

Bylaws of the



Adopted by the 2013 Panhellenic Council

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Article I. Name

The name of this organization shall be the University of North Carolina at Chapel Hill 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, resolutions and policies.
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 University of North Carolina at Chapel Hill Panhellenic Association shall be composed of all chapters of NPC fraternities at University of North Carolina at Chapel Hill. 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 University of North Carolina at Chapel Hill Panhellenic Association shall be composed of all colonies of NPC fraternities at University of North Carolina at Chapel Hill. 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 University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill Panhellenic Association shall be President, Vice President of Internal Affairs, Vice President of Standards, Vice President of Recruitment, Vice President of Communications, Vice President of Special Events, Vice President of Campus Outreach and Vice President of Finance.

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 University of North Carolina at Chapel Hill Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's fraternities holding provisional membership in the University of North Carolina at Chapel Hill Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's fraternities holding associate membership in the University of North Carolina at Chapel Hill Panhellenic Association shall be eligible to serve as an officer except President or Vice President of Recruitment.

Section 3. Selection of Officers

The offices of President, Vice President of Internal Affairs, Vice President of Standards, Vice President of Recruitment, Vice President of Communications, Vice President of Special Events, Vice President of Campus Outreach and Vice President of Finance of the University of North Carolina at Chapel Hill Panhellenic Association shall be elected by ballot as outlined in section 5

of this article, except if there is only one nominee for an office that nominee shall be declared elected. Officer selection shall occur no later than 6 weeks before the end of the semester.

Section 4. Office-Holding Limitations

No more than 2 member(s) from the same women's fraternity shall hold office during the same term. In addition, no more than 2 members from the same women's fraternity may serve on the Panhellenic Council Recruitment Team during the same term.

Section 5. Election Procedure

1. The officer of President of The University of North Carolina at Chapel Hill Panhellenic Association shall be selected through an application and speech process. Applicants must have previously served on the Panhellenic Council for at least one year.
2. The officer of Vice President of Internal Affairs of The University of North Carolina at Chapel Hill Panhellenic Association shall be selected through an application and speech process. Applicants must have previously served on the Panhellenic Council, the Junior Panhellenic Council, or a member Chapter Executive Board for at least one year.
3. The offices of Vice President of Special Events, Vice President of Standards, Vice President of Communication, Vice President of Finance, Vice President of Campus Outreach and Vice President of Recruitment shall also be elected through an application and speech process. Applicants shall not be required to have previously served on the Panhellenic Council.
4. All applicants:
 - a. Must submit an application to the Vice President of Internal Affairs which will be copied for each chapter with voting rights.
 - b. Must be in good standing with both The University of North Carolina at Chapel Hill and their respective Chapter for at least the six months prior to the election date.
5. The speeches will take place in a special meeting of the Panhellenic Council.
 - a. Each candidate will give a brief speech to the voting body for each position for which she is applying.
 - b. After the speech, the current position holder will ask questions, followed by the Panhellenic advisor, and then the floor will be open for questions.
 - c. The Panhellenic Executive Board, Panhellenic Council voting delegates, and the Panhellenic Advisor should be present for speeches. In order for speeches to occur one member of each voting chapter must be present, preferably the Panhellenic delegate from that chapter, but an alternate may be designated to attend in her place if she is unable to attend the special meeting of the Panhellenic Council.
 - d. NPC Chapter Presidents and associate member chapter Presidents are also invited and encouraged to attend speeches.
6. The voting process is as follows:

- a. Voting for these officers will occur at a special meeting of the NPC Chapter delegates and associate member chapter delegates one day after the speeches.
 - b. Voting delegates will receive a slate from the outgoing members of the Panhellenic Executive Board with recommendations for each elected position prior to voting. The slate is only a recommendation for positions; delegates are not required to vote for the slate.
 - c. Only NPC Chapter delegates and associate member chapter delegates may vote for the new officers. In the event that a chapter delegate cannot attend elections or is a candidate for any position on the Panhellenic Council Executive Board an alternate member of that chapter's executive board may be designated to place votes for their chapter.
 - d. NPC Chapter delegates and associate member chapter delegates must provide an affidavit signed by the chapter President as proof of discussing all candidates with their Chapter Executive Board.
 - e. A candidate must receive a *majority + one* vote in order to be elected. If no candidate receives the *majority + one*, a second vote on the candidates with the two highest vote totals will occur. Should neither of these candidates receive *majority + one* the position will go to the slated candidate if she is one of the two highest vote receivers. If the slated individual is not one of the two candidates with the highest vote totals, the slating committee (senior members of the outgoing Executive Board) will determine the winner, by vote, from between the two candidates with the highest number of votes.
7. Results of the elections can be appealed within 48 hours of the vote.
 - a. Voting delegates must submit a written appeal to the Vice President of Internal Affairs and the Panhellenic advisor within 48 hours.
 - b. The Vice President of Internal Affairs, the President, and the Panhellenic Advisor will discuss the appeal and decide if a re-vote is necessary.
 - c. If a re-vote is given, each position under appeal will be re-voted on by the voting delegates, and a candidate must achieve a *majority + one* vote.
 8. In the case that a new position is designed mid-year or during a current election, the outgoing Panhellenic Executive Board has the ability to appoint that position for one calendar year. Once the position has been held for one year, it becomes an elected position, and all selection rules above will apply.

Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than the last day of the term in which elections occurred.

Section 7. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Cause for removal may include, but is not limited to, violation of the Panhellenic Executive Council Code of Ethics, failure to perform duties as listed in these bylaws, dismissal or resignation from their NPC organization, and transfer, dismissal, or suspension from the University of North Carolina at Chapel Hill.

Section 8. Vacancies

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

Section 9. Duties of Officers

A. The President shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of The University of North Carolina at Chapel Hill Panhellenic Association.
3. Preside at all regular meetings of the Panhellenic Council and call and preside at its special meetings.
4. Call and preside at all meetings of the Panhellenic Executive Board.
5. Serve as an ex-officio member of all Panhellenic Association committees.
6. Review, approve, and sign all Panhellenic Association checks and contracts involving The University of North Carolina at Chapel Hill Panhellenic Association.
7. Meet weekly with the Coordinator of Fraternity and Sorority Life.
8. Attend monthly meetings of the Chancellor's Committee on Greek Affairs.
9. Ensure that the NPC annual report is completed.
10. Communicate regularly with the NPC area advisor.
11. Maintain current copies of the following: The University of North Carolina at Chapel Hill 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.
12. Attend the AFLV annual conference and, as decided by the Panhellenic Council Executive Board, SEPC.
13. Attend the Fraternity and Sorority Life Officers Retreat.
14. Be required to live in the Recruitment Condo when necessary during the recruitment process.
15. Be an overall representative of the Greek community at The University of North Carolina at Chapel Hill.
16. Disaffiliate from her chapter for formal recruitment and serve as an active member of the Panhellenic Recruitment Team.
17. Be awarded a stipend of either \$1000 at the completion of her term OR \$500 at the completion of each semester of her term.
18. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
19. Perform all other duties as assigned.

B. The Vice President of Internal Affairs shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Council Parliamentarian and lead all Council proceedings in line with Robert's Rules of Order.

3. Create and distribute agendas for all meetings.
4. Manage the Panhellenic Officer selection process.
 - a. Collect all applications and distribute them to all Panhellenic delegates, Presidents, Executive Board members, and the Panhellenic advisor.
 - b. Preside over the Panhellenic Officer speeches and delegate voting special meeting.
5. Oversee the Panhellenic delegate actions and programming.
 - a. Coordinate and lead the Panhellenic delegate training at the beginning of term.
 - b. Organize and distribute Committee notebooks to delegates at the beginning of term.
 - c. Assign committee positions to all delegates through an application and interview process at the beginning of term with the Vice Presidents of Special Events and Campus Outreach.
 - d. Supervise and assist all Panhellenic Council delegate committees through constant open communication.
 - e. Collect and compile monthly reports from all Committees.
6. Organize a Round table discussion forum at the beginning of the spring Semester.
 - a. Round tables shall be led by the Panhellenic Executive Board, delegates, and select representatives.
 - b. Round table discussions should help ease the transitions of new officers and chairmen in individual chapters and allow them to express concerns and brainstorm.
 - c. Round table discussions should also inform delegates of the needs of the Panhellenic community and provide insight to the current needs of chapters.
 - d. Results of Round table discussions should be revisited in the fall to see if progress has been made.
7. Manage the Panhellenic Points Program.
 - a. Collect Panhellenic Points from all Chapter points' events within the allotted time period.
 - b. Compile and maintain the record of Panhellenic Points totals and standings.
 - c. Regularly publish Panhellenic Points totals and standings to member Chapters, the Panhellenic website, and other parties.
8. Oversee the Panhellenic Academic Program.
 - a. Maintain the Panhellenic Academic Standards Plan.
 - b. Meet regularly with the member Chapter Scholarship Chairpersons in coordination with the Panhellenic advisor.
9. Oversee the Panhellenic New Member Education Program.
 - a. Annually publish the Panhellenic New Member Education Program.
 - b. Meet regularly with the member Chapter New Member Education Chairpersons in coordination with the Panhellenic advisor.
10. Coordinate the Panhellenic Safety Program with the Vice President of Standards and the Vice President of Special Events.

11. Complete all award applications for which the Council applies.
12. Attend the AFLV and/or SEPC conference.
13. Attend the Fraternity and Sorority Life Officers Retreat.
14. Disaffiliate from her chapter for formal recruitment and serve as a member of the Panhellenic Recruitment Team.
15. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
16. Perform all other duties as assigned.

C. The Vice President of Standards shall:

1. Serve as chair of the Panhellenic Judicial Board (PJB). As such she will:
 - a. Coordinate selection of members to the PJB in the spring semester.
 - b. Appoint a Director of Risk Management, also through an application and interview process.
 - c. Direct PJB delegate training in coordination with PJB Bylaws.
 - d. Plan and oversee Panhellenic Council hearings based on severity of case; she will work with the OFSL to determine what constitutes a severe issue and what can be solved through mediation.
2. Plan and promote risk management for the entire Panhellenic Community.
3. Meet regularly to work with Standards/Risk Management Chairmen of each Panhellenic organization to aid in the development of risk reduction and education.
4. Work with the OFSL to train Social Chairmen at the beginning of each semester.
5. Attend the Greek Judicial Board Training Retreat.
6. Attend the AFLV and/or SEPC conference.
7. Attend the Fraternity and Sorority Life Officers Retreat.
8. Disaffiliate from her chapter for formal recruitment and serve as a member of the Panhellenic Recruitment Team
9. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
10. Perform all other duties as assigned.

D. The Vice President of Recruitment shall:

1. Be responsible for the general supervision of the membership selection process of The University of North Carolina at Chapel Hill Panhellenic Association.
2. Create and edit the Panhellenic Council Recruitment Booklet.
3. Select an Assistant VP Recruitment as well as Recruitment Counselor Coordinators by an application and interview process.
4. Aid in selection of Recruitment Counselors
5. Attend monthly meetings of the Chancellor's Committee on Greek Affairs.
6. Live in Chapel Hill, North Carolina, during the summer and represent the Panhellenic Council at all of The University of North Carolina at Chapel Hill's new student orientation programs (C-TOPS).

7. Attend the AFLV and/or SEPC conferences.
8. Attend the Fraternity and Sorority Life Officers Retreat.
9. Shall be familiar with the NPC Manual of Information and all governing documents of this association
10. Disaffiliate from her chapter for formal recruitment and serve as an active member of the Panhellenic Recruitment Team.
11. Be required to live in the Recruitment Condo when necessary during the recruitment process.
12. Be awarded a stipend of either \$1000 at the completion of her term OR \$500 at the completion of each semester of her term. .
13. Perform all other duties as assigned.

E. The Vice President of Communications shall:

1. Keep an up-to-date roll of the members of Panhellenic Council.
2. Record minutes of all meetings of the The University of North Carolina at Chapel Hill Panhellenic Council and the Executive Board.
3. Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
4. Send meeting minutes to the NPC area advisor.
5. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
6. Compile the Panhellenic Pride newsletter.
7. Direct all Panhellenic public relations efforts in coordination with the Public Relations committee.
8. Manage the Panhellenic website and other social media efforts.
 - a. Appoint an IT assistant through an application and interview process.
 - b. Coordinate the Panhellenic website and update with important information.
 - c. Manage the Panhellenic Facebook page, Facebook account, Twitter, and Pinterest.
9. Maintain the complete and up-to-date Panhellenic Calendar.
 - a. Collect all Panhellenic events from member Chapters, Executive Board, and the OFSL.
10. Attend the AFLV and/or SEPC conference.
11. Attend the Fraternity and Sorority Life Officers Retreat.
12. Disaffiliate from her chapter for formal recruitment and serve as a member of the Panhellenic Recruitment Team.
13. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
14. Perform all other duties as assigned

F. The Vice President of Special Events shall:

1. Oversee committee planning of all large Panhellenic-focused events.
 - a. Manage all planning of the annual Greek Groove.

- b. Manage all planning of a continued membership education event in the fall.
 - c. Coordinate all planning of Panhellenic Potlucks.
 - d. Coordinate all planning of the 4.0 dinners.
- 2. Serve as the liaison between the Panhellenic Association and the UNC Center for Excellence in Eating Disorders
- 3. Assist the Vice President of Internal Affairs if necessary during the Council committee application, interview, and/or notebook process.
- 4. Coordinate all chapters in large-scale, full-Panhellenic projects.
- 5. Serve as a liaison to the OFSL in planning special events for the Panhellenic Council.
- 6. Attend the AFLV and/or SEPC conferences.
- 7. Attend the Fraternity and Sorority Life Officers Retreat.
- 8. Disaffiliate from her chapter for formal recruitment and serve as a member of the Panhellenic Recruitment Team.
- 9. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- 10. Perform all other duties as assigned.

G. The Vice President of Campus Outreach shall:

- 1. Oversee committee planning of all large campus outreach events.
 - a. Manage all planning of the annual Health Week.
 - b. Manage all planning of small scale Panhellenic spring semester events.
 - c. Coordinate all philanthropic events, not including those benefitting the UNC Center for Excellence in Eating Disorders.
- 2. Serve as the contact person for all other campus organizations to the Panhellenic Council.
- 3. Direct New Member Education programming, in coordination with the Vice President of Standards.
- 4. Assist the Vice President of Internal Affairs if necessary during the Council committee application, interview, and/or notebook process.
- 5. Coordinate logistics and planning for all National Panhellenic Conference visits and programs.
- 6. Serve as a liaison to the OFSL in planning special events for the Panhellenic Council.
- 7. Attend the AFLV and/or SEPC conferences.
- 8. Attend the Fraternity and Sorority Life Officers Retreat.
- 9. Disaffiliate from her chapter for formal recruitment and serve as a member of the Panhellenic Recruitment Team.
- 10. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- 11. Perform all other duties as assigned.

H. The Vice President of Finance shall:

1. Supervise the finances of the University of North Carolina at Chapel Hill Panhellenic Association
2. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each of the University of North Carolina at Chapel Hill Panhellenic Association member fraternity.
3. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
4. Make a good faith effort to keep dues as low as possible through the surveillance of the availability and use of Panhellenic funds.
5. Deliver up-to-date financial records and give a financial report when requested by the Panhellenic Executive Board or by Panhellenic Council committees.
6. Ensure quarterly financial data is available on the Panhellenic website.
7. Coordinate with the Panhellenic President to approve the use of reserves.
8. Sign Panhellenic contracts when authorized to do so.
9. Attend the AFLV and/or SEPC conference.
10. Attend the Fraternity and Sorority Life Officers Retreat.
11. Disaffiliate from her chapter for formal recruitment and serve as the Treasurer for the Panhellenic Recruitment Team. As such she will:
 - a. Produce/adhere to a budget for recruitment.
 - b. Collect Potential New Member registration fees.
 - c. Assess chapter spending for each round of recruitment.
 - d. Fine chapters with recruitment violations.
 - e. Be required to live in the Recruitment Condo when necessary during the recruitment process.
12. Pay promptly the annual NPC dues and all bills of the University of North Carolina at Chapel Hill Panhellenic Association.
13. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
14. Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the University of North Carolina at Chapel Hill 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 North Carolina at Chapel Hill Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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 University of North Carolina at Chapel Hill Panhellenic Council shall be composed of one delegate each regular, provisional and associate member group University of North Carolina at Chapel Hill 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. If delegate is absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the association President. Delegates shall be responsible for notifying her chapter of all actions taken by the Panhellenic Council.

Section 3. Selection of Delegates

Delegates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing no later than the last day of the fall semester.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within 1 week and to notify the Panhellenic Association Vice President of internal affairs 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 academic term.

Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. 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 less than one-fourth of the member women's fraternities of the University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill 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 meeting 2 weeks prior to the vote 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 re-colonization 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 of President, Vice President of internal affairs, Vice President of Standards, Vice President of Recruitment, Vice President of Communications, Vice President of Special Events, Vice President of Campus Outreach and Vice President of Finance.

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 the Executive Board shall report all action it has taken between meetings of the Panhellenic Council. The Executive Board shall also record the action in the minutes of that meeting. The Executive Board shall stay proactive in polling chapter feedback, coordinating Grand Chapter meetings as needed, and maintaining the image of the Panhellenic Association within the council, the campus and the community. The Executive Board shall also visit chapter meetings once per term for the purpose of explaining the council's purpose, programs, and services and to solicit input from members of the sorority community.

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 written request of three members of the Executive Board.

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 North Carolina at Chapel Hill Panhellenic Association shall be appointed by the University of North Carolina at Chapel Hill administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the University of North Carolina at Chapel Hill 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 North Carolina at Chapel Hill 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

The Executive Board shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws and standing rules, 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 of Standards as chairman, one appointed Director of Risk Management, and one representative from each regular and associate member chapter. 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 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 University of North Carolina at Chapel Hill Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted according to the Judicial Procedures set forth in the Standing Rules of the University of North Carolina at Chapel Hill Panhellenic Association. 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 the Vice President of Recruitment, the Recruitment Assistant, and the Recruitment Counselor Coordinators. This committee shall coordinate the Recruitment process including the development of Recruitment rules and

schedule, selection and training of Recruitment Counselors, organization and implementation of Recruitment rounds.

Section 5. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council as designated in the Standing Rules.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the University of North Carolina at Chapel Hill Panhellenic Association shall be from February 15 to February 14 inclusive.

Section 2. Contracts

Dual signatures of the President and advisor shall be required to bind the University of North Carolina at Chapel Hill Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the University of North Carolina at Chapel Hill Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance, and advisor.

Section 4. Payments

All payments due to the University of North Carolina at Chapel Hill Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the University of North Carolina at Chapel Hill 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 per capita fee shall be determined by the Panhellenic Council no later than February 1 of each year.
 - Chapters will be assessed a \$100 fine for each week that dues are late.
 - Dues shall be allocated between the Panhellenic Safety Fund and the general Panhellenic Association account. **The allocation of dues to the Safety Fund will be determined each year by the Panhellenic Executive Board.**
 - The dues of each Panhellenic Association member fraternity shall be payable on or before November 1 for the fall semester and March 1 for the spring semester.

Section 6. Fees and Assessments

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

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity. The University of North Carolina at Chapel Hill Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights
Only regular members of the Panhellenic Council shall vote on extension matters.

Article XI. Violation Resolution

Section 1. Violation
Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill 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 which 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 Panhellenics Judicial Appeal Committee. The University of North Carolina at Chapel Hill Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. All Panhellenic sororities adhere to the North Carolina statute, University, and Panhellenic Judicial Board policies against hazing.

Article XIII. Local, State, and Federal Law and University Policy

All chapters shall adhere to all local, state, and federal laws, as well as all policies of the University of North Carolina at Chapel Hill.

Article XIV. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill Panhellenic Association may adopt.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the University of North Carolina at Chapel Hill 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 University of North Carolina at Chapel Hill. In the event of the dissolution of this Association none of the assets of the Association shall be distributed 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.