



BYLAWS OF WHITMAN COLLEGE PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Whitman 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.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

Article III. Membership

Section 1. Membership Classes

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

- A. **Regular membership.** The regular membership of the Whitman College Panhellenic Association shall be composed of all installed chapters of NPC sororities at Whitman. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- B. **Provisional membership.** The provisional membership of the Whitman College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Whitman. 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 Whitman 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.

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 Whitman 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.

- Dues are \$22 per member, per semester.
- The amount of such dues for the next academic semester shall be determined by the Panhellenic Council no later than the beginning of the semester.
- The dues of each College Panhellenic Association member sorority shall be paid on a semester basis.

Section 4. Fees and assessments

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

Article IV. Mandatory Events

Section 1. Authority

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

Section 2. Notice

All proposals for mandatory events shall be made at a regular or special meeting of the Panhellenic. Notice must be given to all chapters at least one calendar month prior to the event. It is the responsibility of the Executive Committee to devise a system to assess if chapters are complying with the mandatory requirement.

Section 3. In-Person Mandatory Events

For in-person events, being present is defined as active and new members of each organization being checked in using their Whitman ID at the assigned venue during the assigned event time. See section 5 for attendance policies.

Section 4. Virtual Mandatory Events

- A. **Synchronous Events:** For synchronous events, being present is defined as active and new members of each organization being logged in and actively engaged in a virtual setting during the assigned event time. Active engagement at a synchronous event is at the discretion of Panhellenic Executive Board. See section 5 for attendance policies.
- B. **Asynchronous Events:** For Asynchronous events, being present is defined as active and new members of each organization participating in virtual events at a time(s) set by the individual chapter. For these events, 100% of active and new chapter members must participate within the given time frame. The window for asynchronous events must be at least 5 calendar days in length and at most 8 calendar days in length.

Section 5. Excuses

Excuses can be requested for any mandatory Panhellenic Event. Excuses will be accepted if turned into the Executive Council no later than 48 hours before the event excusing extreme circumstances at the discretion of the Executive Board. Excuses may include work, class, athletics, mental and physical health, and other extreme circumstances, at the discretion of the Executive Board. The individual requesting an excuse must submit their request to the Panhellenic Vice President via the provided Google Form.

Article V. Officers and Duties

Section 1. Officers

The officers of the Whitman College Panhellenic Association shall be President, Executive Vice President, Treasurer, Recruitment Vice President and Outreach Vice President.

Section 2. Duties of Officers

- A. The President shall:
- Preside at all meetings of the Panhellenic Council (Executive and Delegate meetings).
 - Preside at all meetings of the Executive Board. *NOTE: If the Executive Board exists.*
 - Attends all Panhellenic Events.
 - Appoints ad-hoc committees and chairs as needed.
 - Disaffiliated during recruitment.
 - Completes NPC Awards application.
 - 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: Whitman 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 Executive Vice President shall:

- Panhellenic's representative for all risk management related matters.
- Work on DEI initiatives and serve as Panhellenic's DEI representative.
- Creates and leads educational programs for Panhellenic.
- Head Judicial Board and lead all proceedings as required.
- Shall work closely with the President and support that role as needed.

C. The Treasurer shall:

- Heads Panhellenic's bank account and manages accounts, supervising the finances of the Whitman College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Whitman 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 Whitman 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.
- Generates the proper fees in order to maintain longevity of the organization and collects them from chapters.

D. The Recruitment Vice President shall:

- Supervise recruitment and become the main point of contact for understanding recruitment rules and regulations.
- Will take point with outreach to PNMs.
- Will supervise and lead training for the recruitment counselors and prepare them for fall recruitment.
- Will act as chair for the recruitment committee.
- Will review and revise the recruitment rules as necessary.

E. The Outreach Vice President shall:

- Create content and moderate the Panhellenic social media accounts, providing timely and engaging posts to keep the Panhellenic community up to date.

- Takes minutes at all meetings and distributes them to the proper people/places
- Takes point in all things outreach - talking to administrators and students about projects, and working with other organizations on campus.
- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- 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.

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 Whitman 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 Whitman 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 Whitman College Panhellenic Association shall be eligible to serve as an officer but should not serve as president or the officer in charge of recruitment.

Section 4. Selection of Officers

The offices of President, Executive Vice President, Treasurer, Recruitment Vice President and Outreach Vice President shall be elected during week 12 of the Fall Semester. Each Panhellenic Delegate has one vote on behalf of their chapter, and the positions shall be elected from ballots unless there is only one candidate for an office, in which case, she is declared elected.

- A. The officer holding limitations are as follows:
 - a. No more than two members from the same chapter shall hold office during the same term.
 - b. No more than one chapter shall have two members holding officer positions during the same term.
 - c. The offices of President and Treasurer shall not be held by members of the same chapter.
 - d. The offices of President and Executive Vice President shall not be held by members of the same chapter.
 - e. The offices of President and Executive Vice President cannot be filled by the same sorority for more than two years.
 - f. A chapter president cannot concurrently hold any Panhellenic Executive office. g. A chapter recruitment chair cannot concurrently hold any Panhellenic Executive office.
 - h. No Panhellenic Executive officer may concurrently hold a similar position within

their sorority.

- i. Panhellenic President must have prior leadership experience in college or significant leadership in high school.

Section 5. Elections

Elections will occur during a regularly scheduled meeting. Nominees for office will be allowed to address Panhellenic and then be asked to leave the room. Should a nominee be a voting delegate, the alternate delegate for her chapter shall vote. Each delegate will have one vote per position on behalf of her chapter. Votes will be verbalized and recorded.

Section 6. Term

- A. The officers shall serve for a term of one year or until their successors are elected.
- B. The term of office will begin after elections towards the end of the fall term.

Section 7. Removal

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

Section 8. Vacancies

Vacancies shall be filled in the following manner:

- A. If the office of President becomes vacant, the Executive Vice President shall become President for the remainder of the term.
- B. For all other vacancies, eligible chapters must submit the name of a qualified candidate for the position. Panhellenic Executive shall choose the best fit for their team and the delegates will confirm through a 2/3 majority vote.

Article VI. The Panhellenic Council

Section 1. Authority

The governing body of the Whitman 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 Whitman 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 Whitman Panhellenic Council shall be composed of one delegate from each regular and provisional women's-only member organization at Whitman 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 the delegate is absent, a chapter president may serve as an alternate delegate.

Section 3. Selection of Delegates

Delegates to the Panhellenic Council shall be selected by their respective women's-only sorority chapters to serve for a term of one year commencing at the beginning of the calendar 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 President with the name, email, and telephone number of the new delegate.

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 chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- 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.
- 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 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 Whitman 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. 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 9. Quorum

Three-quarters of the delegates from the member sororities of the Whitman College Panhellenic Association shall constitute a quorum for the transaction of business.

Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A three-quarters vote of the Panhellenic Council shall be required to approve are 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.

Article VII: The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Treasurer, Recruitment Vice President and Outreach Vice President.

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 Outreach Vice President, 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 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 VIII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Whitman College Panhellenic Association shall be appointed by the Whitman College administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Whitman College Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council.

Article IX. Committees

Section 1. Standing committees

- A. The standing committees of the Whitman 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

The Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women'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

- A. The Judicial Board shall consist of the Executive Vice President as chairman and one 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, deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.
- B. 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 Whitman 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.
- C. When a Judicial Board vacancy occurs, it shall be the responsibility of the Executive Vice President to select a suitable and qualified replacement, and to notify the Panhellenic President of her name and phone number within one month.

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. Other committees

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

Article X. Finances

Section 1. Fiscal Year

The fiscal year of the Whitman College Panhellenic Association shall be from January 1st to December 31st inclusive.

Section 2. Contracts

Dual signatures of the president, the vice president of administration, and where necessary, the panhellenic advisor shall be required to bind the Whitman College Panhellenic Association on any contract.

Section 3. Checks

All checks and electronic payments issued on behalf of the Whitman College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: president and treasurer, and panhellenic advisor when required.

Section 4. Payments

All payments due to the Whitman College Panhellenic Association shall be received by the treasurer, who shall record them. Checks for payments shall be made payable to the Whitman College Panhellenic Association.

Article XI. Extension

Section 1. Extension

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

The Whitman 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 XII. 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 Whitman 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 Whitman College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

Article XIII. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing.

Article XIV. Inclusion Statement

Whitman College 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 Whitman 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 Whitman College Panhellenic Association may adopt.

Article XVI. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Whitman Panhellenic Council by a three-quarters 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 Whitman. 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

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics [as well as others] are best suited for standing rules:

- Time and dates of meetings
- Dues specific information

- Election procedure
- Awards
- Financial considerations (e.g., fraternity/sorority user fees)
- Judicial process
- Office procedures
 - Recruitment counselor selection, requirements and expectations
- Social events
 - Traditions (e.g., homecoming, advisors, installation, service projects)

CODE OF ETHICS

A College Panhellenic Association should adopt a code of ethics for the conduct of members in the Association. The code of ethics is the suggested introduction to the recruitment rules template. A template for a code of ethics can be found on the NPC website.

RECRUITMENT RULES

A College Panhellenic Association should adopt rules that pertain to recruitment of members to the Association. Recruitment rules are written as a separate document from the bylaws. A template for recruitment rules can be found on the NPC website.