

BYLAWS OF MINNESOTA STATE UNIVERSITY, MANKATO COLLEGE PANHELLENIC ASSOCIATION

Article I. Name and Mission Statement

Section 1. Name

The name of this organization shall be the Minnesota State University, Mankato College Panhellenic Association.

Section 2. Mission Statement

The Fraternities and Sororities at Minnesota State University, Mankato takes pride in serving the university and the greater Mankato area. We are a community of campus leaders committed to excellence in scholarship and to promoting dynamic personal growth of members, focusing on the development of experiential leadership and the fostering of lasting relationships.

Article II. Objective

The object of the College Panhellenic Association shall be to:

- A. Conduct the business of the College Panhellenic during the academic year.
- B. Promote the growth of individual chapters and the sorority community.
- C. Organize and sponsor a women's-only membership recruitment program.
- D. Encourage the highest possible academic, social, and moral standards.
- E. Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- F. 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.
- G. Actively support the mission of its host institution.
- H. Promote good public relations.
- I. Give service to the community and campus.
- J. Sponsor Junior Panhellenic, if appropriate, for specialized programming efforts.
- K. 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.

- A.** Regular membership. The regular membership of the Minnesota State University, Mankato College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Minnesota State University, Mankato. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B.** Provisional membership. The provisional membership of the Minnesota State University, Mankato College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Minnesota State University, Mankato. 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 Minnesota State University, Mankato 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 the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of 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.
1. Criteria for associate membership
 - a. The organization must be recognized as a Registered Student Organization (RSO) at Minnesota State University, Mankato. The prospective Associate member group must not be members of any other group currently in the Minnesota State University, Mankato College Panhellenic Association.
 - b. In order to obtain Associate member status, the organization must have acquired their charter or begin the process to obtain their charter.
 - c. The applying organization's policies and practices must respect and comply with the following:
 1. The Minnesota State University, Mankato College Panhellenic Association's risk management requirements (including policies on alcohol, social functions, hazing, etc.)
 2. Minnesota State University, Mankato's institutional policies
Applicable local, state, and federal laws
 - d. A two-thirds vote must be obtained from the Minnesota State University, Mankato College Panhellenic Association in order to approve applications for Associate member status.
 - e. The Minnesota State University, Mankato Panhellenic Council shall determine the process for submitting an application, as well as additional membership eligibility requirements. The Minnesota State University, Mankato Panhellenic Council's President and Panhellenic Advisor shall review applications for Associate membership.

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 policies and be subject to these Minnesota State University, Mankato 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.
- B. Privileges and responsibilities of membership are as follows:
 1. Have voice and/or vote in The Minnesota State University, Mankato College Panhellenic meetings, with no vote allowed on extension matters.
 2. If not participating in the formal recruitment process, they shall not have a vote on recruitment related matters, including recruitment and establishment/modification of The Minnesota State University, Mankato College Panhellenic total.
 3. Be allowed to serve on committees of The Minnesota State University, Mankato College Panhellenic.

4. Pay membership dues as determined by The Minnesota State University, Mankato, College Panhellenic.
5. Be permitted to serve as officers of The Minnesota State University, Mankato College Panhellenic Council upon two-thirds vote of delegate members with exception of President, Vice President of Recruitment, Vice President Public Relations and Marketing.
6. Be allowed to participate in any/or all The Minnesota State University, Mankato College Panhellenic and Greek programming such as Greek Week, Honorary Organizations, Award Programs, etc.
7. Be subject to any conduct review proceedings.
8. Require a chapter delegate to attend all The Minnesota State University, Mankato Panhellenic Council meetings throughout the academic year.

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.
 1. Two hundred dollars (\$200.00) per semester per member fraternity
 2. Sixteen dollars (\$16.00) per semester (per initiated and new member
- C. The dues of each College Panhellenic Association member sorority shall be payable on or before the second council meetings for October and February. Alternative payment arrangements can be made with the Vice President of Council Management.
- D. Payments are ten dollars (\$10.00) for each business day the dues, fees and/or rosters are late plus any or all of the following probationary terms.
 1. Indebted member fraternities of at most, one week may not sponsor, co-sponsor, or participate in any social events on-or off-campus as well as a loss of voting rights for the following two weeks.
 2. Events may take place only if the member fraternity has prepaid for the event and presents a signed and dated contract.

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 Minnesota State University, Mankato College Panhellenic Association shall be President, Vice President of Council Management, Vice President of Recruitment, Vice President of Marketing and Public Relations, Vice President of Membership Development and Education, Vice President of Community Service and Philanthropy, Vice President of Risk Management, Vice President of Conduct Review, and Vice President of Diversity and Outreach.

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: Minnesota State University, Mankato 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.
- Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

B. The Vice President of Council Management shall:

- Perform the duties of the President in her absence, inability to serve, or at her call.
- Schedule and make arrangements for all meetings of the Minnesota State University, Mankato Panhellenic Council.
- Call and preside over all Panhellenic Council Executive Board meetings.
- Keep full minutes of all meetings of the Minnesota State University, Mankato Panhellenic Council and record all action taken by the Executive Board. Minutes are to be typed, posted on Maverick Greeks website, PHC Portal on Presence, and sent to all member fraternity delegates and fraternity presidents via electronic mail.
- Maintain a complete up-to-date file, which will include the minutes of meetings of the Minnesota State University, Mankato Panhellenic Council as well as all current business materials and current correspondence.
- Keep an up-to-date roll (including telephone numbers and electronic mail addresses) of the delegates and officers of the Panhellenic Council and roll call will take place at all Council meetings.
- Keep, maintain, and distribute a Panhellenic Council Directory for the use of the entire membership. This should be on hand and readily available to Chapter Presidents, Council Members and Chapter Delegates.
- Keep current statistics concerning the number of initiated members and new members of each Panhellenic Association member fraternity.
- Be responsible for the general supervision of the finances of the Minnesota State University, Mankato Panhellenic Council.
- Be responsible for the preparation of the annual budget. Following its approval by the Panhellenic Council, a copy will be provided to each Chapter.
- Send out invoices two (2) weeks prior to payment due date.
- Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- Be responsible for the prompt payment of all bills of the Minnesota State University, Mankato 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.
- Review all Panhellenic Association checks and contracts.

- Organize calendars submitted by member fraternities and compile them for presentation to the Panhellenic Council for review at the start of the semester.
- Be responsible for one (1) Panhellenic Council Delegate workshop per semester.
- Perform all other duties usually pertaining to this office.
- Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.
- Shall oversee Off-Week Meeting activities and Greek Week Chair (co-chairs).
- Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

C. The Vice President of Recruitment shall:

- Oversee all College Panhellenic recruitment activities and events.
- Oversee all College Panhellenic recruitment publication efforts.
- Oversee College Panhellenic recruitment registration.
- Submit any revisions to the College Panhellenic recruitment rules to the Panhellenic Council for approval.
- Recruit and train College Panhellenic recruitment counselors.
- Host all College Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Organize all College Panhellenic recruitment meetings.
- Keep complete and accurate records of College Panhellenic recruitment information.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment style assessment 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.
- Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

D. The Vice President of Marketing and Public Relations shall:

- Assist with the planning and execution of all Panhellenic sponsored membership selection (recruitment) processes and make sure events are being given sufficient marketing.
- Assist with Recruitment Counselor selection and training.
- Assist with the organization and presentation of at least one recruitment skills workshop per semester.
- Serve as a head Panhellenic Recruitment Counselor alongside with the Vice President of Recruitment and Panhellenic President during any formal Panhellenic sponsored membership selection (recruitment) processes.
- Work closely with the Panhellenic Council Executive Board and the Greek Advisor to make certain that the news media and University community is kept well informed of favorable publicity about the Panhellenic Association and its member fraternities.
- Update material on Greek website and keep it current.
- Maintain a file (photos, notes, etc.) of events and activities sponsored and attended by members of the Panhellenic Association and its member fraternities.
- Prepare and distribute a newsletter as least once per semester.
- Coordinate the presentation of a program/event-planning workshop for the entire Minnesota State University, Mankato Panhellenic Council.

- The Vice President of Public Relations and Marketing shall serve as the Panhellenic Council representative to the following event planning committees:
 - i. Homecoming
 - ii. Family Weekend
 - iii. Welcome Week
 - Assist in the development and maintenance of the Minnesota State University, Mankato Panhellenic Association web site.
 - Create a PR and Marketing program to be followed by the Panhellenic Council.
 - Perform all other duties usually pertaining to this office.
 - Maintain a minimum of two (2) office hours per week as posted in the Greek Office. One of these hours are with the IFC counterpart.
- E. The Vice President of Membership Development and Education shall:
- Actively participate in educational outreach programs for member fraternities and new members.
 - Coordinate the presentation of member development/enrichment programs co-sponsored by member fraternities for the entire Minnesota State University, Panhellenic Association announced three weeks in advance
 - Provide ample opportunities for the recognition of excellence in individual and overall member fraternity academic achievement.
 - Provide ample opportunities for the recognition of superior member fraternity educational programs.
 - Facilitate the following events:
 - i. Scholarship Roundtables (1 per semester)
 - ii. Member Education Roundtables (1 per semester)
 - iii. New Member Workshops (2 per semester)
 - iv. Emerging Leaders
 - v. Fraternal Values Society
 - Plan Pie for Pi and the Greek Graduation Ceremony for All Greek
 - Plan a leadership conference for the fall semester.
 - Perform all other duties usually pertaining to this office.
 - Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.
- F. The Vice President of Community Service and Philanthropy shall:
- The Vice President of Community Service and Philanthropy shall serve as the Panhellenic Council representative to the following event planning committees:
 - i. Blood Drive
 - ii. Dance Marathon
 1. This particular event will be ongoing after the term of a council member is complete. The Vice President of Community Service and Philanthropy is to carry on and fulfill all their duties required with this event even after their term is complete, until this event is complete and passed on to the new council member.
 - Coordinate the presentation of a program/event-planning workshop for the entire Minnesota State University, Mankato Panhellenic Council.
 - Shall plan, lead, or assist with, if needed, the following events:
 - i. All Greek Community Service
 - ii. All Greek Philanthropy
 - iii. Campus and Greek Community Involvement

- Perform all other duties usually pertaining to this office.
 - Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.
- G. The Vice President of Risk Management shall:
- Coordinate the presentation of a program/event planning workshop for the Risk Management chairs of each member fraternity within the first two weeks of each semester.
 - Provide ample opportunities for the recognition of superior member fraternity alcohol-free social events.
 - Present at least one risk management program for the Greek community each semester.
 - Shall determine if social planning forms are approved or denied. Chapter representative will be notified via Maverick Greeks Portal or PHC Portal on Presence if forms are approved or denied.
 - Educate the Minnesota State University, Mankato Panhellenic Council on all University and National Panhellenic Conference policies concerning hazing, alcohol, and other health issues.
 - Perform all other duties usually pertaining to this office.
 - Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.
- H. The Vice President of Conduct Review shall:
- Serve as Conduct Review Board Chairman.
 - Supervise the review and revision of the Minnesota State University, Mankato Panhellenic Council Constitution and Bylaws as needed.
 - Shall lead Conduct Review processes according to the National Panhellenic Conference Manual of Information.
 - Coordinate the training of the Conduct Review Board members with the Panhellenic Advisor and hold a special round table for chapters on the Conduct Review Process within the first two weeks of each semester.
 - Implement the NPC UNANIMOUS AGREEMENT VII, the College Panhellenic Judicial Procedure.
 - Enforce and ensure the completion of any and all sanctions deemed necessary as the outcome of Conduct Review hearings or mediations.
 - Determine if any collegiate Conduct Review Board members need to be excused (relieved) from serving because of a conflict of interest.
 - Provide involved chapter(s) with a copy of the "College Panhellenic Conduct Review Board Guidelines and Procedure". Shall also have a copy for them.
 - Preside over all Conduct Review hearings.
 - Shall assist, if necessary, the Vice President of Risk Management in the planning and implementation of programs/ events planning workshop for the Risk Management chairs of each member fraternity.
 - Shall review and revise all policies of the Panhellenic Association of Minnesota State University, Mankato.
 - Perform all other duties usually pertaining to this office.
 - Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.
- I. The Vice President of Diversity and Outreach shall:
- Attend weekly executive council meetings.

- Attend all Panhellenic and Interfraternity council meetings.
- Assist the VP of Community Service and Philanthropy with outreach in the greater Mankato Area.
- Assist the VP of Member Education and Development in the pairing of educational and leadership programming.
- Assist the VP of Risk Management with awareness weeks.
- Connect with the office of Institutional Diversity and other departments on campus to reach out to underrepresented student populations.
- Host one roundtable per semester discussing ways to approach diversity.
- Create relationships with other RSO's and departments on campus and within the greater Mankato Area.
- Assist Greek Community efforts to be involved with other on campus activities.
- Maintain a minimum of two (2) office hours per week posted in the Greek Office. One of these hours are with the IFC counterpart.

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 Minnesota State University, Mankato 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 Minnesota state University College Panhellenic Association shall not be eligible to serve as any officer.
- C. Associate membership. Members from women's-only sororities holding associate membership in the Minnesota State University, Mankato College Panhellenic Association shall not be eligible to serve as an officer.

Section 4. Selection of Officers

- A. The selection of Panhellenic Officers will begin on the first Panhellenic Council Business Meeting in November and cannot extend past the last Panhellenic Council Business Meeting of the fall semester.
- B. Each candidate shall submit an application of intent by the deadline set by the Executive Board.
 1. Candidates not meeting this deadline shall not be allowed to run for office, except as specified in section 4F.
- C. During the election meeting, each candidate shall present a brief, no longer than 3-minute speech, with time being monitored by the Vice President of Council Management, on their qualifications during that stated meeting.
- D. Each delegate will be allowed to cast one vote per office.
- E. In order to be elected, a candidate must receive greater than 50% of the number of votes cast.
- F. If no candidate receives the required number of votes, the office will remain open, and the Panhellenic Executive Board will accept new applications and continue voting until an election is made.

Section 5. Office-holding limitations

- A. Elected and Appointed officers must meet and maintain the following requirements to be elected and to continue to hold office:

1. Initiated members, who are in good standing with their chapter. The Chapter must be holding regular membership in the Panhellenic Council.
2. They must be in good academic standings with a 2.75 grade point average from previous semester or cumulative and are in good disciplinary standing with the University
 - a. An academic plan will be created for the exec member(s) that did not meet the 2.75 GPA requirement.
3. To be eligible to run for President, member must have served as an elected Panhellenic officer or have previously served as a Chapter President.
4. To be eligible to run for Vice President for Recruitment, one must have previously served as a recruitment counselor, or have served as the Recruitment Chair of their member fraternity.
5. If no candidate meets eligibility for a particular office, the Panhellenic Council shall vote to allow any number of individual candidates to run for the office.

Section 6. Term

The term of office will begin the first day of the spring semester and will end the last day of fall semester.

Section 7. Removal

- A. To remove an officer from her position, a written request for removal must be brought to the VP of Council Management with a signature from at least one chapter delegate as providing a consensus on this written request.
- B. If there is a request to remove the VP of Council Management from office, a written request for removal must be brought to any other officer with signatures from at least one chapter delegate as providing a consensus on this written request.
- C. The report must be detailed with substantial evidence for her removal from office; reasons may include failure to fulfill her duties, violating the Code of Ethics, or violating local, state, or national laws.
- D. If the evidence presented or discovered reveals that a violation of policies and procedures (see 8c.) has occurred, the case for removal will be brought to the Panhellenic Council. The VP of Council Management will present the complaint and the author of the removal request will have a chance to explain their rationale and concerns. The accused officer will then have a chance to make a statement about their qualifications.
- E. When one party is presenting her or her case to the council, the opposite party must wait outside.
- F. The delegates will then vote on the removal of the officer. A two-thirds vote is needed to remove an officer. Only chapter delegates, proxies, or chapter representatives will be allowed to participate in this process.

Section 8. 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 Minnesota State University, Mankato 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 Minnesota State University, Mankato College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or 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 the member sororities.

Section 2. Composition and privileges

The Minnesota State University, Mankato Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate women's-only member organization at Minnesota State University, Mankato 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously 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 member fraternity chapters to serve for a term of one year commencing the first day of spring semester.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement and notify the VP of Council Management.

Section 5. Duties and Responsibilities

Panhellenic delegate duties and responsibilities:

- A. Must attend all Panhellenic Council meetings.
- B. Must support NPC Unanimous Agreements, policies, and procedures.
- C. Must understand local College Panhellenic Association policies and procedures.
- D. Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- E. Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- F. Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Attendance

- A. The member fraternity delegate attendance policy applies to all regular meetings, standing meetings, Off Week programming meetings, and Roundtables of the Minnesota State University, Mankato Panhellenic Council
 1. An appropriate replacement delegate may fulfill the attendance requirements for a member fraternity.
- G. Member Fraternity Delegate Absences
 1. When a primary or secondary delegate has one unexcused absence from any Panhellenic Council event (without a proxy) a letter of notice for the absence will be forward to the delegate's Chapter President and kept on file. The Panhellenic Council recommends that the respective chapter's executive board takes necessary actions in accordance to the letter of notice.
 2. After a second absence, the Chapter will be assessed a \$20.00 fine per meeting missed after the second unexcused absence.

3. After the third absence, the Panhellenic Council will request that the delegate's Chapter provide the Panhellenic Council with a replacement delegate and another letter of notice for the absences will be forwarded to the delegate's Chapter President and kept on file.
4. It is the member fraternity's responsibility to fill the delegate vacancy with a new delegate before the next meeting of the Panhellenic Council.

Section 7. Regular meetings

Regular meetings of the Panhellenic Council shall be on Thursdays, at a time and location decided upon by the Vice President of Council Management, excluding the last Thursday of the month; this date is reserved for off-week meetings. (See Section 7)

- A. The All-Greek meeting will be held on the last Tuesday of the Month. The changing of the date and time needs to be voted on at least three weeks in advance at a regular meeting.

Section 8. Off-Week Meetings

The last Thursday of every month shall be dedicated to a Panhellenic off-week activity. The purpose of an off-week activity is to improve chapter relations in a relaxed and enjoyable atmosphere.

Section 9. 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 10. Special meetings

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the Minnesota State University, Mankato 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 11. Means of Communication

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting.

Section 12. Quorum

Two-thirds of the delegates from the member sororities of the Minnesota State University, Mankato College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 13. 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 re-establishment 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.

Section 1. Composition

The composition of the Executive Board shall be the Panhellenic Council President, VP of Council Management, VP of Recruitment, VP of Membership Development and Education, VP of Public Relations and Marketing, VP of Community Service and Philanthropy, VP of Risk Management, VP of Conduct Review, and VP of Diversity and Outreach.

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 VP of Council Management, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.

Section 3. Attendance

- A. When an executive Panhellenic Council officer has one unexcused absence from any Panhellenic Council event a letter of notice of the absence will be forwarded to the Greek Advisor and kept on file.
- B. Appointed chairs are required to attend at least two regularly scheduled general Panhellenic Council meetings. If unable to attend a regularly scheduled general Panhellenic Council meeting the appointed chair must request an approved absence by the Panhellenic President within 48 hours of meeting.
- C. The Panhellenic President has the ability to grant attendance excuses. The Vice President of Council Management will keep record of absences in the weekly minutes.

Section 4. 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 5. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called 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 6. Advisor meetings

Each elected Executive Officer should have regularly scheduled meetings with the Greek Advisor of Minnesota State University, Mankato.

Section 7. 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 Minnesota State University, Mankato College Panhellenic Association shall be appointed by Minnesota State University, Mankato administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Minnesota State University, Mankato 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 and Appointed Officers

Section 1. Standing committees

- A. The standing committees of the Minnesota State University, Mankato Panhellenic Council shall be chaired by any member who is in good standing of any member fraternity in the Panhellenic Association who is also in good academic and disciplinary standing with the University.
 5. If appointed chair positions are not filled, then respective Vice Presidents will announce availability of offices at general meetings, including releasing memorandums to chapters of available offices in a timely manner.
 6. Committees shall consist of an appointed chair and at least two other members.
 7. Appointed committee chairs will meet regularly with their respective Panhellenic Council Vice President (at least once a month).
 8. At the second regular Panhellenic Council meeting of the month, appointed committee chairs shall give a report to the Panhellenic Council of her committee's work.

Section 2. Appointment of committee membership

The appointed chair of each standing committee shall be responsible for determining the membership of the committee.

Section 3. Greek Week Chair (Co-Chair)

The Greek Week Chair (co-chair) shall:

- A. Coordinate Greek Week activities.

Section 4. Panhellenic Recruitment Officers

- A. The selection of Panhellenic Recruitment Counselors will follow the Recruitment Rulebook.
- B. The Panhellenic Recruitment Counselor shall:
 1. Aid Vice President of Recruitment in formal recruitment activities.

Section 5. Judicial Board

The Judicial Board shall consist of the vice president as chairman and 4 members from 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, 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 Minnesota State University, Mankato 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 9. Other committees

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

Article XI. Finances

Section 1. Fiscal Year

The fiscal year of the Minnesota State University, Mankato College Panhellenic Association shall be from August 1st to July 31st inclusive.

Section 2. Contracts

All contracts required to bind the Minnesota State University, Mankato Panhellenic Council shall be reviewed by the Panhellenic President, Vice President for Council Management, and Greek Advisor who will then forward all contracts to the Minnesota State University, Mankato Office of Business Affairs for processing.

Section 3. Checks

All requests for payment on behalf of the Minnesota State University, Mankato Panhellenic Council shall be reviewed by the Panhellenic President, Vice President for Council Management, and Greek Advisor who will then forward all requests for payment to the Minnesota State University, Mankato Office of Business Affairs for processing.

Section 4. Payments

All payments due to the Minnesota State University, Mankato College Panhellenic Association shall be made to the Vice President for Council Management, who shall record them.

- a. All payments will then be turned over to Minnesota State University, Mankato's Office of Business Affairs for processing.
- b. Checks for payments shall be made payable to Minnesota State University, Mankato College Panhellenic Association or MSU PHC. Funds may also be transferred from a chapter's on-campus account to the Minnesota State University, Mankato Panhellenic Council's account.

Article X. Extension

Section 1. Extension

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

The Minnesota State University, Mankato 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 Minnesota State University, Mankato 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 Minnesota State University, Mankato 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.

Article XIII. Risk Management and Social Events Policy

Section 1. Co-Sponsorship

The collegiate chapters of the Minnesota State University, Mankato Panhellenic Association will co-sponsor functions in fraternity housing facilities only if those functions are alcohol-free.

Section 2. Fraternities

The collegiate chapters of the Minnesota State University, Mankato Panhellenic Association fully support the fraternities that have chosen to adopt the alcohol-free housing standard and will encourage other fraternities to follow suit.

Section 3. Policies and Procedures Guide

All chapters are subject to and required to abide by the most current version of the "Risk Management and Social Events Policies and Procedures Guide of the Minnesota State University, Mankato Fraternity & Sorority Community."

Article XIV. Inclusion Statement

The Minnesota State University, Mankato Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Minnesota State University, Mankato 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 Minnesota State University, Mankato College Panhellenic Association may adopt.

Article XVI. Amendment of Bylaws

These bylaws may be amended at any regular or special meetings of the Minnesota State University, Mankato 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 XVII. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Minnesota State University, Mankato. 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.

