upon completion of their term.
- G. In the instance of a vacancy in the Judicial Board Committee, the Executive Vice President must appoint a candidate to undergo an interview process within 1 month. Of the appointed candidates, the current Executive Vice President will choose the candidate they view as suitable.
- H. Upon a vacancy, it is the chapter's responsibility of the vacancy to provide at least 2 applicants for the Executive Vice President to review.
- I. The Panhellenic advisor shall serve as a non-voting, ex-officio member.

## Section 2. Judicial Process Overview

- A. Women's fraternities and sororities are encouraged to resolve alleged infractions through informal discussion with the involved parties. Should the informal discussions be unsuccessful, the judicial processes will be set in motion by the filing of a report of an alleged violation. Violations must be reported in the following manner on the College Panhellenic Violation Report, available from the College Panhellenic and the NPC website.
  - i. The College Panhellenic Violation Report shall be completed and presented to the President of the Morehead State University Panhellenic Association in a timely manner, but no longer than 30 calendar days from the infraction
  - ii. The Morehead State University Panhellenic Association President and Panhellenic Advisor shall review the College Panhellenic Violation Report to ensure that it has been filled out completely, including proper signatures and indication of rule/policy violated. An incomplete report shall be returned to the reporting party for completion prior to proceeding.

## Section 3: Proper Reporting Authority

- A. Infractions, excluding recruitment infractions, may only be reported and signed by one of the following:
  - Chapter President on behalf of her chapter
  - Chapter executive officer/board member on behalf of her chapter
  - College Panhellenic officer
  - Fraternity/sorority advisor
- B. Recruitment infractions may only be reported and signed by one of these people:
  - Chapter president on behalf of her chapter
  - College Panhellenic officer in charge of recruitment or a recruitment counselor
  - Potential new member
  - Fraternity/sorority advisor

## Section 4. Notice

When a report of an infraction is properly received by the Morehead State University Panhellenic Association, the accused fraternity/sorority shall be given formal notification in writing within seven days of receiving the College Panhellenic Violation Report. The College Panhellenic Violation Report is retained by the College Panhellenic President or Panhellenic Advisor and is available on request from the accused fraternity/sorority. A copy of the College Panhellenic Violation Report shall be given to the NPC Area Advisor.

#### Section 5. Response to Receipt of Infraction

- A. Upon receipt of the College Panhellenic Infraction Notice, the accused fraternity/sorority shall contact the College Panhellenic president within seven days to schedule mediation. Mediation shall be held unless the accused sorority chooses to proceed directly to a judicial hearing.
- B. If the College Panhellenic Infraction Notice is delivered during a college/university break, the mediation/judicial hearing may be scheduled after classes resume or held during the break if all parties are available.

#### Section 6. Mediation

- A. The purpose of mediation is to find a solution satisfactory to both the party who filed the infraction and the accused fraternity/sorority, in accordance with NPC Unanimous Agreements and Morehead State University Panhellenic Association governing documents.
- B. Mediation shall be closed to the public.
- C. All participants in the mediation shall keep strict confidentiality.
- D. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at mediation.
- E. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the mediation.

#### Section 7. Judicial Board Hearing

- A. If mediation is not successful, a judicial board hearing is held.
- B. Hearings shall be closed to the public.
- C. No more than three participants (including a chapter advisor) shall represent either party and/or each sorority involved at a hearing.
- D. In cases of infractions for which a College Panhellenic officer or another individual has information regarding the infraction and did not file the infraction, then the person shall attend only for the purpose of presenting the information, after which he or she shall be excused from the judicial hearing.
- E. All parties must sign a summary of the hearing proceedings on the Judicial Board Hearing Summary Report indicating the outcome of the hearing. Forms are available on the NPC website. A copy of the report should be retained by the fraternity/sorority advisor for three years.

#### Section 8. Sanctions

The Morehead State University Panhellenic Association shall strive to achieve a fair and reasonable resolution for infractions. Sanctions should be assessed to fit the nature and degree of the offense.

#### Section 9. Appeals

The decision of the College Panhellenic Association Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeals Committee.

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- Revised by MSU Panhellenic Council on March 28, 2019 by a vote of 4 to 0
- Revised by MSU Panhellenic Council on April 16, 2020 by a vote of 4 to 2
- Revised by MSU Panhellenic Council on August 28, 2020 by a vote of 4 to 2