

## BYLAWS OF ROCHESTER INSTITUTE OF TECHNOLOGY PANHELLENIC ASSOCIATION

### Article I. Name

The name of this organization shall be the Rochester Institute of Technology 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 Rochester Institute of Technology Panhellenic Association shall be composed of all chapters of NPC sororities at Rochester Institute of Technology. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Rochester Institute of Technology Panhellenic Association shall be composed of all colonies of NPC sororities at Rochester Institute of Technology. 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 Rochester Institute of Technology 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.

*NOTE: See the College Panhellenic Organization section in the NPC Manual of Information, for additional information on membership classes (statuses).*

## 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 be subject to these Rochester Institute of Technology 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.

- A. All chapters shall be required to send at least 75% of their active membership to all mandatory panhellenic events that were announced 30 days prior to the event. Those members who have class, varsity sports, or work at the time of an event are excused but their names must be submitted to their prospective delegate no later than 3 days before the event.
  - a. Any other exceptions may be approved by the Executive Board.
  - b. Should a chapter fail to meet this requirement, they shall be fined \$5 per missing member.
  - c. The chapter must pay within two weeks of being notified of their penalty
- B. Any member who shows up later than 10 minutes past the start of any event, without knowledge beforehand, will not be counted towards their chapter's attendance.

## Article IV. Officers and Duties

### Section 1. Officers

The officers of the Rochester Institute of Technology Panhellenic Association shall be President, Vice President of Recruitment, Vice President of Judicial Affairs, Vice President of Programming, Vice President of Public Relations, Vice President of Finance, Vice President of Communications, and Vice President of Diversity & Inclusion.

### 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 Rochester Institute of Technology Panhellenic Association shall be eligible to serve as any officer.
- B. **Provisional membership:** Members from women's sororities holding provisional membership in the Rochester Institute of Technology Panhellenic Association shall not be eligible to serve as an officer.
- C. **Associate membership:** Members from women's sororities holding associate membership in the Rochester Institute of Technology Panhellenic Association shall be eligible to serve as an officer except president or the officer in charge of recruitment.
- D. Members who have served at least one academic semester on the RIT Panhellenic Council Executive Board, or served as chapter president for one full term, shall be eligible to serve as President.
- E. Those wishing to run for President and Vice President of Recruitment may not hold the equivalent position within their chapter.
- F. Those applying shall have a cumulative GPA of at least a 2.750 at the time of election. If a woman is elected to an Executive Board position, she must maintain a cumulative and semester GPA of at least a 2.750. Should a woman on the Executive Board fall below this requirement, she will be removed from her position.
  - a. Exceptions shall be considered at the discretion of the Executive Board, FSL, and the CPC GA.
- G. An officer's term shall begin at the start of spring semester and shall finish at the end of fall semester. Shadowing of officers shall occur from time of election through the end of fall semester.

Officers elected for the next calendar year shall be required to attend at least 1 executive board and general meeting starting at their election continuing through the end of the calendar year.

- a. If a newly elected officer fails to fulfill this requirement, they will be removed from office
  - b. Exceptions shall be accepted at the discretion of the Executive Board.
- H. Upon becoming a Panhellenic Council Executive Board officer, each woman shall receive a transition document outlining the RIT Panhellenic Council budget, goals and bylaws as well as the National Panhellenic Council Manual of Information.
- I. Women planning to spend time away from RIT's campus or the Rochester area on co-op at any point during the scheduled officer term shall be ineligible to hold an executive board position.
- a. Exceptions shall be accepted at the approval of the FSL Advisor.
  - b. To be eligible for exceptions, they must be active and on good standing within their chapter.
- J. All officers shall remain in office for one year or until resignation, suspension or impeachment.
- K. In the event that an officer terminates her duties in the middle of the term, her replacement is responsible for the duties of the office for the remainder of the elected term year.
- a. If an officer wishes to terminate her duties, the officer must give 2 weeks notice and is responsible for transitioning the next elected officer.
  - b. In the event of a resignation, the position will be posted and applications will follow the vacancy procedure outlined in section 8. Elections shall be executed in a manner at the discretion of the current Executive Board.
- L. No one sorority may hold the executive board positions of President, Vice President of Recruitment, or Vice President of Judicial for more than two elected terms.

### Section 3. Selection of Officers

President, Vice President of Recruitment, Vice President of Judicial Affairs, Vice President of Programming, Vice President of Public Relations, Vice President of Finance, Vice President of Communications, and Vice President of Diversity & Inclusion shall be elected by a nominating committee except if there is only one nominee for an office that nominee shall be declared elected. Votes for positions will be casted by ballot.

### Section 4. Office-holding limitations

No more than 2 members from the same women's sorority shall hold office during the same term.

### Section 5. Nomination procedure

A slating committee, of 5 members, shall be composed of senior delegates from each sorority for the purpose of electing a new Executive board. The President and one member of the FSL staff shall serve as the unbiased third parties following the chain of command as per laid out CPC Bylaws.

- A. Applications for Executive Board will be sent out via delegates and turned in to the Panhellenic President
  - a. Each chapter is required to have at least two members apply for an executive position other than president.
    - i. Chapters who do not meet the application requirements shall be fined \$100 for each missing application
  - b. If the senior delegate of a chapter wishes to apply, the junior delegate will replace the senior delegate on the slating committee.
  - c. If both the senior and junior delegates wish to apply, the chapter president must nominate a representative.
  - d. Applicants must not be subject to current disciplinary probation or deferred suspension.
- B. Applicants will have 1 week from the time the president releases the applications to submit them.

- C. The slating committee shall meet after the application deadline but before the next general meeting to score, evaluate, and review applicants. The slating committee will make recommendations and consider the qualifications of all candidates for elected officers.
  - a. The slating committee will slate each position in the order of succession.
  - b. After evaluating and discussing candidates for a position, the committee shall vote until a single candidate remains.
  - c. When a position has been passed, the President shall notify the possible elected officer to ask if she accepts or declines the position.
  - d. If the selected officer declines, the slating committee will re-vote on the remaining candidates and will repeat the previous step until there is an accepted candidate or there are no more available people to slate.
  - e. Each position shall be slated when possible before moving onto the next position.
  - f. The slating committee cannot be dismissed until all positions possible have been slated, which will be at the discretion of the President.
- D. The slating committee consisting of delegates will formally present the elected slate at the following general meeting.
  - a. In the circumstance of a vacant position, an announcement will be made and will follow the same procedure as section 8 of this article.
- E. Delegates shall go back to their chapters to discuss the slated Executive board for any feedback.
- F. The slated Executive board will be officially voted on at the following General meeting.
  - a. All slated members and those who want to be nominated, even in the occurrence of a vacancy, are required to attend the meeting or be available via phone call.
    - i. If an applicant or possible nominee is not able to fulfill the above requirement, that person shall not be eligible to be considered for the final slate.
  - b. Any empty positions shall be addressed and voted on before voting on the final slate.
  - c. If the slate fails:
    - i. The delegates will cast ballots for each individual position in order of succession until a position fails
    - ii. If a position fails, only those who originally applied for the Executive board are eligible to be nominated
    - iii. The candidates will then be asked a challenge question by an unbiased third party and then the delegates will revote.
    - iv. If a tie occurs, another question will be asked until the tie is broken and one single candidate is elected to the position

#### Section 6. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin at the beginning of spring semester.

#### Section 7. Removal

Executive Board Officers may be removed for the following reasons or by a vote of two-thirds of the Panhellenic Council.

- A. Failure to fulfill responsibilities as an RIT Panhellenic Council Executive Board Officer
- B. Failure to uphold the good name of the RIT Panhellenic Council
- C. Behavior inconsistent with that of an RIT Panhellenic Council Executive Board Officer
- D. Violation of conduct unbecoming a member of a sorority
- E. Violation of NPC Unanimous Agreements
- F. Failure to maintain a cumulative grade point average of 2.750 or higher

- a. Refer back to section 2, clause F, subsection a for exceptions.
- G. Failure to attend RIT Panhellenic Council general assembly and Executive Board meetings.
  - a. Any executive board officer who misses three Executive Board or general assembly meetings without an excuse will be automatically subjected for review. Excuses must be submitted to the Panhellenic Advisor and President as soon as the situation arises.
- H. Failure to remain on good standing within their chapter
  - a. Chapter presidents are expected to notify the Panhellenic President or Advisor if any member on the Panhellenic Executive Board falls from good standing.

#### Procedure

- A. Upon a written complaint to the Panhellenic Advisor or the President, by a member of the RIT Panhellenic Council, a special session of the Executive Board will investigate the complaint.
  - a. The accused Executive Board officer or member will not be present at this special session.
  - b. If the President is the accused member, the Vice President of Recruitment will preside over the special session of the Executive Board as per the order of succession.
  - c. Executive Board officers must be given at least forty-eight (48) hours' notice of the special session of the Executive Board.
- B. Special Session of the Executive Board:
  - a. Quorum will consist of more than half of the Executive Board members.
  - b. If the special session of the Executive Board concludes that the accusations against the accused Executive Board member have merit, the accused will be informed, in writing, of the charges against her.
  - c. The charges will be presented at the next Executive Board meeting.
  - d. If the President is the accused member, the Vice President of Recruitment will preside over the Executive Board meeting.
- C. Executive Board Meeting:
  - a. Quorum will consist of more than half of the Executive Board members.
  - b. The Vice President of Judicial Affairs will present the case to remove the accused Executive Board member from the Executive Board.
  - c. If the Vice President of Judicial Affairs is the accused member, the Vice President of Recruitment will present the case.
  - d. The accused member of the Executive Board will be permitted to present her case, or will be permitted to resign.
  - e. The Executive Board will vote on the validity of the charges.
  - f. A two-thirds (2/3) majority vote of the Executive Board is required to send the charges to the RIT Panhellenic Council general assembly.
  - g. The charges will be presented at the next regularly scheduled RIT Panhellenic Council general assembly meeting.
- D. The case against the accused Executive Board member shall be presented in the same manner as when presented in the Executive Board meeting at general meeting

#### Section 8. Vacancies

If a vacancy occurs, chapter delegates will be required to send in nominations for who they think is fit for the position. Elections shall be executed in a manner at the discretion of the current Executive Board.

## Section 9. Duties of officers

If the President is unable to fulfill her responsibilities, the member who has served the longest amount of time on Executive board shall assume her duties.

If two people have been on the Executive Board an equal amount of time, proceed to the respective order of succession.

All officers shall be familiar with the NPC Manual of Information and all governing documents of this council, and attend all General and Executive Board meetings.

The Executive Offices of the Panhellenic Council are hereby listed in order of succession. Their individual responsibilities shall include:

### 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 Panhellenic Association committees, except the judicial board.
- Communicate regularly with the Panhellenic advisor.
- Ensure that the NPC College Panhellenic annual report is completed.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Rochester Institute of Technology Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Perform all other duties as assigned.

### B. The Vice President of Recruitment shall:

- Perform the duties of the president in her absence.
- Serve as the primary coordinator of Primary Recruitment and Continuous Open Bidding Recruitment
- Coordinate all aspects of recruitment in cooperation with the Panhellenic Advisor, President and Office of Fraternity and Sorority Life.
- Be responsible for coordinating a recruitment workshop before Primary Recruitment to inform all chapters of rules, schedules, and regulations.
- Be responsible for maintaining up-to-date files of all recruitment materials, including policies, sign-up sheets, financial obligation information, schedules and all other materials related to Primary Recruitment.
- Collaborate with all members of the Panhellenic Council Executive Board and chapter representatives to coordinate Primary Recruitment.
- Serve as the chairperson of the Membership Recruitment Committee
- Perform all other duties as assigned.

### C. The Vice President of Judicial Affairs shall:

- Coordinate all aspects of the Panhellenic Council Judicial Process.
- Serve as the chairperson of the Panhellenic Council Judicial Board.
- Serve as parliamentarian at all Panhellenic Council meetings.
- Be responsible for educating Panhellenic Council Executive Board and Delegates about the Judicial Process once per calendar year.

- Be responsible for maintaining an up-to-date record of all current bylaws and guidelines.
- Update and revise Panhellenic Council Bylaws annually.
- Perform all other duties as assigned

D. The Vice President of Programming shall:

- Be responsible for coordinating one educational program per semester, which shall be open to the rest of the Greek community and/or RIT community.
- Be responsible for coordinating one annual campus or community service project that shall be open to the entire RIT community.
- Be responsible for coordinating, in conjunction with representatives from IFC and MGC, RIT's Greek community-wide events each academic year.
- Be responsible for submitting space reservation requests for all Panhellenic Council events, including tabling for Primary Recruitment.
- Perform all other duties as assigned.

E. The Vice President of Public Relations shall:

- Be responsible for regularly updating the Panhellenic Council website.
- Be responsible for maintaining the Panhellenic Council social media accounts.
- Be responsible for updating Panhellenic Council social media accounts bi-weekly or as needed.
- Be responsible for all publicity of the RIT Panhellenic events including advertisements for Primary Recruitment.
- Work closely with the executive board to make certain that news media is kept informed of all favorable publicity about Panhellenic Council and its member organizations.
- Perform all other duties as assigned.

F. The Vice President of Finance shall:

- Supervise the finances of the Rochester Institute of Technology Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Rochester Institute of Technology Panhellenic Association member sorority.
- Provide a detailed report as to where money is spent and what money is allocated to specific positions
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Rochester Institute of Technology 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.
- Perform all other duties as assigned

G. The Vice President of Communications shall:

- Keep an accurate roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Rochester Institute of Technology Panhellenic Council and the executive board.

- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Be responsible for coordinating and updating a contact list each semester with the names, phone numbers and email addresses of all RIT Panhellenic officers, delegates, chapter's officers, and advisors.
- Send meeting minutes to the NPC area advisor.
- Perform all other duties as assigned.

H. The Vice President of Diversity and Inclusion shall:

- Serve as chairperson of the Panhellenic Diversity & Inclusion committee
- Serve on the Greek Inclusivity Committee
- Be responsible for coordinating at least one Diversity and Inclusion educational programming for all Panhellenic members each year
- Coordinate with the Multicultural Greek Council to encourage more Panhellenic involvement with organizations
- Perform all other duties assigned

## Article V. The Panhellenic Council

### Section 1. Authority

The governing body of the Rochester Institute of Technology 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 Rochester Institute of Technology Panhellenic Association including, but not limited to: biannually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

### Section 2. Composition and privileges

The Rochester Institute of Technology Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Rochester Institute of Technology as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

### Section 3. Selection of delegates and alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year in accordance with Chapter elections.

### 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 and the Vice President of Communications of her name, email, and telephone number.

### Section 5. Regular meetings



Council meetings of the Panhellenic Council shall be held on Monday evenings at a location determined by the RIT Panhellenic Council during the semester. Meetings shall be held bi-weekly and attendance is required of all Panhellenic senior and junior delegates from each chapter. The delegates must be able to attend the entirety of the meeting unless they have prior approval from the President. If delegates do not show up to meeting without an excuse or a replacement their chapter will be fined \$20 per missing member within 10 days.

If a chapter fails to send two representatives to the RIT Panhellenic Council meeting for two consecutive weeks, the President and advisor of said chapter, as well as their national organization, shall be notified.

#### Section 6. Annual meeting

The annual meeting of the Panhellenic Council shall be held at the end of the fall semester . The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

#### Section 7. Special meetings

- A. 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 sororities of the Rochester Institute of Technology 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.
- B. In the event that a meeting can not take place in person, the executive board can agree to hold a paper meeting. Notice of paper meetings must be given at least 24 hours prior to the meeting. For all paper meetings the reports will need to be added by 5pm on the Monday of the meeting and read again at 8pm to respond to any questions. All chapter delegates must enter a chapter report to be counted as attending.

#### Section 8. Quorum

Two-thirds of the delegates from the member sororities of the Rochester Institute of Technology Panhellenic Association shall constitute a quorum for the transaction of business. In the event that the senior delegate is absent, the junior delegate may vote in their place.

#### 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. *NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.*
- C. Any executive board decisions can be overturned by a 2/3 vote by the panhellenic council.

### Article VI. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic advisor of the Rochester Institute of Technology Panhellenic Association shall be appointed by The Rochester Institute of Technology administration.

#### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Rochester Institute of Technology Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Council and the executive board.

### Article VII. Committees

#### Section 1. Standing committees

- A. The standing committees of the Rochester Institute of Technology Panhellenic Association shall be the Judicial Board, Membership Recruitment, and Diversity and Inclusion 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 chairman 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 sororities as much as possible. The president shall be an ex-officio member of all committees except the judicial board.

#### Section 3. Judicial board

The Judicial Board shall consist of the Vice President of Judicial Affairs as chairman and one member from each chapter. If a chapter fails to have a member join the judicial board, the senior delegate shall be responsible to fill the vacancy.

The Panhellenic advisor shall serve as a non voting, ex-officio member. The judicial board members shall participate in training to be educated about the purpose of the board, the rules and regulations the judicial board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The judicial board shall educate member sororities about the Panhellenic judicial procedure. *NOTE: See the College Panhellenic Judicial Procedure section of the NPC Manual of Information for the composition of the judicial board.*

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 Rochester Institute of Technology Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire judicial board unless the Panhellenic Council adopts rules for the hearing to be conducted by a committee of the judicial board. The members of the judicial board shall maintain confidentiality throughout and upon completion of the judicial process.

#### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of the Vice President of Recruitment as the chairman and the Recruitment Chairs from each chapter will serve on the committee. 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 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. Diversity and Inclusion Committee

The Diversity and Inclusion Committee shall consist of the Vice President of Diversity and Inclusion as the chairman and chapter delegates will serve on the committee. The committee will help plan at least one event per semester and provide input on other events and ideas. They will be the liaison between the Vice President of Diversity and Inclusion and chapters. Committee members will also gather ways from their chapter in which they believe the College Panhellenic Council can improve on. The committee will also educate chapters by gathering credible resources to grow as a community.

#### Section 6. Other committees

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

### Article VIII. Finances

#### Section 1. Fiscal Year

The fiscal year of the Rochester Institute of Technology Panhellenic Association shall be from July 1st to June 30th inclusive.

#### Section 2. Contracts

Dual signatures of the executive board shall be required to bind the Rochester Institute of Technology Panhellenic Association on any contract as long as they are approved financially through RIT.

#### Section 3. Checks

All checks issued on behalf of the Rochester Institute of Technology Panhellenic Association shall bear dual signatures as long as they are approved financially through RIT.

#### Section 4. Payments

All payments due to the Rochester Institute of Technology Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the Rochester Institute of Technology 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.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
- C. The dues of each Panhellenic Association member sorority shall be payable on or before on or before a date set by the Vice President of Finance.
  - a. If dues are not paid on the date set by the Vice President of Finance, then a fine of \$10 will be applied for every day that it is past due.
  - b. If dues are still not paid by the end of the semester, the Council will report the chapter to their National Headquarters

### Section 6. Scholarships

The RIT College Panhellenic Scholarship is intended to be given out each fall semester

- A. A minimum of \$500 is needed to be fundraised by the Council to award a member of our community.
- B. If the minimum amount is not met, the funds will be set aside and will rollover until the amount is met.
- C. The amount of scholarships awarded and the monetary value is up to the discretion of the Executive Board

### Section 7. Fines

- A. Any fines collected will go toward the funding of the RIT College Panhellenic Scholarship
- B. In the instance that a chapter doesn't pay their non-due related fine within the indicated time frame, the fine will be doubled.

### Section 8. Fees and assessments

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

## Article IX. Extension

### Section 1. Extension

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

The Rochester Institute of Technology Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

### Section 2. Voting rights

Only regular members of the Panhellenic Council shall vote on extension matters. A two-thirds (2/3) vote of the RIT Panhellenic Council is required for extension to be passed.

### Section 3. Criteria

To be considered for applying for recognition by the Panhellenic Council:

- A. The applying organization shall have a GPA at or above the Panhellenic Council Average from the previous semester.
- B. The applying organization shall have at minimum, the average Panhellenic member's amount of community service hours per active member.
- C. They shall have at least three active members excluding graduating seniors.
- D. The applying organization and each of its members shall be in good standing with the institute.
- E. The applying organization must be nationally affiliated, if not already affiliated they must check with at least three nationally affiliated organizations before becoming recognized with one of them.
- F. The applying organization shall attend at least two Greek sponsored Risk Management programs within one year's time.
- G. The applying organization must demonstrate working knowledge of the RIT Panhellenic Council.

## 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 Rochester Institute of Technology Panhellenic Association shall be considered a violation.

### Section 2. Informal resolution

Members are encouraged to resolve alleged violations through informal discussion with the involved parties.

### Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Rochester Institute of Technology Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. Mediation: Mediation is the first step of the judicial process. The Rochester Institute of Technology Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- B. Judicial board hearing: When a violation is not settled informally or through mediation, the judicial board shall resolve the issue in a judicial board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
- C. Appeal of judicial board decision: A decision of the judicial board may be appealed by any involved party to the NPC College Panhellenics Judicial Appeals Committee. The Rochester Institute of Technology Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

## Article XI. Hazing

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

Behavior, regardless of intent, which endangers the emotional, or physical health and safety of a Student for the purpose of membership, affiliation with, or maintaining membership in, a group or Student Organization. Hazing includes any level of participation, such as being in the presence, having awareness of hazing, or failing to report hazing. Examples of hazing include, but are not limited to, beating or branding, sleep deprivation or causing excessive fatigue, threats of harm, forcing or coercing consumption of food, water, alcohol or other drugs, or other substances, verbal abuse, embarrassing, humiliating, or degrading acts, or activities that induce, cause or require the Student to perform a duty or task which is not consistent with fraternal law, ritual or policy or involves a violation of local, state or federal laws, or the RIT Code of Conduct.

## Article XII. Parliamentary Authority

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

### Article XIII. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Rochester Institute of Technology 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 XIV. Dissolution

This Association shall be dissolved when only one regular member exists at Rochester Institute of Technology. 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.

### Article XV. Philanthropy

The Rochester Institute of Technology Panhellenic Association shall adopt one local philanthropy to the Rochester area. As of 2019, the Council has held Family Promise of Greater Rochester (FPGROC) as the philanthropy, formerly known as the Rochester Area Interfaith Hospitality Network (RAIHN). The organization will remain the same until there is a motion by the Panhellenic Council to change. One philanthropic event or fundraiser shall be held each term with all proceeds going to FPGROC.

### 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.

- Code of ethics
- Judicial procedure
- Recruitment Guidelines