

# Bylaws of Texas Tech University Panhellenic Association

Revised September 14, 2015

## Article I. Name

The name of this organization shall be the Texas Tech University Panhellenic Association.

## Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
5. Act in accordance with such rules established by the Panhellenic Council as to not violate the sovereignty, rights and privileges of member women's fraternities.

## 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 Texas Tech University Panhellenic Association shall be composed of all chapters of NPC fraternities at Texas Tech University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Texas Tech University Panhellenic Association shall be composed of all colonies of NPC fraternities at Texas Tech 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 fraternity.

- C. **Associate membership.** Local sororities or national or regional non-NPC member groups may apply for associate membership of the Texas Tech University Panhellenic Association. 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 College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic 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

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Texas Tech University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the Texas Tech University Panhellenic Association shall be President, Vice President, Director of Recruitment, Assistant Director of Recruitment, Director of Administration, Director of Programming, and Director of External Relations..

### Section 2. Eligibility

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

- A. **Regular membership.** Members from women's fraternities holding regular membership in the Texas Tech University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the Texas Tech University Panhellenic Association shall not be eligible to serve as an officer.

- C. **Associate membership.** Members from women's fraternities holding associate membership in the Texas Tech University Panhellenic Association shall not be eligible to serve as an officer.

### Section 3. Selection of Officers

- A. The office of the President, Vice President, Director of Recruitment, Assistant Director of Recruitment, Director of Administration, Director of Programming, and Director of External Relations of the Texas Tech Panhellenic Association shall be slated by the slating committee and then elected by the delegates of each National Panhellenic Conference chapter.
- B. The office of Director of Recruitment shall rotate from Assistant Director of Recruitment. The office of the President shall rotate from the position of the Vice President.

### Section 4. Officer-Holding Limitations

- A. No more than 2 members from the same women's sorority shall hold office during the same term.
- B. The office of Vice President and Assistant Director of Recruitment shall not be held by a member of the same women's sorority chapter within a 3 year period.
- C. Elected officers cannot serve on their chapter's executive council or serve their chapter in any way during Fall Formal Recruitment.

### Section 5. Slating Procedures:

- A. Members who wish to be on the executive council will fill out an application expressing interest in the open positions. Selected current council officers and the Panhellenic advisor will review applications before the slating process begins.
- B. The slating committee shall consist of the existing Panhellenic Executive Council officers. The Panhellenic Advisor shall serve as an ex-officio member of the slating committee. The advisor shall have voice but no vote. The slating committee shall interview candidates for elected officer positions and shall nominate one member to be slated for each position.
- C. Chapter delegates shall approve, by vote, the slated positions for the Panhellenic Executive Officers. A majority vote shall be required of all Panhellenic Executive officer elections. In the event of a tie, a revote shall be required. A majority vote shall be required of all Panhellenic Executive Council officer elections.

The elections shall be held as follows in order of officer seniority:

President  
Vice President  
Director of Recruitment  
Assistant Director of Recruitment  
Director of Administration  
Director of Programming  
Director of External Relations

#### Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin after the last delegate meeting of the fall semester.

#### Section 6. Removal

Recall procedures may be initiated by petition of not less than twenty-five percent (25%) of the Panhellenic Council. If an Executive Officer is not fulfilling her Officer Duties or fails to meet Officer Qualifications as described below; the Executive Board may recommend the recall of the officer to the members of the Panhellenic Council. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

#### Section 7. Resignations of Executive Officers

Resignations of Executive Board Officers shall be submitted in writing to the Panhellenic Executive Board.

#### Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 5 of this article.

#### Section 9. Officer Qualifications

- A. Officers serving on the Executive Board shall be of an active status and in good standing within their fraternity.
- B. Be currently registered and maintain at least twelve (12) semester hours at Texas Tech University. Less than twelve (12) semester hours may one carry if the semester is that persons last term prior to graduation.
- C. Must have participated in formal recruitment as an active member in their chapter.
- D. Have a minimum of a 3.0 cumulative grade point average before entering office and maintain a 2.75 cumulative grade point average once on the Executive Board.
- E. Have not been or is currently not on University Disciplinary Probation.

- F. Is not in any other executive position of her fraternity and can fulfill the time requirement of the position.

## Section 10. Duties of Officers

All Officers are to attend regular and special meetings of the Panhellenic Council Executive Board as needed and Panhellenic Council Delegate meetings, maintain confidentiality concerning matters of the Panhellenic Association at all times, and maintain accurate and up-to-date records.

### A. The President shall:

- Have overall responsibility for the operation of the Panhellenic Council, and any other function within the governing association.
- Call and preside at all meetings of the Panhellenic Council.
- Call and preside at all meetings of the Executive Board.
- Call and preside at all meetings of the President's Roundtable.
- Review, approve, and sign Panhellenic Association checks and contracts involving the Texas Tech University Panhellenic Association as appropriate.
- Serve as an ex-officio member of all Panhellenic Association committees.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Ensure that the NPC annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Texas Tech University Panhellenic Association bylaws and standing rules; 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.
- Perform all other duties as assigned.

### B. The Vice President shall:

- Perform the duties of the president in her absence, inability to serve, or at her call.
- Work closely with the President in helping her discharge her duties and shape policy.
- Serve as Chairperson of the Judicial Board.
- Serve as Chairperson of Junior Panhellenic.

- Serve as an ex-officio member of the President's Roundtable.
- Prepare yearly reports of all committee activities to prepare for transition in the fall semester.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.

C. The Recruitment Director shall:

- The Recruitment Director shall be responsible for Formal Recruitment.
- She shall act as a chairperson of the Recruitment committee, which shall meet to review the rules and processes of Recruitment.
- Assign the roles of other Recruitment related positions to other Panhellenic Executive Board members at her discretion as well as the Assistant Recruitment Director and the Panhellenic Advisor.
- Be responsible for the delegation of duties and oversight of the members of her cabinet.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties assigned.

D. The Assistant Recruitment Director shall:

- The Assistant Recruitment Director will assist the Recruitment Director in planning and coordinating Fall Formal Recruitment.
- Assist the Panhellenic Recruitment Director in assigning the roles of other Recruitment related positions to other Panhellenic Executive Board Members.
- Assume the duties of the Recruitment Director in her absence, inability to serve, or at her call, help discharge her duties and shape policy, overall Recruitment evaluation processes.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties assigned.

E. The Director of Administration shall:

- Perform the duties of record keeping, council management and public relations.
- Record minutes of all meetings of the Texas Tech University Panhellenic Council and the Executive Board.
- Send meeting minutes to the NPC area advisor.
- Maintain the necessary office supplies.

- Maintain a master copy of the Panhellenic Council officers, delegates, committee chairpersons, and committee members.
- Assist in maintaining website with updates and information.
- Supervise the finances of the Texas Tech University Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council and council delegates, provide a copy to each Texas Tech University Panhellenic Association member fraternity.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Texas Tech University Panhellenic Association.
- 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.
- Submit all financial records to the Panhellenic Advisor at the end of her term.
- Sign the Panhellenic Association and contracts involving Panhellenic legal matters.
- Attach updated budget as the first delegate meeting of the month to inform the chapters of budget information.
- Work with the internal and external communications that deal with public relations for Panhellenic
- Obtain timely media coverage with photos of Greek accomplishments—including accomplishment of individuals' members and chapters, newsworthy chapter events, council achievements and events, etc.
- Responsible for the management and update execution of the official Panhellenic social media accounts.
- Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties as assigned.

F. The Director of Programming shall:

- Perform the duties of community engagement, risk management, and academics.
- Provide programs and continue educational efforts to advise chapters and chapter leaders on organizational growth, meeting management, how to get involved, leadership development, on campus resources
- Inform chapters of opportunities to become involved in outside organizations available on campus or in the community.

- Maintain a running calendar of the sorority events that are open to the public
- Be responsible for the delegation of duties and oversight of the members of her cabinet.
- Be familiar with the NPC Manual of Information and all governing documents of this association.
- Perform all other duties assigned.

G. The Director of External Relations shall:

- Oversees the liaison committee that acts as the liaison between the Panhellenic Council and all University, community, and student entities.
- Coordinates partnership and collaboration.
- Be responsible for the delegation of duties and oversight of the members of her cabinet and the Panhellenic liaisons.
- May appoint cabinet members and liaisons as needed.
- Be familiar with the NPC Manual of Information and all governing documents of this association
- Perform all other duties assigned

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the Texas Tech University 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 Texas Tech University Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish 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 fraternities.

### Section 2. Composition and Privileges

The Texas Tech University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Texas Tech University as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and



alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been 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 fraternity chapters to serve for a term of one year commencing at the beginning of the spring semester.

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two (2) weeks and to notify the Panhellenic Association secretary of her name, email address and telephone number.

### Section 5. Regular Meetings

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

### Section 6. Annual Meetings

The annual meeting of the Panhellenic Council shall be held during the month of October. 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 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the Texas Tech University 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 8. Quorum

Two-thirds of the delegates from the member fraternities of the Texas Tech University Panhellenic Association shall constitute a quorum for the transaction of business.

### Section 9. Vote Requirements

- A. 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.

- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption. (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, Vice President, Director of Recruitment, Assistant Director of Recruitment, Director of Administration, Director of Programming, and the Director of External Relations.

### 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 the Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the report of the officers the Executive Council shall also report all action it has taken and the Director of Administration shall 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 her by the written request of three (3) members of the Executive Board.

### Section 5. Quorum

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

## Article VII. The Panhellenic Advisor

### Section 1. Appointment

The Panhellenic advisor of the Texas Tech University Panhellenic Association shall be appointed by the Texas Tech University Administration.

### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Texas Tech University 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 Texas Tech University Panhellenic Association shall be: Panhellenic Alumnae Advisory Council, Membership Recruitment, Judicial Board, Programming Cabinet, Liaison Committee, and President Roundtable.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.
- C. The special committees are to be called by the Executive Council.

### 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 fraternities 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 vice president as chairman and seven (7) members from the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member.

- Vice President of Panhellenic – Chairman
- Vice-Chairman (A member of the Panhellenic Executive Council)
- One active sorority member from each organization, seven (7) of which will serve at each hearing. The members selected to hear each case will be chosen via rotation. If a hearing involves a member's chapter, they will be recused from serving during that hearing.
- Panhellenic Advisor, ex-officio

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. The Judicial Board shall educate member fraternities about the Panhellenic 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 Texas Tech University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless 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, provisional, and associate member. 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 membership recruitment period. After each 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 group and chapter advisor.

#### Section 5. Alumnae Advisory Council

The Panhellenic Alumnae Council shall be made of alumnae advisors representing all Panhellenic Association member groups. This council shall act as a liaison body between the Panhellenic and fraternity alumnae community. It is suggested that a member of the Alumnae Advisory Council attends all regular and special Panhellenic meetings and that the Panhellenic Council has a member attend Advisory Council meetings.

#### Section 6. Programming Cabinet

This committee shall serve as the Programming arm of the community in the areas of: education, events and outreach intended for the specific purpose of furthering the Panhellenic Community.

#### Section 7. External Relations Committee

This committee shall consist of a liaison positions. The External Relations Committee shall be responsible for communication and relationships with on-campus organizations and the community. This committee shall act as a liaison between the Panhellenic Council and the Texas Tech and Lubbock community.

#### Section 8. President's Roundtable

This committee shall be made of the President's representing all Panhellenic Association member groups.

#### Section 9. Other Committees

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

### Article IX. Finances

#### Section 1. Fiscal Year

The fiscal year of the Texas Tech University Panhellenic Association shall be from January 1 to December 31 inclusive.

#### Section 2. Contracts

Dual signatures of the President, Treasurer, Recruitment Director, or Panhellenic Advisor shall be required to bind the Texas Tech University Panhellenic Association on any contract.

#### Section 3. Checks

The President or Treasurer or the Panhellenic Advisor shall sign all checks issued on behalf of the Panhellenic Association. Double signatures shall be required on amounts exceeding \$200.00. All checks issued on behalf of the Panhellenic Recruitment account shall be signed by the following: the President or Recruitment Director or Assistant Recruitment Director, or with the Panhellenic Advisor's signature. This account also requires double signatures on amounts exceeding \$200.00.

#### Section 4. Payments

All payments due to the Texas Tech University Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Texas Tech University 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 shall be assessed as \$7.00 per member (active and new member) each semester for all members of the Panhellenic Association.

- The dues of each Panhellenic Association member fraternity shall be payable on or before the third full meeting each fall and spring semester.

#### Section 6. Fees and Assessments

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

- A. When a junior or senior delegate or proxy representative from a sorority is absent from a delegate meeting, a \$10.00 fine for each absent representative will occur, with a maximum fine of no more than \$20.00 per meeting.
- B. All committee meetings are subject to a \$10.00 fine for each absent representative. Committee members may only send a proxy representative once (1) each semester with proof of excused absence, then a \$10.00 fine will occur whether the member is absent or proxy.
- C. All fines will be due no later than two weeks after the missed meeting and after the fine is assessed. Failure to turn in the fine will result in the fine doubling each week until the assessed fine is paid for. All fines shall be turned into the Treasurer.

### Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Texas Tech University 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

When NPC chapters at Texas Tech University are close to or over total, the Panhellenic Council by a two-thirds vote shall consider raising total or adding another chapter. 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 Texas Tech University 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

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Texas Tech University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The Texas Tech University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. The Texas Tech University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information. An appeal shall be filed with the Panhellenic President using the College Panhellenic Notice of Appeal Form within 48 hours of the decision.

## ARTICLE XII. Sorority Alcohol Functions

The regular, provisional, and associate member organizations which make up the Panhellenic Association at Texas Tech University shall abide by all state, local, university and their respective (Inter) National policies as they relate to Alcohol Functions.

## Article XIII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

## Article XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Texas Tech University Panhellenic Association in all cases to which they

are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Texas Tech University Panhellenic Association may adopt.

#### Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Texas Tech University 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 XVI. Dissolution

This Association shall be dissolved when only one regular member exists at Texas Tech University. In the event of the dissolution of this Association none of the assets of the Association shall be distribute to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.