



National Panhellenic Conference
the voice for sorority advancement



Revised March 2016

BYLAWS OF THE OHIO STATE UNIVERSITY PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be The Ohio State University Panhellenic Association.

Article II. Object

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

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

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 Ohio State University Panhellenic Association shall be composed of all chapters of NPC sororities at The Ohio State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.

B. **Provisional membership.** The provisional membership of The Ohio State University Panhellenic Association shall be composed of all colonies of NPC sororities at The Ohio State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall automatically become a regular member upon being installed as a chapter of an NPC sorority.

C. **Associate membership.** Local sororities or inter/national or regional non-NPC member organizations may apply for associate membership of The Ohio State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary 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.

The following organizations are associate members: Alpha Sigma Upsilon and Phi Sigma Rho.

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 The Ohio State University Panhellenic Association bylaws, code of ethics and any additional rules this Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

Article IV. Officers and Duties

Section 1. Officers

The officers of The Ohio State University Panhellenic Association shall be as follows:

Executive Board: President, Vice President of Judicial Affairs, Vice President of Finance and Administration, Vice President of Risk Management, Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Community Development, Vice President of Risk Management, Vice President of Public Relations, and Vice President of Scholarship.

Directors: Director of Technology, Director(s) of Recruitment Guides, Director(s) of Recruitment Logistics, Director of New Member Education, Director of Philanthropy, and Director of Service.

Justices: There shall be up to three (3) justices that serve as a part of the council, as deemed necessary by the outgoing executive board.

Section 2. Eligibility

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

- A. **Regular membership.** Members from women's sororities holding regular membership in The Ohio State University Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership.** Members from women's sororities holding provisional membership in The Ohio State University Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership.** Members from women's sororities holding associate membership in The Ohio State University Panhellenic Association shall be eligible to serve as an officer except President or Vice President of Recruitment and Retention.

Section 3. Selection of Officers

- A. The offices of President, Vice President of Judicial Affairs, Vice President of Finance and Administration, Vice President of Risk Management, Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Community Development, Vice President of Risk Management, Vice President of Public Relations, and Vice President of Scholarship, Director of Technology, Director of New Member Education, Director of Philanthropy, Director of Service, and Justices shall be elected by ballot, except if there is only one nominee for an office that nominee shall be declared elected. The election process of these officers is carried out by the Nominating Committee.
- B. The offices of Director(s) of Recruitment Guides and Director(s) of Recruitment Logistics are to be appointed by the Vice President of Recruitment and Retention.

Section 4. Office-Holding Limitations

No more than three executive board member(s) from the same women's sorority shall hold office during the same term.

Section 5. Nomination procedure

The nominating committee shall be composed of the current Executive Board, the Panhellenic Advisor, and other community leaders as appointed by the Panhellenic president. The nominating committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position.

Section 6. Term

The officers shall serve for a term of one year. The term of office will begin officially following primary ~~formal~~ recruitment; however, officers should begin transitioning once their successors are selected.

Section 7. Removal

Any officer may be removed for cause by a vote of majority of the Panhellenic Council.

Section 8. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

Section 9. Duties of officers

The council structure as shown in **Appendix** of this document should serve as the organizational chart for The Ohio State University Panhellenic Association.

A. The President shall:

- Preside over all delegate and executive meetings.
- Serve as the official student spokeswoman for the Panhellenic Association.
- Serve as a member of the Recruitment Team.
- Conduct roundtables for chapter presidents as needed.
- Meet individually with chapter presidents as needed to assess the needs of the community.
- Work in conjunction with the Interfraternity Council, Multicultural Greek Council, and National Pan-Hellenic Council.
- Create and implement a multi-year strategic plan in conjunction with the council as needed.
- Work in collaboration with other council and community leaders to create and distribute a calendar of major campus events.
- Encourage chapter members and officers to attend and fully participate in meetings, workshops, and events sponsored by the council.
- Maintain regular communication with the NPC Area Advisor and other advisors during the year.
- Meet with peer council officers on a regular basis.
- Coordinate officer elections, training, and transition period.
- Coordinate a public installation ceremony for the new council officers in conjunction with Sorority and Fraternity Life, and invite the greater campus community to attend.
- Conduct roundtables for delegates at least twice per semester.
- Complete the Panhellenic Association Annual Report.
- It is preferred that the President reside in Columbus, Ohio during summer break.

B. The Vice President of Judicial Affairs shall:

- Serve as a member of the Judicial Board. (does she not lead the Judicial board?)
- Serve as a member of the Recruitment team.
- Coordinate the council's judicial program.
- Enforce and ensure the completion of sanctions.
- Conduct Judicial Board training sessions at least once per term.

- Provide chapter presidents and council delegates with written and electronic copies of judicial procedures.
- Educate the council on the procedures for all Judicial Board matters.
- Maintain current (reviewed and approved within the past two years) versions of the council mission statement, code of ethics, position statements and resolutions, judicial policies, constitution, bylaws, and other important policy or rules documents.
- Attend roundtables for chapter risk management and social chairs.

C. The Vice President of Finance and Administration shall:

- Serve as a member of the Recruitment team.
- Oversee the council's finances.
- Distribute a semi-annual financial budget and obtain approval of budget including anticipated income and expenditures from the member organizations.
- Review monthly or quarterly financial reports.
- Seek fiscal co-sponsorship or corporate sponsorship of activities and programs when appropriate.
- Encourage the council to raise money as a way to maintain programming and service at the current level without raising dues.
- Publish a directory of chapter and council officers with personal contact information and distribute to all appropriate organizations and departments each term.
- Record and distribute meeting minutes for Panhellenic Council meetings.

D. The Vice President of Risk Management shall:

- Serve as a member of the Recruitment Team.
- Plan and implement educational programming in the area of risk management.
- Administrate and enforce the council's risk management policies and procedures.
- Collect chapter emergency procedure policies-at least once per year.
- Conduct an evaluation of the effectiveness of the risk management policies and make revisions for enforcement.
- Acquaint newly elected chapter presidents, risk management chairs, social chairs, and facility managers with university and council policies, position statements, and resolutions pertaining to risk management.
- Cooperatively program with peer councils to educate chapter officers and chapter members about a variety of risk reduction methods and coordinate events with peer councils that support risk management.
- Utilize trained individuals to monitor all-fraternity/sorority social events for the purpose of ensuring adherence to substance abuse policies, social responsibility, and to alleviate risk management concerns.
- Conduct roundtables for chapter social and risk management chairs at least twice per term.
- Coordinate and lead the Risk Management Committee in conjunction with the Interfraternity Council.

E. The Vice President of Recruitment and Retention shall:

- Serve as a member of the Recruitment team.
- Hold meetings with the Director (s) of Recruitment Guides and Director(s) of Recruitment Logistics.
- Coordinate the council's recruitment program, including selection of the Director(s) of Recruitment Guides, Director(s) of Recruitment Logistics and Recruitment Guides.
- Coordinate the council's execution of Fall Preview, Fall into Philanthropy, and Greek Carnival.
- Encourage and assist chapters that have not reached recruitment goals in doing year-round recruitment activities (continuous open bidding [COB]).
- Cooperate with other councils in a variety of ways to encourage successful recruitment.

F. The Vice President of Member Development shall:

- Serve as a member of the Recruitment team.
- Hold meetings with the Director of New Member Education.
- Coordinate leadership development and education opportunities for member chapters.
- Conduct roundtables for chapter member development chairs at least twice times per semester.
- Educate the council and its members (the fraternity/sorority community) about the demographics of incoming students, issues facing the university, concerns and priorities of members of the faculty and student affairs professionals, and issues facing fraternity/sorority communities on a national level.
- Provide leadership-training sessions.
- Plan and execute Panhellenic Pride Week each fall semester
- Assist with the planning and execution of any member education initiatives or events
- Conduct a leadership experience that includes both fraternity/sorority and non-fraternity/sorority leaders.
- Serve on the Greek Programming Board.

G. The Vice President of Community Development shall:

- Serve as a member of the Recruitment Team.
- Plan, implement, and coordinate at least one community-wide philanthropy and community service event per semester.
- Conduct roundtables for chapter philanthropy and service chairs with respective directors
- Coordinate the domestic all-Greek service trip for Winter Break
- Work with other student organizations to raise money and awareness for campus-wide philanthropic efforts.
- Work with chapter representatives to coordinate a calendar of university, council, and chapter community service and philanthropy events.

H. The Vice President of Public Relations shall:

- Serve as a member of the Recruitment team.
- Develop and implement public relations initiatives.

- Design and implement a public relations program designed to improve relations with parents, faculty, university administration, non-fraternity/sorority students, and vendors.
- Conduct programs with other campus organizations (non-fraternity/sorority) or departments at least once time year.
- Conduct at least one public relations workshop per year for chapter leaders.
- Design written emergency procedures on a case-by-case basis, which identify specific council officers to act as spokespersons in crisis or emergency situations.
- Maintain communication with other student organizations, faculty and administration in order to establish positive relationships.
- Design an informal presentation that can be presented to the public that highlights the positive aspects of fraternity/sorority life, the accomplishments of the council and chapters; and actively seek opportunities for presentation.
- Be responsible for all marketing related to the council and recruitment.
- Seek University support and recognition for the council's programs and services.

I. The Vice President of Scholarship shall:

- Serve as a member of the Recruitment team.
- Plan and implement programs and provide resources in the area of academic achievement.
- Develop a model chapter scholarship program and distribute this information to member chapters at least annually.
- Review new member grade point averages and retention rates and provides resources and programming to chapters to encourage and support the improvement in these areas.
- Implement at least two education programs and/or workshops pertaining to academic achievement per year.
- Discourage chapters from hosting social activities on weeknights or during finals week in order to encourage academic success.
- Provide a type of mediation or consultation and/or removal from office when Panhellenic council officers' grades fall below the stated/required expectations.
- Implement/promote programs pertaining to career planning, graduate school preparation and/or placement.
- Provide resources to all chapters on a consistent and proactive basis to ensure each chapter's grade average is above the all women's or is improving consistently.
- Inform scholarship chairs of faculty who can provide academic support.

Conduct roundtables for chapter scholarship chairs at least three times per semester.

J. The Director of Technology shall:

- Attend meetings with the Vice President of Public Relations.
- Keep the council website current and oversee chapter links.
- Work with member chapters to establish links to the council website.
- Regularly review each chapter's website and require chapters to maintain accurate and relevant information.
- Maintain a written system and timeline for making revisions to the website and ensuring that it is current and accurate.

- K. The Director(s) of Recruitment Guides shall:
- Serve as a member of the Recruitment team.
 - Attend meetings with the Vice President of Recruitment and Retention, Director (s) of Recruitment Logistics.
 - Coordinate at least one Recruitment Guide Retreat before Formal Recruitment begins.
 - Act as student facilitators of the in-class Recruitment Guide training.
 - Assist the Vice President of Recruitment and Retention in the selection of Recruitment Guides.
 - Adhere to the Recruitment Team chapter disaffiliation policy as outlined in the PHA Recruitment Bylaws.
- L. The Director(s) of Recruitment Logistics shall:
- Serve as a member of the Recruitment team.
 - Attend meetings with the Vice President of Recruitment and Retention, Director(s) of Recruitment Guides.
 - Assist in the coordination of the council's recruitment program.
 - Conduct a workshop on conversation skills for chapter recruitment chairs or all chapter members.
 - Conduct evaluations among fraternity/sorority community leaders, potential members who did not join, all newly affiliated students, and admissions and/or orientation personnel in order to improve the recruitment process.
 - Assist the Vice President of Recruitment and Retention in the selection of Recruitment Guides.
 - Adhere to the Recruitment Team chapter disaffiliation policy as outlined in the PHA Recruitment Bylaws.
- M. The Director of New Member Education shall:
- Attend focus group meetings with the Vice President of Member Development.
 - Conduct roundtables for chapter new member educators at least twice times per semester.
 - Conduct a leadership development program targeted specifically for associates or new members.
 - Coordinate an event immediately following the recruitment periods to introduce and welcome new members into the fraternity/sorority community.
 - Send a letter to parents of new members that welcome them, provide information about the basics of fraternity/sorority community, and provide contact information if parents have questions or concerns.
 - Assist with the logistical planning of bid day and maintain regular communications with chapter. new member educators about their individual chapter bid day plans
 - Collaborate with the VP Member Development to coordinate an event following the recruitment periods to introduce and welcome new members into the Panhellenic community.
 - Distribute contact information to parents of new members if they have questions or concerns about Greek life, as well as provide information about the basics of the Panhellenic community.

N. The Director of Philanthropy shall:

- Plan, implement, and coordinate the council's philanthropy (focus on money raised) efforts.
- Conduct roundtables in conjunction with Vice President of Community Development for philanthropy chairs at least once per semester
- Coordinate chapter philanthropy registrations and post-event forms.
- Ensure enforcement of the council's philanthropy policies.
- Provide support to chapter philanthropy chairs by attending chapter philanthropies.

O. The Director of Service shall:

- Plan, implement, and coordinate the council's community service (focus on hours volunteered) efforts.
- Conduct roundtables in conjunction with the Vice President of Community Development for chapter community service chairs at least once per semester.
- Coordinate community service events with non-fraternity/sorority members and/or community members.
- Provide educational programs that articulate the need, benefit, and value of community service.
- Collect and record chapter service hours each semester.

P. The Justice(s) shall:

- Serve as a member of the Judicial Board and hear judicial cases as they arise.
- Serve as a member of the Recruitment Team.

Article V. The Panhellenic Council

Section 1. Authority

The supporting and governing body of The Ohio State University Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of The Ohio State University Panhellenic Association including, but not limited to: annually review and adjust chapter total every regular academic term, annually determine dues, create a recommended annual budget, consider extension, set a calendar of events, determine programming and review recruitment rules. 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 and associate women's sororities.

Section 2. Composition and privileges

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

delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the Association President.

Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapter to serve for a term of one year commencing in January.

Section 4. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Association Vice President of Finance and Administration 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 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 Association President when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of The Ohio State University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member and associate sororities of The Ohio State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- C. No decision made in an outside meeting or roundtable by chapter officers shall have legitimacy unless the majority of the Panhellenic Council votes for such a decision to be allowed.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President, Vice President of Judicial Affairs, Vice President of Finance and Administration, Vice President of Risk Management, Vice President of Recruitment and Retention, Vice President of Membership Development, Vice President of Community Development, Vice President of Public Relations, and Vice President of Scholarship. All officers are expected to attend council meetings and executive board meetings.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council general body and other meetings deemed applicable. At the next regular meeting of the Panhellenic Council through the Vice President of Finance and Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. If an officer cannot fulfill her duties she shall be asked to resign.

Section 3. Eligibility

In order to hold an Executive Board position, one must have a cumulative grade point average (GPA) of 2.5 or higher, be classified as a full-time student at The Ohio State University, and be an initiated, active member of a regular or associate member chapter in good standing.

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 by her upon the written request of three members of the Executive Board.

Section 6. Quorum

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

Section 7. Duties as part of the Recruitment Team

Executive Board members, with the exception of the VP Recruitment and Retention, shall disaffiliate prior to the beginning of Formal Recruitment, with the disaffiliation period beginning at Fall Preview.

Section 8. Protocol for a Presidential Vacancy

If the President steps down during her term or is removed from her office, the VP Judicial Affairs will become the new president, and the VP Judicial Affairs' vacant position will be filled by the standard slating process. If the Vice President of Judicial Affairs is unable to fulfill the position, has declined to fulfill the position, or has to step down from her own position, the next position in the line of succession is the Vice President of Finance & Administration.

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of The Ohio State University Panhellenic Association shall be appointed by The Ohio State University.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to The Ohio State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the Executive Board.

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of The Ohio State University Panhellenic Association shall be the Judicial Board and the Recruitment Team.
- B. 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 committees, except as provided otherwise on these bylaws, and in making these appointments, recognize fair representation of all member women's 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 follow all guidelines established in the Joint Council Judicial Board (JCJB) Constitution. All violations of the JCJB Alcohol and Risk Management Policy shall be handled in accordance with the procedures outlined in the JCJB Constitution.
- 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 Ohio State University Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

Section 4. Recruitment Team

The Recruitment Team shall consist of the Vice President of Recruitment and Retention, serving as the chairperson, Panhellenic Advisor, Panhellenic Executive Board, Director(s) of Recruitment Logistics, Director(s) of Recruitment Guides, and Justices. The Recruitment Team shall be responsible for all matters related to recruitment. The Recruitment Team shall meet upon request of the Vice President of Recruitment and Retention to plan recruitment and report to the Panhellenic Council. The members of the Recruitment Team shall sign a contract that all activities concerning recruitment shall be substance-free, confidential, and that they will remain disaffiliated throughout the recruitment period.

Section 5. Risk Management Committee

- A. Committee Selection
 - i. The Risk Management Committee will consist of selected community members and the Vice President of Risk Management.
 - ii. Any member of a Panhellenic Association organization, with the exception of the organization President and members of the Panhellenic Association Executive Board, are eligible for the Risk Management Committee. The Risk Management Committee may only have two representatives from any one Panhellenic Association Organization.
 - iii. Risk Management Committee selection will be performed by the Vice President of Risk Management and will consist of an application and an interview.
 - iv. All risk management committee members will go through a training process with the Vice President of Risk Management and a member of the Sorority and Fraternity Life staff.
 - v. The Risk Management Committee shall follow all Risk Reduction and Event Management Guidelines as stated in the Panhellenic Association Standing Rules.

Section 6. Nominating Committee

The nominating committee shall be composed of the current Executive Board, the Panhellenic Advisor, and other community leaders as appointed by the Panhellenic president.

- A. Applications shall be released during the Autumn semester between the months of September and October. The slate shall be presented in late October/ early November. Any woman shall be eligible to apply for and be selected if she holds a minimum cumulative GPA of 2.5 or higher, is classified as a full-time student at The Ohio State University, has completed a minimum of twelve credit hours, and is an active member in good standing with her respective chapter.
- B. The Nominating Committee shall present a proposed slate of the new officers at the regular annual meeting during which elections are held. Members of the slate may not be present for voting or discussion. If a delegate is on the slate, she must have an appropriate substitute delegate attend for her chapter to vote.
- C. Officers shall be elected by a majority vote from the Panhellenic Council.

Section 7. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of The Ohio State University Panhellenic Association shall be from January 1 to December 31, inclusive.

Section 2. Contracts

Dual signatures of the President, Vice President of Finance and Administration, and the Panhellenic Advisor shall be required to bind The Ohio State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of The Ohio State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the three required signatures: the President, the Vice President of Finance and Administration, and the Panhellenic Advisor. No council funds shall be used to purchase controlled substances.

Section 4. Payments

All payments due to The Ohio State University Panhellenic Association shall be received by the Vice President of Finance and Administration, who shall record them. Checks for payments shall be made payable to The Ohio State University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each Panhellenic Association member sorority shall be payable on or before a date as specified by the Vice President of Finance and Administration.

Section 6. Fees and assessments

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

Article X. Recruitment and Extension

Section 1. Recruitment policies shall be the guidelines for all membership recruitment related activities pertaining to the Panhellenic community. These policies are found on The Ohio State Panhellenic Association website.

Section 2. Extension

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

The Ohio State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 3. 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 Ohio State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

The Judicial Board is 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 Ohio State University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII, and violations shall be resolved in accordance with the policies and procedures outlined in the Joint Council Judicial Board Alcohol Policy.

Article XII. Hazing

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

Article XIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern The Ohio State University Panhellenic Association when applicable and when not inconsistent with the NPC Unanimous Agreements, these bylaws, and any special rules of order The Ohio State University Panhellenic Association may adopt.

Article XIV. Amendment of Bylaws

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

Article XV. Dissolution

This Association shall be dissolved when only one regular member exists at The Ohio State University. 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 the National Panhellenic Conference.

Standing Rules of The Ohio State University Panhellenic Association

I. Fines of the Panhellenic Association are as follows:

- Failure of a chapter to submit a philanthropy registration form to the Director of Philanthropy at least two months prior to the day of its philanthropic event will result in a \$25.00 fine.
- Failure of a chapter to submit a post-philanthropy event form to the Director of Philanthropy no later than two weeks after the event is held will result in a \$25.00 fine.
- The unexcused absence of a delegate at a regular meeting and the failure of a chapter to send a substitute delegate will result in a \$25.00 fine.
- Failure of a chapter officer to attend her respective roundtable, specified as mandatory by the appropriate council officer and failure of a chapter to send a representative in her place, will result in a \$25.00 fine.
- Failure of a chapter to meet the designated attendance requirement at a mandatory Panhellenic Association event will result in a fine determined by the council.
- Failure of a chapter to submit a social registration form at least five days prior to the day of its social event will result in a \$25.00 fine.
- Failure to send the required number of chapter members to a PHA-wide large scale event will result in a \$25.00 fine for each person under the required amount that is not in attendance. The required amount in attendance will be set by the VP Member Development and can vary by event
- There is a fine for chapters who fail to have all members complete the mandatory five (5) service-hour requirement. The fine will be adjusted according to the amount of members that have not completed their required 5 hours. The scale is as follows, increasing \$10 for every 10 members whom have not completed their hours: 1-10 members = \$25.00, 11-20 members = \$35.00, 21-30 members = \$45.00... 171-180 members = \$195.00
- Fines will be assessed by the Vice President of Finance and Administration.

II. Risk Reduction and Event Management Policy

Event Evaluation Requirements

- A. All events should be registered at least five (5) days in advance.
 - i. The deadline for events held on Friday or Saturday is noon on the Monday before the event.
 - ii. Failure to register an event by the registration deadline may be cause for fines and/or Judicial Board intervention.
- B. All events, regardless of if they are registered, will be checked according to the Panhellenic Association (PHA) Event Compliance Evaluation and should be in compliance with FIGP.
 - i. Events registered solely by a PHA Chapter shall only be checked by the PHA Risk Management Committee.
- C. A risk management committee member may not perform an event compliance check of their own chapter.

- D. All events will be checked with at least two members of the risk management committee present.
 - i. The two members performing the event compliance evaluation may not represent the same chapter
- E. The committee will perform two event compliance evaluations, as needed, during registered event times to be decided by the committee.
 - i. If a PHA chapter meets 100% compliance during initial check, additional checks are at the discretion of the Risk Management Committee.
- F. Violations must be seen and reported to the President or a present Chapter Executive Board Member of the fraternity or during the event compliance check.
- G. Any violations will be noted on the checklist, signed by the fraternity President or a present Chapter Executive Board Member, sober monitors and PHA risk management committee member.
- H. The paper copy of the PHA event compliance evaluation will be filed in the Council Suite within 72 hours of the event.

Unregistered Events

- A. If the risk management committee, while performing event compliance checks, observes an unregistered event involving PHA, they approach the event and perform an event compliance check according to Article II, Section 1.
- B. If a member of the risk management committee observes an unregistered event involving PHA while not performing event compliance checks, they are to contact the Vice President of Risk Management and proceed to check the event according to Article XVI, Section A.
 - i. If the Panhellenic Association Vice President of Risk Management is unable to be reached, any other member of the risk management committee may be contacted to perform the check according to Article XVI, Section A.
 - ii. If no one can be reached the event may be checked by a single member of the committee in accordance with Article XVI, Section A, excluding XVI.1.C, XVI.1.E, XVII.1.F and XVI.1.G. The single member of the risk committee shall only inform the VP of Risk Management of her findings, or she can attempt to recheck the event later with another member of the risk committee.

Violations

- A. If violations are reported, the Vice President of Risk Management or Risk Management Committee member will have event compliance check form placed in the Council Suite within 72 hours of the event compliance check.
- B. The VP of Risk Management will fill out the online grievance and paper grievance forms within 72 hours of the event compliance check.
- C. The Vice President of Judicial Affairs and the Judicial Advisor will proceed to handle the violations according to the Joint Council Judicial Board Constitution and/or the Joint Council Judicial Board Alcohol Policy.
- D. If the organization in violation of risk management policies is under investigation by The Ohio State University Office of Student Conduct, the Vice President of Judicial Affairs and Judicial Advisor will send the report to the appropriate case investigator.

- E. In instances where Student Conduct is investigating an organization, the Council shall suspend its proceedings until Student Conduct has reached resolution.
 - i. The Joint Council Judicial Board reserves the right to issue additional sanctions, but strives to collaboratively uphold standards with Student Conduct
- F. Any member of the risk management committee reserves the right to file a separate, personal report to the Office of Student Conduct if the report involves violations of the Student Code of Conduct on the individual risk management committee member. (i.e. personal safety, injury)

III. Philanthropic Events Policy

- A. No chapter shall hold its philanthropic event on the same day as another chapter's philanthropic event. If philanthropic events must be held on the same day, given that there is no other appropriate day, no chapter shall hold its philanthropic event at the same time as another chapter's philanthropic event without the explicit approval of the Vice President of Community Development And Director of Philanthropy.
- B. Each chapter must submit a philanthropy registration form to the Director of Philanthropy no later than two months prior to the day of its philanthropic event. It is recommended and in the best interest of the chapter to do this at least one semester in advance.
- C. Each chapter must submit a post-philanthropy event form to the Director of Philanthropy no later than two weeks after the event is held.
- D. The use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter or council philanthropic or service event is prohibited.
- E. All chapters shall follow all guidelines established in the Philanthropy Policy, should the council choose to have one.

IV. Service Participation Policy

- A. Each member of all Panhellenic regular and associate chapters must fulfill a requirement of a minimum of five (5) community service hours per regular academic semester. This is required of both initiated members and new members.
- B. Each member's service hours are to be collected and recorded by their respective chapter officer. The chapter officer will then submit the service record to the Director of Service by a date to be announced by the Vice President of Community Development each semester.
- C. Only service performed during the current academic semester will be counted toward that individual's service requirement (i.e., service hours may not "roll-over" if a member completes more than five hours the previous semester); however, hours completed during an academic break may be counted toward the following academic semester.
- D. The use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter or council service event is prohibited.

V. Recruitment Guides

- A. Recruitment Guides shall be selected at the discretion of the Vice President of Recruitment and Retention.
- B. The Recruitment Guide(s) shall:
 - Serve as members of the Recruitment team.
 - Represent the fraternity/sorority community to prospective members and their parents.
 - Assist prospective members throughout the recruitment process.
 - Go through a training process, including a mandatory leadership development class to prepare for their roles.
 - Adhere to the Recruitment Team chapter disaffiliation policy as outlined in the PHA Recruitment Bylaws.

Appendix: Council Structure

