

BYLAWS OF UNIVERSITY OF WISCONSIN - STOUT COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the University of Wisconsin-Stout College Panhellenic Association.

Article II. Object

The object of the College Panhellenic Association shall be to:

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

Article III. Membership

Section 1. Membership classes

There shall be three classes of membership: regular, provisional and associate.

- Regular membership.** The regular membership of the University of Wisconsin-Stout College Panhellenic Association shall be composed of all installed chapters of NPC sororities at University of Wisconsin- Stout. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- Provisional membership.** The provisional membership of the University of Wisconsin- Stout College Panhellenic Association shall be composed of all colonies of NPC sororities at University of Wisconsin- Stout. 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 University of Wisconsin- Stout 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 they do not participate in the primary recruitment process, they shall not have a vote on recruitment rules and the establishment or the 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

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

Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
- The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each College Panhellenic Association member sorority shall be payable on or before December 1st for Fall Semester and May 1st Spring Semester.

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 University of Wisconsin- Stout College Panhellenic Association shall be President, Vice President/Recruitment and Secretary/Treasurer.

Section 2. Duties of officers

- A. The president shall:
- Preside at all meetings of the Panhellenic Council.
 - Preside at all meetings of the Executive Board.
 - Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
 - Communicate regularly with the Panhellenic advisor.

- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: University of Wisconsin- Stout College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

B. The vice president shall:

- Perform the duties of the president in her absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.
- Serve as the chair of the Judicial Board

C. The secretary shall:

- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Record minutes of all meetings of the University of Wisconsin- Stout Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

D. The treasurer shall:

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

E. The officer in charge of recruitment shall:

- Oversee all Panhellenic recruitment activities and events.
- Oversee all recruitment publication efforts.
- Oversee Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Recruit and train Panhellenic recruitment counselors.
- Serve as the chair of the Recruitment Committee
- Host all Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Organize all Panhellenic recruitment meetings.
- Keep complete and accurate records of Panhellenic recruitment information.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisors.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

Section 3. Eligibility

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

- A. Regular membership. Members from women's only sororities holding regular membership in the University of Wisconsin- Stout College Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's only sororities holding provisional membership in the University of Wisconsin- Stout College Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's only sororities holding associate membership in the University of Wisconsin- Stout College Panhellenic Association shall not be eligible to serve as an officer.

Section 4. Selection of Officers

The offices of president, vice president/recruitment, and secretary/treasurer and recruitment of the University of Wisconsin- Stout College Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation at University of Wisconsin – Stout. If a member from the women's only sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

Section 5. 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 1 week before the end of the fall semester.

Section 6. Removal

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

Section 7. Vacancies

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

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the University of Wisconsin- Stout 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 University of Wisconsin- Stout College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's only sororities.

Section 2. Composition and privileges

The University of Wisconsin- Stout Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's only member organization at University of Wisconsin- Stout 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 sorority, 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 only sorority chapters to serve for a term of one year commencing no later than 1 week before the end of the academic year.

Section 4. Delegate vacancies

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

Section 5. Duties and responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular meetings

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

Section 7. Special meetings

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

Section 8. Quorum

Full representation of the delegates from the member sororities of University of Wisconsin- Stout College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President/Recruitment and Secretary/Treasurer. Committee chairs for Service/Philanthropy, Public Relations and Programming/Sisterhood shall attend Executive Board meetings and have voice but no vote in all meetings of the Executive Board.

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

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the University of Wisconsin- Stout College Panhellenic Association shall be appointed by The University of Wisconsin- Stout administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of Wisconsin- Stout 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 University of Wisconsin- Stout College Panhellenic Association shall be the Judicial Board and Membership Recruitment Committee.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

- A. Committee chair positions shall be selected by individual sororities and held in rotation by each eligible sorority chapter in order of its installation at University of Wisconsin – Stout. Order of rotation is as follows: Service/ Philanthropy, Public Relation, Programming/Sisterhood.
- B. The Executive Board shall appoint members of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's only 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 vice president as chairman and 1 member from each of the College Panhellenic Association member organizations. 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. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the University of Wisconsin- Stout College Panhellenic Association that are not settled

informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Membership Recruitment Committee

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

Section 5. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chairman and 3 members. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 6. Public Relations Committee

The Public Relations Committee shall consist of a chairman and 3 members. The Public Relations Committee shall be responsible for all forms of publicity dealing with the University of Wisconsin- Stout College Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain the media is kept informed of the positive events of the Association and its member women's only sororities.

Section 7. Programming/Sisterhood Committee

The Programming/Sisterhood Committee shall consist of a chairman and 3 members. The Programming/Sisterhood Committee shall be responsible for all matters pertaining to the planning and execution of educational and sisterhood activities.

Section 8. 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 University of Wisconsin- Stout College Panhellenic Association shall be from January 1st to December 31st.

Section 2. Contracts

Dual signatures of an officer, Panhellenic advisor and appropriate university officials shall be required to bind the University of Wisconsin - Stout College Panhellenic Association on any contracts.

Section 3. Checks

All checks and electronic payments issued on behalf of the University of Wisconsin- Stout College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures of an officer and Panhellenic advisor.

Section 4. Payments

All payments due to the University of Wisconsin- Stout College Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the University of Wisconsin.

Article X. Extension

Section 1. Extension

Extension is the process of adding an NPC women's only sorority.

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

Section 2. Voting rights

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

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of Wisconsin- Stout] 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 University of Wisconsin- Stout College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XII. Hazing

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

Article XIII. Inclusion Statement

University of Wisconsin- Stout College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

Article XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the University of Wisconsin- Stout 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 [name of institution] College Panhellenic Association may adopt.

Article XV. Amendment of Bylaws

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

Article XVI. Dissolution

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

**STANDING RULES OF UNIVERSITY OF WISCONSIN - STOUT
COLLEGE PANHELLENIC ASSOCIATION**

Article I. Selection of Officers

If there is no representative that is eligible or willing to accept an executive board position, a proposal must be written to the current Panhellenic Executive Board by the Advisor and/ or Nominating committee of that sorority. The proposal must include an explanation of why the chapter is unable to meet the eligibility requirements outlined in the bylaws, the name of an alternate candidate and a reference stating why that candidate is best suited for the role. The proposal must be submitted by November 15th.

Article II. Regular Meetings

Panhellenic shall meet every other week throughout the academic year or when deemed necessary by the Executive Board.

Article III. Order of business

1. Call to order
2. Read the creed
3. Roll call
4. Executive Reports
 - a. President
 - b. Vice President
 - c. Secretary/ Treasurer
 - d. Faculty Advisor
 - e. Programming
 - f. Service/ Philanthropy
 - g. Public Relations
 - h. Special Committee Reports
5. Chapter Reports
6. Old Business
7. New Business
8. Announcements
9. Adjournment

Article IV. Attendance Policy

Officers and committee chairs shall attend all regular meetings of the Panhellenic Council and Executive Board or provide an excuse to the presiding officer within 48 hours. Delegates are expected to attend all regular meetings of the Panhellenic Council or provide an alternate delegate.

Article V. Dues

Each semester member sororities will be assessed local College Panhellenic Association dues in the amount of \$10 per member based on their chapters largest size that semester. This assessment will occur 2 weeks prior to the due dates outlined in the bylaws.