

Bylaws of Ball State University Panhellenic Association



Article I. Name

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

Article II. Object

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

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship and basic intellectual development.
3. Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.

5. Act in accordance with such rules established by the Panhellenic Association as to not violate the sovereignty, rights and privileges of member women's fraternities.

Article III. Membership

Section 1. Membership Classes

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

- A. Regular membership. The regular membership of the Ball State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Ball State University. Regular members of the College Panhellenic Association shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the Ball State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Ball 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 fraternity.
- C. Associate membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Ball 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 Association. Associate members shall pay dues as determined by the College Panhellenic Association.
- D. 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 Association. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and Responsibilities of Membership

- A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Ball 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.

- B. Membership of Panhellenic Association is limited to regularly enrolled Ball State University students.
- C. Panhellenic Association will not discriminate on the basis of race, sex¹, religion, color, national origin, sexual orientation, physical or mental handicap, age, or status as a veteran in selection of members.
- D. All members are expected to attend meetings, programs, roundtables, and/or events sponsored by the Panhellenic Association.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Ball State University Panhellenic Association shall be President, Vice President of Risk Reduction, Vice President of Internal Operations, Vice President of Recruitment, Vice President of Membership Development, Vice President of Marketing and Communication, Vice President of Recruitment Counselors, Vice President of Scholarship, and Vice President of Philanthropy and Community Service.

Section 2. Eligibility

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

- A. Regular membership. Members from women's fraternities holding regular membership in the Ball State University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's fraternities holding provisional membership in the Ball State University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's fraternities holding associate membership in the Ball State University Panhellenic Association shall not be

¹ The U.S. Congress allows social sororities and fraternities to remain single sex organizations.

eligible to serve as President, Vice President of Recruitment, or Vice Recruitment Counselors. Members from women's fraternities holding associate membership in the Ball State University Panhellenic Association shall be eligible to serve in all other offices.

Section 3. Selection of Officers

The offices of President, Vice President of Risk Reduction, Vice President of Internal Operations, Vice President of Recruitment, Vice President of Membership Development, Vice President of Marketing and Communication, Vice President of Recruitment Counselors, Vice President of Scholarship, and Vice President of Philanthropy and Community Service of the Ball State University Panhellenic Association shall be elected by ballot.

Section 4. Office-Holding Limitations

- A. No more than 2 member(s) from the same women's fraternity shall hold office during the same term.
- B. Officers must have at least a 2.8 cumulative GPA in order to be elected. They must also maintain a 2.8 cumulative GPA throughout their term. If they do not maintain the required cumulative GPA, they will either be placed on probation for their office, or removed from office depending on their cumulative GPA.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than one week before the end of the fall semester.

Section 6. Removal

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Association.
- B. Any officer can be removed for failure to fulfill expectations, and responsibilities noted in the Article IV, Section 8 and by the Office of Student Life.
- C. If an officer fails to maintain at least a 2.8 cumulative GPA, they will be required to meet with the Panhellenic Advisor to discuss their academic success and the

removal process. Pending on their discussion with the Panhellenic Advisor, the officer will face either or both of the following:

1. If the officer's cumulative GPA is below a 2.5, then the officer will be immediately removed from her position.
2. If the officer's cumulative GPA is below 2.8, but above 2.5 then the officer will be on probation until their grades are checked at midterms. If the cumulative GPA is still below 2.8 after a midterm review, the officer will be removed from office.
3. Removal from their elected position.

a. In the event that an officer is removed from their position, the association may choose to fill the vacant position with an election process.

Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article. In the event of the resignation of the President, the Vice President of Risk Reduction shall become the President for the remainder of the term of office.

Section 8. Duties of Officers

A. The President shall:

1. Have overall responsibility for the operation of the Panhellenic Association.
2. Call and preside at all regular and special meetings of the Ball State University Panhellenic Association.
3. Call and preside at all meetings of the Panhellenic Association Executive Board.
4. Report as required to the National Panhellenic Conference (NPC) Area Advisor.
5. Maintain a complete and up-to-date President's file, which will include a copy of the following:
 - a. Current Ball State University Panhellenic Association bylaws, and standing Rules;
 - b. Current Panhellenic Association budget;
 - c. Current NPC Manual of Information and related materials;
 - d. Current correspondence and materials received from her NPC Area Advisor;
 - e. Other pertinent materials.
6. See that the other officers carry out their duties.

7. Maintain clear lines of communication with the Inter-fraternity Council (IFC) president and National Pan-Hellenic Council (NPHC) president.
8. Organize and conduct the chapter president's roundtable once a month to maintain open lines of communication through all chapters and to discuss matters pertinent to issues in the Greek community and chapter operations.
9. Represent Panhellenic Association at cardinal leadership roundtable and other university committees.
10. Review and approve all finances with the Vice President of Internal Operations and Panhellenic Advisor.
11. Meet weekly with the Panhellenic Advisor.
12. Be informed of the revision of the bylaws each year by the Vice President of Risk Reduction and Panhellenic Advisor.
13. Obtain from each outgoing officer a report of her term in office and recommendations for future improvements.
14. Act as liaison among the Panhellenic Association to the IFC and NPHC and other student organizations.
15. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, Panhellenic retreat, officer transition workshops, etc.
16. To submit the annual report to the National Panhellenic Conference by the due date April 30th and NPC awards by June 1st.
17. Complete at least four office hours a week.
18. Complete an AFLV award application to be submitted at the end of the fall semester oversee the completion of all AFLV award documents of the association.
19. Disassociate for primary recruitment.

B. The Vice President of Risk Reduction shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chief Justice of the Panhellenic Judicial Board.
3. Train and educate on a continuous basis the Justices from each chapter.
4. Through an application process select justices from chapters to serve on the judicial board.
5. Be knowledgeable on what the bylaws, and standing rules and procedures contain.
6. Serves as the Panhellenic Association Parliamentarian.
7. Review event forms weekly, communicating with Panhellenic Advisor and chapters.

8. Conduct at least two roundtables a semester with each chapter's risk manager to discuss risk reduction methods as well as trends in the community.
9. Conduct risk reduction training and education for presidents, risk managers, and social chairs once per semester.
10. Plan and execute events for National Hazing Prevention Week, Sexual Assault Awareness Week, and Risk Reduction Week with IFC counterpart.
11. Meet weekly with the Panhellenic Advisor.
12. Serve as the liaison to the Student Government Association, voting on behalf of the Panhellenic Association.
13. Work with the Vice President of Membership Development to educate members on issues of health and wellness as well as social policies, risk reduction issues, and procedures.
14. Provide resources, promote attendance at programs and/or educate Panhellenic women on relevant risk and safety issues including but not limited to:
 - a. Fire safety and prevention;
 - b. Responsible alcohol use;
 - c. Crisis management;
 - d. Legal liability;
 - e. Alcohol poisoning;
 - f. Hazing;
 - g. Personal safety;
 - h. University Policies;
15. Complete at least two office hours a week.
16. Complete an AFLV award application to be submitted at the end of the fall semester, and oversee the completion of all other AFLV award documents done by the association.
17. Participate in all relevant trainings and retreats, which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association Training, Panhellenic retreat, officer transition workshops, etc.
18. Disassociate for primary recruitment.

C. The Vice President of Internal Operations shall:

1. Complete all regular Panhellenic Delegation minutes in detail and distribute weekly to all the member chapters, as well as distribute agendas and minutes at Panhellenic Association meetings.

2. Keep hard copy of full minutes of all meetings of the Ball State University Panhellenic Association, the Panhellenic Association, and the executive board in the Greek Life Office.
3. Maintain the following up-to-date records:
 - A. Financial records;
 - B. A file of the minutes of the Ball State University Panhellenic Association and its Panhellenic Association from the date of its organization;
 - C. Copies of all contracts made by the Panhellenic Association, current correspondence, and an up-to-date notebook with an accurate account of all activities pertaining to her office.
4. Be responsible for the general supervision of the finances and prompt payment of all bills of the Ball State University Panhellenic Association.
5. Be responsible for the preparation of the semiannual budget and following its approval by the Panhellenic Association, provide a copy for each Ball State University Panhellenic Association member
6. Work with the Panhellenic Association Advisor when money is drawn and transferred to present an up to date budget during delegation quarterly.
7. Receive all payment due to the Panhellenic Association, collect all dues, and give receipts.
8. Send invoices to chapters for fines including but not limited to absences at roundtables.
9. Revise the bylaws and standing rules and procedures as needed with the assistance of the Panhellenic Association Advisor and President and be knowledgeable of what these documents contain.
10. Conduct at least one roundtable per semester with chapter delegates to discuss communication with chapter officers.
11. Conduct at least one roundtable per semester with chapter secretaries or administration to discuss chapter operations.
12. Meet biweekly with the Panhellenic Advisor
13. Be responsible for the official correspondence of the Panhellenic Association unless provided for otherwise.
14. Maintain a shared calendar of the Panhellenic Association, and notify and remind delegates and officers of all regular and special meetings.
15. Notify the chapter president, in writing, when her chapter has missed one Panhellenic Delegation and issue a \$25.00 fine when applicable.
16. Complete at least two office hours a week.
17. Participate in all relevant trainings and retreats, which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association Training, Panhellenic retreat, officer transition workshops, etc.
18. Disassociate for primary recruitment.

D. The Vice President of Recruitment shall:

1. Develop and implement the schedule for the coming year's recruitment program.
2. Plan and organize recruitment events that better promote all chapters; i.e. Ball State Move-In and Meet and Greek.
3. Conduct roundtables at least twice a semester for chapter recruitment chairs regarding topics, which review and clarify all recruitment policies and procedures.
4. Work with the Office of Student Life to provide recruitment education and training programs to Panhellenic Association, chapter presidents, and chapter advisors.
5. Provide recruitment education and resources to chapters who are in need of assistance.
6. Maintain summer contact with chapter recruitment chairs.
7. Communicate with Potential New Members about their questions and concerns regarding recruitment.
8. Assist in the interview selections of recruitment counselors with the Vice President of Recruitment Counselors.
9. Assist the Vice President of Marketing and Communication with recruitment promotional materials.
10. Distribute surveys and questions to chapter Recruitment Chairs and meet with them post-recruitment.
11. Work closely with the Panhellenic Advisor and Vice President of Marketing and Communication in developing the primary recruitment program, meeting no less than once a month to work on promotional materials.
12. Evaluate primary recruitment at its completion with chapter presidents, chapter recruitment chairs, withdrawals, and new members.
13. Compile an analysis of the reasons for potential member withdrawals.
14. Keep up-to-date Registration statistics and New Member reports.
15. Encourage and aid chapters that have not reached recruitment goals in doing year-round recruitment activities or Continuous Open Bidding (COB).
16. Work with the National PanHellenic Council (NPHC) and the Interfraternity Council (IFC) in promoting all recruitment activities.
17. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, Panhellenic retreat, officer transition workshops, etc.
18. Meet biweekly with the Panhellenic Advisor.

19. Complete an AFLV award application to be submitted at the end of the fall semester.
20. Update the Vice President of Recruitment Chair manual following primary recruitment.
21. Complete at least two office hours a week.
22. Disassociate for primary recruitment.

E. The Vice President of Membership Development shall:

1. Coordinate educational programs sponsored by the Panhellenic Association.
2. Address critical issues facing the Greek community through educational efforts.
3. Provide resources, promote attendance at programs and/or educate Panhellenic women on relevant member development topics including but not limited to:
 - a. Leadership development;
 - b. Campus resources;
 - c. Group dynamics/working with different kinds of members/people;
 - d. Motivation;
 - e. Effective confrontation;
 - f. Goal setting/strategic planning;
 - g. Ethical leadership/decision making;
 - h. Retreat and event planning;
 - i. Facilitating change;
 - j. Values congruence.
4. Sponsor and/or host at least two events each year that are open to nonfraternity and sorority members.
5. Conduct roundtables at least twice a semester with chapter new member educators and once with chapter programmers.
6. Complete an AFLV award application to be submitted at the end of the fall semester.
7. Meet biweekly with Greek Life staff member and biweekly with council counterparts.
8. Develop membership development Greek life programs, such as Greek Academy.
9. Complete at least two office hours a week.
10. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, officer transition workshops, etc.
11. Disassociate for primary recruitment.

F. The Vice President of Marketing and Communication shall:

1. Assist in creating and publishing banners, posters, and advertisement material for council-related events, but not limited to: summer recruitment brochure and the prospective members' booklet in consultation with the Vice President of Recruitment, Vice President of Recruitment Counselors and the Programming Coordinator.
2. Work through all media channels to promote a positive image of the Greek Community.
3. Regularly check chapter website to ensure appropriateness, up-to-date information, and properly working links.
4. Conduct roundtables at least twice a semester with chapter Public Relations Chairs. These roundtables will be used to go over different types of advertising for the Panhellenic Association, as well as their individual chapters. This will help each chapter with Continuous Open Bidding (COB), philanthropy events, and the general outlook on Greek life by the campus.
5. Educate chapter Public Relations Chairs on effective public relations.
6. Assist with the development and annual review of the Greek Life external and internal marketing campaigns.
7. Distribute information to external constituents on Greek community accomplishments.
8. Update the Greek community on events taking place on campus and in the community.
9. Coordinate publicity of the primary Recruitment program.
10. Promote at least one event each year that is sponsored and hosted by Panhellenic Association and are open to non-fraternity and sorority members.
11. Meet biweekly with Panhellenic adviser.
12. Complete at least two office hours a week.
13. Complete an AFLV award application to be submitted at the end of the fall semester.
14. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, Officer Transition workshops, etc.
15. Disassociate for primary recruitment.

G. The Vice President of Recruitment Counselors shall:

1. Assist the Vice President of Recruitment and Vice President of Marketing and Communication in developing the primary recruitment program.
2. Promote a positive attitude toward being a recruitment counselor (pi chi).

3. Update the Recruitment Counselor's Manual annually.
4. Coordinate recruitment counselor selection
5. Coordinate training sessions and retreat for recruitment counselors.
6. Maintain summer contact with recruitment counselors and the Vice President of Recruitment.
7. Oversee recruitment counselor duties during primary recruitment.
8. Conduct an evaluation of the recruitment counselor program with recruitment counselors after completion of primary recruitment.
9. Assist the Vice President of Recruitment in completing an AFLV award application to be submitted at the end of the fall semester.
10. Meet weekly with the Panhellenic advisor.
11. Complete at least two office hours a week.
12. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, officer transition workshops, etc.
13. Disassociate for primary recruitment.

H. The Vice President of Scholarship shall:

1. Work to maintain the all-sorority average GPA above the all-women's average GPA.
2. Plan and coordinate scholarship recognition each semester for individuals who excel academically.
3. Conduct roundtables at least twice a semester with chapter Academic Chairs to discuss programs and resources.
4. Recognize outstanding scholastic achievements and improvements by chapters at Panhellenic Association meetings. As well as coordinate the Panhellenic Scholarship Recognition events for individual members and chapters' scholastic achievements (i.e. Scholarship Reception, etc.).
5. Implement at least two educational programs or workshops pertaining to academic achievement each calendar year.
6. Distribute applications to incoming freshmen women and coordinate selection of recipients of the annually awarded Panhellenic Excellence Scholarship.
7. Complete an AFLV award application to be submitted at the end of the fall semester.
8. Implement faculty appreciation programs.
9. Recognize February as NPC's Month of the Scholar.
10. Meet biweekly with the Panhellenic adviser.
11. Complete at least two office hours a week.

12. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, officer transition workshops, etc.
13. Disassociate for primary recruitment.

I. The Vice President of Philanthropy and Community Service shall:

1. Conduct at least two roundtables per semester with each chapter's philanthropy and community service coordinators to discuss resources and projects and at least once a semester with chapter's philanthropy chairs.
2. Meet with the Circle of Sisterhood committee as often as she sees fit.
3. Coordinate and oversee all Panhellenic-sponsored community service and philanthropic efforts.
4. Collaborate with the IFC Vice President of Community Outreach and NPHC Vice President of Service to organize a community-wide service project once a semester.
5. Complete an AFLV award application to be submitted at the end of the fall semester.
6. Meet biweekly with the Panhellenic advisor.
7. Work with the Office of Student Life Staff to coordinate and distribute an annual philanthropy and service project calendar and priority dates for Benny Link.
8. Promote university and community service and philanthropy projects and civic engagement initiatives.
9. Complete at least two office hours a week.
10. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, Panhellenic Executive Association training, Panhellenic retreat, officer transition workshops, etc.
11. Disassociate for primary recruitment.

Article V. The Panhellenic Association

Section 1. Authority

The governing body of the Ball State University Panhellenic Association shall be the Panhellenic Association. It shall be the duty of the Panhellenic Association to conduct all business related to the overall welfare of the Ball State University Panhellenic Association including, but not limited to: setting a policy for total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish recruitment rules. The Panhellenic Association shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's fraternities.

Section 2. Composition and Privileges

The Ball State University Panhellenic Association shall be composed of one delegate from each regular, provisional and associate member group at Ball State University as identified in Article III. The delegates shall be the voting members of the Panhellenic Association except as otherwise provided in Article III of these bylaws.

Section 3. Selection of Delegates

Delegates to the Panhellenic Association shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing no later than two weeks before the end of fall semester.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association Vice President of Internal Operations of her name, email address, address and telephone number.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Association shall be held at a time and place established at the beginning of each academic term.

Section 6. Special Meetings

Special meetings of the Panhellenic Association may be called by the president when necessary and shall be called by her upon the written request of no less than one-fourth of the member women's fraternities of the Ball State University Panhellenic Association. Notice of each special meeting of the Panhellenic Association shall be sent to each member of the Panhellenic Association 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 7. Quorum

Two-thirds of the delegates from the member fraternities of the Ball State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

- A. Proposed motions on issues that impacts 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 Association 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.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be President, Vice President of Risk Reduction, Vice President of Internal Operations, Vice President of Recruitment, Vice President of Membership Development, Vice President of Marketing and Communication, Vice President of Community Service and Philanthropy, Vice President of Scholarship, and Vice President of Recruitment Counselors.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Association and such other business as has been approved for action by the Panhellenic Association vote. At the next regular meeting of the Panhellenic Association through the secretary, 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 the time and place established at the beginning of each academic term.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request if three members of the Executive Board.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Ball State University Panhellenic Association shall be appointed by the Ball State University administration.

Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the Ball State University Panhellenic Association. The Panhellenic advisor shall have voice but no vote in all meetings of the Panhellenic Association.

Article VIII. Committees

Section 1. Standing Committees

- A. The standing committees of the Ball State University Panhellenic Association shall be the Judicial Board/Greek Peer Mentors and Circle of Sisterhood Committee.
- 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 Panhellenic Association 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 fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board/Greek Peer Mentors.

Section 3. Judicial Board

- A. The judicial board shall consist of the Vice President of Risk Reduction as chairman and ten members, one each of the chapter of the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member.
- B. 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.
- C. The judicial board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the judicial board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Ball State University Panhellenic Association that are not settled informally or through mediation.
- D. The entire judicial board shall conduct the hearing unless Panhellenic Association adopts rules for the hearing to be conducted by a committee of the Judicial Board.
- E. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.
- F. The Judicial Board members will also relay information about recruitment rules to their respective chapters, such as infractions, and educate members about the importance of following these rules closely as well as the sanctions if rules are violated.

Section 4. Circle of Sisterhood Committee

- A. The Circle of Sisterhood Committee shall consist of a chairman and ten members, up to the discretion of the Philanthropy chair.
- B. The committee meets often the Vice President of Philanthropy and Community Service sees fit.
- C. The committee helps raise funds and awareness for the Circle of Sisterhood Foundation through planning and implementing various campaigns throughout the year.

Section 5. Other Committees

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

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Ball State University Panhellenic Association shall be from July 1 to June 30 inclusive.

Section 2. Contracts

Dual signatures of the President, Vice President of Internal Operations, and Panhellenic advisor shall be required to bind the Ball State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Ball State University Panhellenic Association shall bear the signature of the Ball State University Vice President for Business Affairs and Treasurer.

Section 4. Payments

All payments due to the Ball State University Panhellenic Association shall be received by the Vice President of Internal Operations, who shall record them. Checks for payments shall be made payable to the Ball State University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid once a year as invoiced by the NPC office.
- B. Ball State University Panhellenic Association dues are \$13 per member (active and new) per semester.
 - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Association no later than February 15 of that year.

Section 6. Delinquent Accounts

When a member chapter's account becomes delinquent, the Panhellenic Association will work in conjunction with the Office of Greek Life to proceed accordingly.

Article X. Extension

Section 1. Extension is the process of adding an NPC women's fraternity.

The Ball 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.

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, Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Ball State University 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 Ball State University Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation is the first step of the judicial process. The Ball State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
- B. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Association shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.

- C. A decision of the Judicial Board may be appealed by any involved party to the

NPC College Panhellenic Judicial Appeal Committee. The Ball State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

Article XII. Hazing

- A. Hazing is defined as any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

- B. The Panhellenic Association member fraternities shall abide by the Ball State University anti-hazing policy as stated in the current editions of the Student Handbook. The Panhellenic Association member fraternities shall also abide by the Indiana Code concerning the crime of hazing. Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned.

Article XIII. Administration of Membership Selection (Recruitment)

The Ball State University Panhellenic Association follows the Manual of Information as set by the National Panhellenic Council.

Article XIV. Pledging and Initiation

The Ball State University Panhellenic Association follows the Manual of Information as set by the National Panhellenic Council.

Article XV. Parliamentary Authority

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

Article XVI. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Ball State University Panhellenic Association by a two-thirds vote, as long as the proposed

amendment has been provided submitted in writing at the previous regular meeting allowing an opportunity for chapter input.

Article XVII. Dissolution

This Association shall be dissolved when only one regular member exists at Ball State University. In the event of the dissolution of this Association none of the assets of the Association shall be distributed to any members of the Association, but after payment of the debts of the Association its assets shall be given to the National Panhellenic Conference.