



**Revised March 2024**

## BYLAWS OF GRAND VALLEY STATE UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

### Article I. Name

The name of this organization shall be the Grand Valley State University College Panhellenic Association.

### Article II. Object

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

- Conduct the business of the College Panhellenic only during the campus academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's only membership recruitment program.
- Encourage the highest possible academic, social, and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic Standing Rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Sponsor Junior Panhellenic for specialized programming efforts.
- Promote friendship, harmony, and unity among members, chapters, faculty, administrators, and campus groups.

### Article III. Membership

#### Section 1. Membership Classes

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

- A. **Regular Membership.** The regular membership of the Grand Valley State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Grand Valley State University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. **Provisional Membership.** The provisional membership of the Grand Valley State University Panhellenic Association shall be composed of all colonies of NPC fraternities at Grand Valley 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 Grand Valley 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 College Panhellenic Council. Associate members shall pay dues as determined by the College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal recruitment process, they shall not have a vote on recruitment rules and the establishment or modification of Panhellenic total. An associate member shall not be entitled to vote on the question of her expulsion.

## Section 2. Privileges and Membership Responsibilities

- A. **Duty of compliance.** All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Grand Valley State University College Panhellenic Association Bylaws, Code of Ethics, and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

## Section 3. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
  - i. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than December of the prior year.

## Section 4. Fees and Assessments

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

- A. Chapters will be fined at a rate of \$10.00 per member missing when an attendance quote at an attendance mandated event is not met. The standing rules provide a description of a mandatory attendance event and when fining is permitted.
- B. Community Events
  - i. Each member of the Panhellenic community is required to attend one inside event, one outside event, and one Panhellenic general assembly meeting. Events will be tracked per member organization and submitted to the Vice President Community Engagement by a date predetermined at the beginning of each semester. Proof of event must be submitted to the Vice President of Community Development. This must be a picture of the Panhellenic woman at the

event and submitted in a slideshow or presentation created by each individual chapter. If a member has class during the weekly Panhellenic general assembly meeting time, attendance of a choice event (inside or outside) must be submitted alongside proof of class schedule conflict. Chapters may not use their own events to count towards an inside event. Sign up documents and/or receipts alone will not be accepted. Venmo screenshots will be accepted.

- ii. An individual member's failure to attend one inside, one outside, and one choice event shall incur a fine of \$8.00 per missed event.
- iii. The chapter that has the highest number of community events per active member will be awarded 2/3 of the fee money at the end of each semester.

#### Article IV. Officers and Duties

##### Section 1. Officers

The officers of the Grand Valley State University College Panhellenic Association shall be President, Executive Vice President, Vice President of Records and Media, Vice President of Finance, Vice President of Recruitment, Vice President of Rho Gammas, Vice President of Community Engagement, Vice President of Education, and Vice President of Philanthropy and Service. The officers of the Grand Valley State University College Panhellenic Association shall make up the Executive Board.

##### Section 2. Duties of Officers

###### A. President

- i. Preside at all meetings of the Panhellenic Council and Executive Board.
- ii. Communicate regularly with the Panhellenic advisor and NPC area advisor and be familiar with the NPC Manual of Information and all governing documents of this association.
- iii. Submit the annual report to the National Panhellenic Conference by the due date, before April 30.
- iv. Maintain current copies of the following: Grand Valley State University 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 College Panhellenic reports to NPC, and other pertinent materials.
- v. Maintain effective communication with the Greek Programming Committee, Interfraternity Council, Multicultural Greek Council and National Pan-Hellenic Council, Order of Omega, and other relevant organizations at Grand Valley State University.
- vi. Serve as the liaison for expansion purposes.
- vii. Attend the Association of Fraternal Leadership and Values Conference (AFLV).
- viii. Disassociate during the Formal Recruitment Period.
- ix. Meet regularly with the Panhellenic Advisor or designee.
- x. Perform all other duties as assigned or otherwise generally pertaining to this office and have overall responsibility for the operation of the Panhellenic Association.

###### B. Executive Vice President

- i. Perform the duties of Panhellenic President in her absence.
- ii. Oversee risk management and prevention for the Grand Valley State University College Panhellenic Association.
- iii. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- iv. Serve as chair of the Panhellenic Judicial Board.
- v. Recruit one Judicial Board member and one alternate Judicial Board member from each sorority to serve on the Judicial Board.
- vi. Be responsible for distributing and collecting applications for AFLV and UIFI scholarships.
- vii. Attend the Association of Fraternal Leadership and Values Conference (AFLV).
- viii. Oversee the Bylaw and Standing Rules Committee to update the Panhellenic Association governing document annually and as needed.
- ix. Coordinate all matters regarding the Panhellenic election process, such as but not limited to, communication regarding elections, the nominating committee, slate of officers, and transitions of officers.
- x. Create the annual risk management and prevention event to benefit the Panhellenic Community as a whole.
- xi. Serve as co-chair of Hazing Prevention Week.
- xii. Meet regularly with the Panhellenic Advisor or designee.
- xiii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

#### C. Vice President of Records and Media

- i. Keep an up to date roll of the members of the Panhellenic Council.
- ii. Record minutes of all meetings of the Grand Valley State University Panhellenic Council and the Executive Board.
- iii. Maintain a complete and up to date file that includes the minutes of all meetings from the date of organization and current correspondence.
- iv. Send meeting minutes to the NPC Area Advisor.
- v. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- vi. Maintain the official correspondence of the Panhellenic Council.
- vii. Work through all social media and marketing channels to promote a positive image of the Panhellenic sorority community.

- viii. Maintain all social media (Instagram, TikTok, and website) created for the Panhellenic Council and work with associated Panhellenic chapters to promote individual events.
- ix. Promote events for the Panhellenic Association.
- x. Work closely with the Panhellenic Advisor, Vice President of Recruitment, and Vice President of Rho Gammas in developing the marketing plan for the primary recruitment program.
- xi. Meet regularly with the Panhellenic Advisor or designee.
- xii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

#### D. Vice President of Finance

- i. Supervise the finances of the Grand Valley State University Panhellenic Association.
- ii. Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Grand Valley State University Panhellenic Association membership fraternity.
- iii. Be the sole person to have access to the FOP account.
- iv. Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- v. Pay promptly the annual NPC dues and all bills of the Grand Valley State University Panhellenic Association.
- vi. Maintain up to date financial records; give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
- vii. Shall be familiar with the NPC Manual of Information and all governing documents of this association.
- viii. Meet regularly with the Panhellenic Advisor or designee.
- ix. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

#### E. Vice President of Education

- i. Serve as the Chief Diversity, Equity, and Inclusion Officer for the Panhellenic Association.
- ii. Be responsible for providing educational programs for the Panhellenic Community, promoting emphasis on events that count for GSAP requirements.
- iii. Serves on the Greek Programming Committee.
- iv. Work to help create a safe, diverse, and welcoming environment in the Panhellenic Community.
- v. Chair of the Athena Conference planning committee.
- vi. Serves as a co-chair of Hazing Prevention Week and Women's Empowerment Week.
- vii. Plan committee meetings with officers of similar responsibility from each of the regular membership chapters as needed, at least one per semester.

- viii. Inform and enrich Panhellenic Council study skills through academic or educational seminars and other programming.
- ix. Give out awards for 4.0 GPA, most improved GPA, highest new member GPA, highest GPA, and highest chapter GPA each academic year at the Panhellenic Tea.
- x. Execute Professor of the Semester and Student of the Month Recognition.
- xi. Meet regularly with the Panhellenic Advisor or designee.
- xii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

F. Vice President of Community Engagement

- i. Be responsible for the CommUnity program, promoting emphasis on events that count for GSAP requirements.
- ii. Be responsible for the Junior Panhellenic Program each semester as set out in the Manual of Information.
- iii. Serves on the Greek Programming Committee.
- iv. Be responsible for the planning and implementation of the sister sorority.
- v. Program in order to strengthen the Panhellenic community.
- vi. Facilitate the Panhellenic Tea at the conclusion of the winter semester to celebrate the Panhellenic Community's accomplishments.
- vii. Co-chair of Women's Empowerment Week.
- viii. Collaborate with the Greek Programming Committee, Interfraternity Council, Multicultural Greek Council and National Pan-Hellenic Council, Order of Omega on joint community events.
- ix. Meet regularly with the Panhellenic Advisor or designee.
- x. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

G. Vice President of Recruitment

- i. Serve as the chair of the Recruitment Director Committee.
- ii. Hold meetings as needed with all other Grand Valley State University Recruitment Directors and chapter advisors concerning matters pertaining to formal and informal recruitment.
- iii. Work closely with the Panhellenic Advisor, Vice President of Rho Gammas, and Vice President of Records and Media in developing the marketing plan for the primary recruitment program.
- iv. Assist the Vice President of Records and Media with creating a year-long marketing plan for the Panhellenic sorority community.

- v. Maintain summer contact with chapter recruitment teams, Vice President of Rho Gammas, and Fraternity and Sorority Life Staff.
- vi. Be in charge of all matters pertaining to recruitment.
- vii. Evaluate primary recruitment at its completion with chapter presidents, chapter recruitment chairs, withdrawals, and new members.
- viii. Provide Recruitment Rules to be voted on by members of the Panhellenic Association prior to the start of Formal Recruitment.
- ix. Develop and implement, with collaboration of the Panhellenic Advisor, the schedule for the coming year's recruitment period.
- x. Provide facilitation and training for active chapter members concerning recruitment that may include but is not limited to the CPR Program.
- xi. Communicate with other Greek governing councils on campus as needed for recruitment matters.
- xii. Disassociate during the formal recruitment period.
- xiii. Meet regularly with the Panhellenic Advisor or designee.
- xiv. Perform all other duties as adopted by the Association.

#### H. Vice President of Rho Gammas

- i. Conduct an evaluation of the Recruitment Guide Program with Rho Gammas after completion of primary recruitment.
- ii. Work Closely with the Panhellenic Advisor, Vice President of Recruitment, and the Vice President of Records and Media in developing the marketing plan for the primary recruitment program.
- iii. Maintain summer contact with Rho Gammas, the Vice President of Recruitment, and Fraternity and Sorority Life Staff.
- iv. Be responsible for the selection, training, and communication with the recruitment counselors.
- v. Act as an advisor to the recruitment counselors leading up to and during the formal recruitment period.
- vi. Meet regularly with the Panhellenic Advisor or designee.
- vii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

#### I. Vice President of Philanthropy and Service

- i. Provide service opportunities for the Panhellenic Community, promoting emphasis on events that count for GSAP requirements.
- ii. Organize chapter participation in Grand Valley State University philanthropy events, such as but not limited to, Make a Difference Day, Beach Clean Up, and MLK Jr. Day of Service and Solidarity.

- iii. Plan committee meetings with officers of similar responsibility from each of the regular membership chapters as needed, at least one per semester.
- iv. Keep track of chapter hours of community service hours volunteered.
- v. Give awards to chapters and individuals who completed the most hours of community service for the fall semester.
- vi. Host service events each semester for Panhellenic local philanthropy, Be Nice.
- vii. Maintain and promote relations with Circle of Sisterhood and Be Nice.
- viii. Collaborate with chapters to keep track of philanthropic dollars raised.
- ix. Give out awards to the chapter with the most philanthropic dollars raised each semester.
- x. Maintain relationships with chapter philanthropy chairs and hold round table meetings when necessary.
- xi. Meet regularly with the Panhellenic Advisor or designee.
- xii. Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

### Section 3. Eligibility

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

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

### Section 4. Selection of Officers

The officers of President, Executive Vice President, Vice President of Records and Media, Vice President of Finance, Vice President of Recruitment, Vice President of Community Engagement, Vice President of Philanthropy and Service, and Vice President of Rho Gammas, of the Grand Valley State University College Panhellenic Association shall be elected by ballot, except if there is only one nominee for an officer that nominee shall be declared elected.

- A. The Recruitment Assistant shall be appointed by the Executive Board by the end of January after filling a completed application. The responsibilities of this position include assisting the Vice President of Recruitment in anything deemed necessary to the position and community, attending all Recruitment Committee meetings, attending Rho Gamma training, and disassociation from her chapter during primary recruitment period. To be eligible, a candidate must have gone through one primary recruitment with her own chapter as an active member.

### Section 5. Officer-Holding Limitations



- A. If possible based on applications submitted, no more than 2 members from the same women's only sorority shall hold office during the same term.
- B. The Vice President of Recruitment must have a minimum of one year of service as a Rho Gamma, a recruitment director for her respective chapter, or otherwise highly involved in recruitment.
- C. The President must have a minimum one year of College Panhellenic experience prior to serving. This includes being a member of the Panhellenic Executive Board, being a delegate or assistant delegate for her respective chapter or being president of her respective chapter.
- D. The Vice President of Rho Gammas must have previously served as a Rho Gamma.
- E. The officers must be eligible to serve as a Rho Gamma, with also the President, Vice President of Recruitment, and Vice President of Rho Gammas dissociating when Rho Gammas are required to.

#### Section 6. Nomination Procedure

A Nominating Committee of 9 members shall be formed by one delegate from each Grand Valley State University College Panhellenic Association. The Executive Vice President shall serve as the chair of the nominating committee. 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 7. Term

- A. The officers shall serve for a term of one year or until their successors are selected. If the College Panhellenic is informed by a member group that an officer is not in good standing within their chapter, they will be automatically removed from office without the need for a vote.
- B. The term of office will begin January 1 and will end December 31 or until all newly elected officers are instituted.

#### Section 8. Removal

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

#### Section 9. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Article V, Section 4 of this article.

### Article V. The Panhellenic Council

#### Section 1. Authority

The governing body of the Grand Valley State University College Panhellenic Association shall be the Panhellenic Council. It shall be the duty of the Panhellenic Council to conduct all business related to the overall welfare of the Grand Valley State University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the automatic adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights, and privileges of member women's only sororities.

#### Section 2. Composition and Privileges

The Grand Valley State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate women's only member organization at Grand Valley 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. 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 only sorority chapters to serve for a term of one year commencing at the beginning of the winter academic term and ending with the completion of the fall academic term.

### Section 4. Vacancies

- A. 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 College Panhellenic Association Vice President of Records of Media of the name, address, email, and telephone number.
- B. When an officer vacancy occurs in the winter semester, the delegates must inform their chapters. Those who are interested in filling the vacancy will apply to the position using an application that was written by the Executive Vice President. Then the Panhellenic Executive Board officers, as well as the delegates from chapters not represented on the Executive Board will interview and slate this position. Once slated the delegates must vote within 1 week of the slated replacement being announced.
- C. When an officer vacancy occurs in the fall semester, existing executive board members can assume the responsibilities of the vacant position.

### Section 5. Duties and Responsibilities

Panhellenic delegate duties and responsibilities:

- i. Must attend all Panhellenic Council meetings.
  - a. If a delegate is unable to attend they must find a replacement of any active member in their respective chapter to attend in their place.
- ii. Must support NPC Unanimous Agreements, policies, and procedure.
- iii. Must understand local College Panhellenic Association policies and procedures.
- iv. Should know when to consult her sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- v. Should be prepared and knowledgeable about Panhellenic concerns, the view of her member organization and chapter, and how to voice concerns to the Council.
- vi. Must present regular College Panhellenic Association reports and chapter meetings.

### Section 6. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at 6:00 PM EST on Tuesdays at a place established at the beginning of each academic term.

## Section 7. Annual Meetings

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates

## Section 8. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the electronic or written request of no fewer than one-fourth of the member women's sororities of the Grand Valley State University College Panhellenic Association.

Electronic or written notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

## Section 9. Quorum

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

## Section 10. Vote Requirements

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes.
- C. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.

## Article VI. The Executive Board

### Section 1. Composition

The composition of the Executive Board shall be the Panhellenic Officers.

### Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the Vice President of Records and Media, the Executive Board shall also report all actions it has taken and record the actions in the minutes of that meeting.

### Section 3. Regular Meetings

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

### Section 4. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at

least 24 hours prior to convening the meeting; however such notice may be waived, and attendance at such meeting shall constitute a waiver of said notice.

#### Section 5. Quorum

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

### Article VII. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic advisor of the Grand Valley State University College Panhellenic Association shall be appointed by the Grand Valley State University administration.

#### Section 2. Authority

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

### Article VIII. Committees

#### Section 1. Standing Committees

- A. The standing committees of the Grand Valley State University College Panhellenic Association shall be the Judicial Board, the Membership Recruitment Committees, and the Finance Committee.
- B. Term.
  - i. 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 chairwomen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's only sororities as much as possible. The President shall be an ex-officio member of all committees except the Judicial Board.

#### Section 3. Judicial Board

The Judicial Board shall consist of the Executive Vice President as chairwomen and 9 members from the College Panhellenic Association member organizations. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the College Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the Bylaws, Code of Ethics, Standing Rules, and Membership Recruitment Regulations of Grand Valley State University College Panhellenic Association that are not settled informally or through mediation. The hearing shall 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 Committee

The Recruitment Committee shall consist of a chairwoman and the recruitment director or equal position holder from each regular, provisional, and associate women's only member (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chairman of this committee shall present a full report, including recommendations to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, and each member organization and chapter advisor.

#### Section 5. Finance Committee

The Finance Committee shall consist of the Panhellenic Vice President of Finance as the chairwoman with one additional member selected from each chapter. These members will be selected by the Vice President of Finance from applications completed at the beginning of each academic year. If there are vacancies in the winter semester, new members will be selected to ensure a full committee.

##### A. Meetings.

- i. The committee will meet as needed and deemed fit by the Vice President of Finance to discuss funding requests and other financial business.

##### B. Budget Requests

- i. These requests should be utilized to assist chapters in hosting any event that benefits the entirety of their chapter and its members. Chapters can request up to \$400.00 per academic semester by the Vice President of Finance and Finance Committee members.

##### C. Panhellenic Budget Request Deadline

- i. All budget requests shall be submitted to the Finance Committee two weeks before the event. Requests must be for events occurring in the current academic semester.

##### D. Budget Request Review

- i. Budget requests shall be reviewed by the Finance Committee following the budget request deadline, to ensure that all chapters have equal opportunity to file requests.

#### Section 9. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council and shall have one representative from each regular, provisional, and associate member organization.

### Article IX. Finances

#### Section 1. Fiscal Year

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

#### Section 2. Contracts

Dual signatures of the President, Vice President of Finance, and/or the Panhellenic Advisor shall be required to bind the Grand Valley State University College Panhellenic Association on any contract.

### Section 3. Checks

All checks and electronic payments issued on behalf of the Grand Valley State University College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance, and/or the Panhellenic Advisor.

### Section 4. Payments

All payments due to the Grand Valley State University College Panhellenic Association shall be received by the Vice President of Finance, who shall record them. Checks for payments shall be made payable to the Grand Valley State University Panhellenic Council.

### Section 5. Budget Reallocation

A reallocation of funds exceeding 5% of the total budget must be approved by the Panhellenic Council.

## Article X. Extension

### Section 1. Extension

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

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

### Section 2. Voting Rights

Only regular members of the Panhellenic Council shall vote on extension matters.

## Article XI. Violation Resolution

### Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic Code of Ethics, Standing Rules and/or Membership Recruitment Regulations of the Grand Valley State University College Panhellenic Association shall be considered a violation.

### Section 2. Informal Resolution

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

### Section 3. Judicial Process

The Grand Valley State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process found in the NPC Manual of Information.

## Article XII. Hazing

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

### Article XIII. Inclusion Statement

Grand Valley State University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972).

### Article XIV. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the [name of institution] College Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws, and any special rules of order the Grand Valley State University College Panhellenic Association may adopt.

### Article XV. Amendment of Bylaws

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

- A. These bylaws shall be reviewed annually by the Executive Vice President and the Executive Board.

### Article XVI. Dissolution

This College Panhellenic Association shall be dissolved when only one regular member exists at Grand Valley 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 NPC unless otherwise required by state law.