



BYLAWS OF OKLAHOMA STATE UNIVERSITY PANHellenic ASSOCIATION UPDATED MARCH 26TH, 2025

Article I. Name

The name of this organization shall be the Oklahoma State University Women's Panhellenic Association.

Article II. Objective

The objective of the Panhellenic Association shall be to develop and maintain fraternity/sorority life and member group relations at a high level of accomplishment.

- a. To further refine intellectual accomplishment and sound scholarship.
- b. To cooperate in partnership with university administration and member groups toward achieving high fraternal ideals, in all areas.
- c. To formulate programming for the growth and development of our member groups.
- d. To act in accordance with National Panhellenic Conference policies and Unanimous Agreements.
- e. To establish and maintain all policies which do not violate the sovereignty, rights and privileges of member groups.
- f. To enhance mutual respect, assistance, and cooperation among member groups.

Article III. Membership

Section 1. Membership classes

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

- a. Regular Membership
 - i. The regular membership of the Oklahoma State University Panhellenic Association shall be composed of all installed chapters of NPC sororities at Oklahoma State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.
- b. Provisional Membership.
 - i. The provisional membership of the Oklahoma State University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Oklahoma State University. Provisional members shall pay no dues and shall have voice but no vote on all matters. A provisional member shall

automatically become a regular member upon being installed as a chapter of an NPC sorority.

c. Associate membership

- i. The associate membership of the Oklahoma State University College Panhellenic Association shall be composed of women's-only local sororities or inter/national or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a vote on recruitment rules and the establishment or the modification of total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.
- ii. We will utilize the RFM specialist for the total settings of our Panhellenic community.

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

Article IV. Officers and Duties

Section 1. Officers

- a. The Officers of the Oklahoma State University Panhellenic Association shall be:
 - i. President
 - ii. Vice President of Judicial Affairs
 - iii. Vice President of Administration
 - iv. Vice President of Public Relations
 - v. Vice President of Education
 - vi. Vice President of Programming
 - vii. Vice President of Community Outreach
 - i. Internal Vice President of Recruitment
 - ii. External Vice President of Recruitment
- b. The order of authority shall be:
 - iii. President
 - iv. Vice President of Judicial Affairs

- v. Vice President of Administration
- vi. Vice President of Education
- vii. Vice President of Public Relations
- viii. Vice President of Programming
- ix. Vice President of Community Outreach
- x. Internal Vice President of Recruitment
- xi. External Vice President of Recruitment

Section 2. Eligibility

- a. Members from women's-only sororities holding regular membership in the Oklahoma State University College Panhellenic Association that are in good standing with their chapter shall be eligible to serve as any officer. The member must also have the following qualifications:
 - xii. Must have served the Panhellenic Association during a semester in some capacity (i.e., committee work, committee Chairperson, Recruitment Counselor, Panhellenic Delegate Junior Panhellenic Delegate, etc).
 - xiii. Must have at least a 3.0 cumulative grade point average.
 - xiv. The President must be at least a second semester sophomore at the time of election.
- b. Members from women's-only sororities holding provisional or associate membership in the Oklahoma State University College Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

- a. The officers of the Panhellenic Executive Council, excluding the offices of Vice President of Judicial Affairs, Internal Vice President of Recruitment, and External Vice President of Recruitment, shall be slated for their position by the Slating Committee.
- b. The Slating Committee will consist of the Outgoing Panhellenic Delegate from each chapter. If a delegate is running for an executive position or was chosen to serve as External Vice President of Recruitment, Internal Vice President of Recruitment, or Vice President of Judicial Affairs, she will be ineligible, and that chapter's junior delegate will serve in their place. Outgoing Panhellenic Executive members will serve as a voice with no vote on the official slating committee.
- c. The candidates will go through an application and interview process. The interview will consist of the Slate Committee, the Panhellenic President, the Panhellenic Advisor and the Panhellenic Graduate Assistant. These interviews should take place at the end of October or beginning of November.
- d. The Slating Committee will meet and come out with an official slate. Individuals chosen for positions on the slate will be notified within 24 hours of the official slate and they will have 48 hours to make a decision to accept or decline their

position on the slate. The slate should be presented during a regular Panhellenic Council meeting. Following the meeting the slate should be presented to chapters by their member of the Slating Committee.

- e. The slate as presented must pass by a majority affirmative (7 chapters) to be accepted. If the vote is not a majority, each individual office will be voted on beginning with President, VP-Public Relations, VP- Programming, VP- Community Outreach, and VP- Administration. Office by office voting will be determined by a simple majority. If an individual office is not passed by the Panhellenic community then that individual office will be re-slated by the Slating Committee and a new vote will be taken in the Panhellenic community for the newly slated individual.
- f. The outgoing Recruitment Team, Panhellenic President, Panhellenic Advisor, and Panhellenic Graduate Assistant will select the Panhellenic External Vice President of Recruitment, Internal Vice President of Recruitment, and the Vice President of Judicial Affairs for the following term in the fall semester. These positions will not sit in on the selection of the remaining positions of the executive team. The External Vice President of Recruitment and Internal Vice President of Recruitment shall serve on Panhellenic Executive Council with a voice, but no vote on official Council decisions.

Section 4. Office-holding limitations

- a. Each chapter cannot have more than two women on the executive council (including recruitment team). In addition, no two women from the same chapter can hold positions on the recruitment team.

Section 5. Term

- a. The officer shall serve for a term of one year or until their successors are selected.
- b. The term of the office will begin at the beginning of the spring academic term.

Section 6. Removal

- a. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.
 - i. Grounds for the removal from office for any officer shall be:
 - 1. Failure to carry out the duties of their office (as deemed by the Panhellenic Association and the Panhellenic Association Advisor), violation of any Panhellenic Association regulations, or other legislation of the Panhellenic Association.
 - 2. Being found guilty of violating local, state, and federal laws as well as Oklahoma State University regulations.
 - 3. Inappropriate conduct unbecoming to a Panhellenic Executive Council and members of the Greek community.

4. Having excessive absences at Panhellenic Association meetings, Panhellenic Executive Council meetings, and/or Panhellenic Association sponsored events
- ii. Additional grounds for removal:
 1. The Recruitment Team may be removed from office by a majority vote of the members of the Panhellenic Executive Council.

Section 7. Vacancies

- a. In the case the Panhellenic Association President is unable to complete their term of office; the Vice President of Judicial Affairs shall assume the duties of the President on approval of a three-fourths majority of Panhellenic Association. Vacancies in offices other than Panhellenic Association President, Vice President of Judicial Affairs, External Vice President of Recruitment, and Internal Vice President of Recruitment shall be filled by a junior or senior delegate from any chapter with one or fewer members representing their chapter on the Panhellenic Executive Council. They shall be elected by a simple majority vote of the Panhellenic Council. Vacancies in the offices of Vice President of Judicial Affairs, External Vice President of Recruitment, and Internal Vice President of Recruitment shall be filled through an interview process under the discretion of the Panhellenic Association Advisor, Graduate Assistant, and select officers.

Section 8. Duties of Officers

- The duties of all officers are, but should not be limited to:
 - i. Oversee committees designated to officer positions and appoint a chairperson within two weeks of formation.
 - ii. Administer routine business between meetings of the Panhellenic Council and other business as approved for action by the Panhellenic Council vote.
 - iii. In the event a Panhellenic Executive Council member is applying for an open position, a special appointment committee will be selected. The special appointment committee will consist of the two top ranking executive officers, one elected representative from the Panhellenic Association, one elected representative from the Peer Accountability Board and the Panhellenic Association Advisor. The past Chairperson should sit in on the special appointed committee with voice but no vote.
 - iv. Meet with chapter executive council counterparts at least once a semester.
 - v. Establish officer, council, and chapter goals at the beginning of their term and revise them at the beginning of each semester.
 - vi. Uphold the OSU Women's Panhellenic Code of Ethics and Mission Statement and strive towards Greek unity within Panhellenic, all Greek councils, and to the university.
 - vii. Attend all designated Panhellenic sponsored events
 - viii. Attend all Greek 100 Training Sessions

- ix. Assist the Recruitment Coordinators with the coordination of Fall Recruitment, Continuous Open Recruitment, and Informal recruitment periods.
- x. Communicate Panhellenic programming events with the VP of Programming to add to Panhellenic Calendar in a timely manner.
- xi. Communicate Panhellenic promotions to VP of Public Relations in a timely manner
- xii. Keep the Panhellenic Desk, Greek office, Greek basement storage space, and any other used space clean and organized. This includes the Group Drive on the Panhellenic Desk monitors.
- xiii. Maintain grade point average requirement of 3.0. The Panhellenic Advisor shall review grades of officers following the conclusion of the spring semester. In the event that an officer's grade point average is below 3.0, they will meet with the Panhellenic Advisor at the Advisor's discretion.
- xiv. Assist the President in completion of National Panhellenic Awards.
- xv. Complete a packet for awards for the Association of Fraternal Leadership & Values
- xvi. Attend the conference for the Association of Fraternal Leadership & Values
- xvii. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
- xviii.
- The duties of each individual officer are, but should not be limited to:
 - i. The President
 1. Have overall responsibility for the operation and programming of the Panhellenic Association.
 2. Preside at all regular meetings of the Panhellenic Association and call and preside at all special meetings.
 3. Call and preside at all meetings of the Panhellenic Executive Council.
 4. Represent the Panhellenic Association on University committees, events and/or meetings as requested.
 5. Report as needed to the National Panhellenic Conference Area Advisor.
 6. Meet with Panhellenic chapter presidents and chapter delegates at least once a semester and with each chapter's executive council at least once during their term.
 7. Meet with each of the Greek Senators at the beginning of their terms.
 8. Maintain a complete updated Panhellenic Association President's file which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Association Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related materials received from their National Panhellenic Council Area Advisor; copies of the Panhellenic Association Reports to the Area Advisor, and other pertinent materials.

9. Be familiar with the NPC Manual of Information and all governing documents of this Association.
 10. Update Panhellenic Strategic Plan with Panhellenic Advisor within two weeks of the start of their term.
 11. Peer Accountability Board Peer Accountability Board Complete a National Panhellenic Conference award packet in the biennium year.
 12. Ensure that the NPC College Panhellenic annual report is completed.
 13. Serve as ex-officio of all Panhellenic Association Committees Peer Accountability Board
 14. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer). Perform all other duties as assigned.
- ii. Vice President of Judicial Affairs
1. Perform the duties of the Panhellenic Association President in their absence.
 2. Maintain a complete, up-to-date Panhellenic Association Vice President of Judicial Affairs file which will include a copy of the current Panhellenic Association Constitution, Bylaws, standing rules, and Panhellenic Policies; the current Panhellenic Association budget; the current National Panhellenic Conference Manual of Information and related information received from the Area National Panhellenic Conference Advisor; copies of all Peer Accountability Board correspondence, hearings, and decisions.
 3. Review and compare Panhellenic Bylaws and other Governing Documents at the start of term and completion of term, and follow up with area advisor on updates. Ensure Panhellenic Advisors and Panhellenic President are carbon copied (cc'ed) on all correspondence with National Panhellenic Conference.
 4. Oversee bylaw update process.
 5. Serve as Chairwoman of the Peer Accountability Processes both formal and informal. Peer Accountability Board .
 6. Collaborate with External Vice President of Recruitment to select and train Recruitment Staff (Recruitment Counselors Peer Accountability Board).
 7. Enforce all sanctions from the Peer Accountability Process, Peer Accountability Board and follow up with their completion through appropriate documentation.
 8. Peer Accountability Board Be the liaison between chapter risk management chairs and the Panhellenic Association Risk Management Committee.
 - a. Plan at least one Risk Management and Social Chair roundtable per academic semester and one Risk Management Committee roundtable per academic semester.

9. Train chapter risk-management chairs, social chairs, and presidents on relevant risk management issues relative to social functions and the well-being of chapter members.
 10. Coordinate Hazing Prevention Week with other three Greek Councils, with at least one campus organization outside of Greek Life.
 11. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
 12. Perform all other duties as assigned.
- iii. The Vice President of Administration
1. Perform the duties of the Panhellenic Association President in their absence, if so appointed.
 2. Maintain minutes as follows:
 - a. Keep an up-to-date roll of the Chapters present at all Panhellenic Association meetings.
 - b. Keep full minutes of all meetings of the Panhellenic Association, including committee meetings, Council meetings, Executive Council meetings, etc.
 3. Responsible for providing an agenda for Panhellenic Association meetings as formulated by the Panhellenic Executive Council.
 4. Send minutes of Panhellenic Association meetings to the Alumnae Advisors, Panhellenic Executive Council, to each Senior Delegate of the Panhellenic Association, Chapter Presidents, Panhellenic Association Graduate Assistant, and Panhellenic Association Advisor. Ensure Panhellenic Advisors and Panhellenic President are carbon copied (cc'ed) on all correspondence with National Panhellenic Conference. Send Panhellenic Council meetings within 24 hours of the meeting.
 5. Be responsible for the general supervision of the finances of Panhellenic Association.
 6. Be responsible for the preparation of the annual budget and, following its approval by Panhellenic Association, for providing a copy to each Panhellenic Association member.
 7. Receive all payments due to the Panhellenic Association; collect all dues, fees, and fines; and give receipts. Must work with University Accounting to assist in the handling of delinquent accounts.
 8. Maintain an up-to-date financial record; give a financial report at the first regular meeting of the month of the Panhellenic Association; give an annual report at the close of their term of office; reviews financial records every 2 (weeks).
 9. It is the responsibility of the Panhellenic Association Administrator to stay within the approved Panhellenic Association budget and to recommend budgetary increases when necessary.
 10. Be familiar with tax information of Panhellenic Council.

11. Coordinate Panhellenic interaction with new members through meetings, presentations, leadership opportunities, and other models of interaction.
 12. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
- iv. Vice President of Public Relations
1. Perform the duties of the Panhellenic Association President in their absence, if so appointed.
 2. Work with other three councils in executing Greek Discovery Day.
 3. Plan and execute at least one social media campaign that address a major issue facing the Panhellenic or Greek community. Serve as Panhellenic Public Relations Committee Chairperson.
 4. Serve as Panhellenic Press Secretary as follows:
 - a. Collaborate with FSA staff to develop and maintain the Panhellenic Association website.
 - b. Maintain all social media platforms regarding the Panhellenic Council.
 - c. Collaborate with all Panhellenic Officers on the creation of promotional or marketing materials for programs, activities, and events hosted by the council.
 - d. Work with officers of other three Greek Councils to create a Greek newsletter once a year.
 - e. Submit press releases to the O'Colly, Stillwater NewsPress, and other external publications on Panhellenic programming and accomplishments.
 5. Monitor Panhellenic chapters social media and report to VP of Judicial Affairs as needed.
 6. Oversee sale and distribution of Panhellenic promotional items such as t-shirts, buttons, etc.
 7. Collaborate with VP of Community Outreach to attend NPHC, IFC, and MGC Council meetings as Panhellenic liaison.
 8. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
 9. Perform all other duties assigned.
- v. Vice President of Education
1. Perform the duties of the Panhellenic Association President in their absence, if so appointed.
 2. Organize Month of the Scholar events in February.
 3. Oversee scholarship selection throughout the year for Panhellenic Scholarships.
 4. Maintain regular contact with academic centers from each college and inform Panhellenic educational programming such as resume workshops, professor of the month, tutoring sessions, etc.

5. Organize Panhellenic educational programming such as resume workshops, study nights, and academic events.
 6. Organize leadership programming for Panhellenic members.
 7. Collect data on members regarding majors and on-campus involvement for use of the Panhellenic Association.
 8. Research and present local and national Panhellenic scholarships available to Panhellenic women.
 9. Oversee chapter academic chairs and provide resources and support. Perform all other duties assigned.
- vi. Vice President of Programming
1. Perform the duties of the Panhellenic Association President in their absence, if so appointed.
 2. Plan and execute Panhellenic events in the Spring Semester to coincide with National Badge Day.
 3. Execute sisterhood events for all Panhellenic community to attend. Collaborate with on campus resources and departments for programs.
 4. Oversee Panhellenic Spirit Points as follows:
 - a. Collect opportunities for spirit points
 - b. Outline the process of the spirit points to delegates
 - c. Keep track of Spirit Points
 - d. Inform Panhellenic Graduate Assistant of the chapter with the most spirit points at the end of the year for the Panhellenic Spirit Award.
 5. Serve as coordinator of all other Special Committees of the Panhellenic Association with voice but no vote.
 6. Serve as the Panhellenic Association community philanthropy coordinator as follows:
 - e. Collect Philanthropy Event forms and track panhellenic philanthropy attendance for all required events.
 - f. Collaborate with other councils to create a philanthropy calendar, updated weekly.
 - g. Serve as liaison with on campus philanthropy events such as Into the Streets, Cowboython, PhilanthroPete, etc. that involve a large number of Panhellenic members.
 - h. Collect amounts donated from each Panhellenic chapter.
 7. Serve as the Panhellenic Association community service coordinator as follows:
 - i. Organize one Panhellenic service day per semester.
 - j. Provide weekly community service opportunities. Encourage organizations on and off campus to come speak at council meetings.
 - k. Execute Panhellenic-wide or Greek-wide Into the Streets Team.
 - l. Collect service hours from each chapter through Student Volunteer Center. Actively collect all Panhellenic programming events and

work with FSA staff to publish a monthly Panhellenic calendar including but not limited to:

- National Panhellenic Conference events (Month of the Scholar, National Badge Day, Women's Month, Founders Days, etc.)
- Local Panhellenic Programming (Philanthropy events, community service days, Spirit week, council meetings, roundtables, forums, homecoming, Spirit Point opportunities etc.

8. Serve as Infant Crisis Services liaison to community.
9. Collaborate with VP of Community Outreach to execute events such as Pumpkin Pals and Greek Trick or Treat in the Fall semester. Execute a local celebration or event of National Panhellenic events such as International Women's Month.
10. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
11. Perform all other duties assigned.

vii. Vice President of Community Outreach

1. Perform the duties of the Panhellenic Association President in their absence, if so appointed.
2. Collaborate with VP of Programming to execute events such as Pumpkin Pals and Greek Trick or Treat in the Fall semester. Attend NPHC, IFC, and MGC Council meetings as Panhellenic liaison.
3. Facilitate collaboration efforts between all governing councils and greek chapters at OSU.
4. Support the chapter elected exec position that focuses on members sense of belonging.
5. Seek out and share resources to support all members experiences in the chapter including resources from departments like Wellness, OMA, Campus Life, Student Support, Basic Needs, Counseling, Accessibility Services, etc.
 - a. Division of Student Affairs and Division of Access and Community Impact
6. Collaborate with VP of Programming for outreach to the Stillwater Community and engaging in their available programs and agencies. Support and assist with all local programming, this includes events of other executives and their designated programming.
7. Promote celebrations and recognition of all culturally based events, months, and celebrations including International Women's month, Hispanic Heritage month, etc.
8. Perform all other duties assigned.

viii. Recruitment Team (Vice President of Judicial Affairs, Internal Vice President of Recruitment, and External Vice President of Recruitment):

1. The responsibilities of the Panhellenic Recruitment Coordinators shall include but are not limited to:
 - a. Work for the elected Panhellenic Executive Council and the Panhellenic Association Advisor during the Spring semester, Summer, Spirit Week, Fall Recruitment, and Fall semester.
 - b. Attend weekly Panhellenic Association meetings and Panhellenic Executive Council meetings.
 - c. Attend weekly Recruitment Team meetings during the Spring semester.
 - d. Attend and host orientation events, Greek life luncheons, and Panhellenic Alumnae Association Teas.
 - e. Send the spring and summer Potential New Member and parent mailings.
 - f. Be expected to live in Stillwater throughout the summer in order to carry out their duties for Fall Recruitment.
 - g. Coordinate and process applications for Fall Recruitment
 - h. Coordinate housing for Potential New Members, Recruitment Counselors, and the Panhellenic Executive Council during Fall Recruitment.
 - i. Coordinate training for Recruitment Counselors, Chapter Chairpersons and Panhellenic Executive Council for Fall Recruitment.
 - j. Participate in the recruitment counselor selection process.
 - k. Assist Panhellenic Association Advisor in providing adequate training for Recruitment Counselors, Chapter Chairpersons and Panhellenic Executive Council for Fall Recruitment.
 - l. Develop training manuals to be distributed to Recruitment Counselors and Chapter Chairpersons.
 - m. Assist Panhellenic Association Advisor and VP Administration in maintaining the recruitment budget.
 - n. Disaffiliate from their chapter beginning one month prior to SpiritWeek and lasting until Bid Day and during all Fraternity & Sorority Affairs sponsored events.
 - o. Complete a National Panhellenic Conference award packet in the biennium year.
 - p. Work with the Fraternity & Sorority Affairs Graduate Assistant and the Coordinator of Fraternity & Sorority Affairs in conducting the application process for VP Judicial, VP Recruitment Internal, and VP Recruitment External for the following year.

- q. Assist in the coordination of Greek Discovery Day, held annually in the spring.
 - r. Planned and execute the coordination of the Fall Recruitment period.
 - s. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
2. Internal Vice President of Recruitment
- a. Assist with the update of Membership Recruitment Policies immediately following fall recruitment.
 - b. Review event schedule and recruitment procedures with the Chapter Recruitment Chairpersons.
 - c. Conduct post-recruitment evaluation for Chapter Recruitment Chairpersons.
 - d. Establish procedures for open and informal recruitment periods and keep in contact with chairpersons from the chapters participating in Continuous Open Bidding.
 - e. Assist in the coordination of Greek Discovery Day, held annually in the spring.
 - f. Plan at least one browse session each semester for informal recruitment and work to publicize and recruit non-Greek students to participate in informal recruitment.
 - g. Evaluate chapter detail forms with VP Judicial
 - h. Hold regular training meetings with chapter chairs
 - i. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
 - j. Perform all other duties assigned.
3. External Vice President of Recruitment
- a. Oversee the Recruitment Staff selection process in collaboration with Recruitment Team.
 - b. Oversee the Recruitment Staff training sessions throughout the year in collaboration with Recruitment Team.
 - c. Conduct post-recruitment evaluation for Recruitment Counselors.
 - d. During Fall Recruitment – Conduct exit interviews for all women wishing to break Recruitment, help prepare the open list each night, compile list for extending a snap bid on Bid Day morning.
 - e. Conduct post-recruitment evaluation for PNMs.
 - f. Assist in the coordination of Greek Discovery Day, held annually in the spring.
 - g. Serve as a member of the Peer Accountability Board as needed (if not already designated as the peer accountability officer).
 - h. Perform all other duties assigned.
4. Vice President of Judicial Affairs

- a. Oversee the annual revision and implementation of all panhellenic policies including Membership Recruitment Policies, Panhellenic Bylaws, GDD rules, and NPC policies.
 - b. Compile a list of Bid Day no-shows so that they will not be placed on the Continuous Open Bidding list or be offered a bid to membership during Continuous Open Bidding.
 - c. Compile a list of Post Bid Day membership cancellations so that they will be recognized as not eligible to go through Continuous Open Bidding.
 - d. Assist in the coordination of Greek Discovery Day, held annually in the spring.
 - e. Assist in the coordination of the Fall Recruitment period through temporarily managing Panhellenic social media.
 - f. Manage recruitment infractions process and follow steps outlined in NPC Peer Accountability Process and MOI.
 - g. Assist in the coordination of Greek Discovery Day, held annually in the spring.
 - h. Perform all other duties assigned.
- The Chapter Officer counterparts for Panhellenic Officers shall be:
 - i. President: Chapter Delegates and Chapter Presidents
 - ii. Vice President of Judicial Affairs: Chapter Risk Management, Standards, and Social Chairs
 - iii. Vice President of Administration: Finance and Recording Secretaries, and New Member Coordinators
 - iv. Vice President of Education: New Member Coordinators and Scholarship Chair
 - v. Vice President of Public Relations: Chapter Marketing, Risk Management Chair, and Social Chairs
 - vi. Vice President of Programming: Philanthropy Chairs, Service Chairs, and Social Chairs
 - vii. Vice President of Community Outreach: Diversity Chairs and Membership Experience Chairs
 - viii. Internal Vice President of Recruitment: Chapter Recruitment Chairs, Chapter COB Coordinators, Recruitment committees.

Section 9. Panhellenic Executive Council

- a. The Panhellenic Executive Council shall be President, Vice President of Judicial Affairs, Vice President of Administration, Vice President of Education, Vice President of Public Relations, Vice President of Programming, and Vice President of Community Outreach, with powers and duties as prescribed in Section 8 of this Article. The Internal Vice President of Recruitment and External Vice President of Recruitment shall serve as members of the Panhellenic Executive Council with a voice, but no vote on official Council decisions.

Article V. The Panhellenic Council

Section 1. Authority

- a. The governing body of the Oklahoma 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 Oklahoma State University College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

Section 2. Composition and Privileges

- a. The Oklahoma State University Panhellenic Council shall be composed of one senior delegate and one alternate delegate from each regular, provisional and associate member organization at Oklahoma State University as identified in Article III. The senior 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 senior delegate when the delegate is absent. If both senior delegate and alternate delegate are absent, the vote may be cast by a member of the fraternity/sorority, providing their credentials have been presented to the Association president.

Section 3. Selection of Delegates and Alternates

- a. Senior delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity/sorority chapters to serve for a term of one year commencing at the beginning of the spring academic term.

Section 4. Delegate Vacancies

- a. When a delegate vacancy occurs, it shall be the responsibility of the member group concerned to select a replacement within two weeks and to notify the Women's Panhellenic Council Vice President of Administration of their name and contact information. If a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the junior delegate of the member group concerned shall fulfill the duties of the delegate. Failure to replace a delegate within two weeks will result in loss of vote, until such a replacement has been made.

Section 5. Panhellenic Delegate Duties and Responsibilities:

- a. Must attend all Panhellenic Council meetings.
- b. Must support NPC Unanimous Agreements, policies and procedures.
- c. Must understand local College Panhellenic Association policies and procedures.
- d. Should know when to consult their sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- e. Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- f. Should present regular College Panhellenic Association reports at chapter meetings.

Section. 6. Regular Meetings

- a. Regular meetings of the Panhellenic Council shall be held at 4:30 p.m. each Wednesday, excluding Pre-Finals Week and Finals Week. The location of these meetings shall be determined by the Office of Fraternity & Sorority Affairs at the beginning of each semester and will be publicly available to all member groups and interested parties.

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 them upon the written request of more than one Panhellenic delegate. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

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

Section 9. Attendance

- a. If a member group is not represented by voting delegates at three-fourths of the Panhellenic Council meetings within a semester, a fine will be assessed. Unique circumstances will be reviewed by the Peer Accountability Board .

Section 10. 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. The Panhellenic Association's voting body is the Panhellenic Council.
- c. The voting members of the Panhellenic Council shall be the delegates of each member group holding regular membership. If a delegate and junior delegate are absent, a

member of the fraternity/sorority may cast the vote providing she notifies the President before the meeting.

- d. A three-fourths majority of the present and voting regular members of the Panhellenic Council shall be required to accept associate or provisional membership and shall be required in matters involving extension.
- e. A three-fourths majority of the present and voting regular members shall be required to establish recruitment policies and to approve the method for determining quota.
- f. A majority vote shall be required to approve all other matters that come before the Panhellenic Council.

Article VII. The Panhellenic Advisor

Section 1. Appointment

- a. The Panhellenic advisor of the Oklahoma State University Panhellenic Association shall be appointed by Oklahoma State University Fraternity and Sorority Affairs Office.

Section 2. Authority

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

Article VIII. Committees

Section 1. Executive Committees

Peer Accountability Board

a. Peer Accountability Board

The Peer Accountability Board must consist of the [insert role name of peer accountability officer, e.g., VP Accountability] as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.

- i. In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and policies, the bylaws, code of ethics, standing rules and membership recruitment rules of the [name of institution] College Panhellenic Association that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidentiality throughout and upon completion of the process.

Section 2. Standing Committees

- a. The Standing Committees of the Oklahoma State University Panhellenic Council shall be:

- i. Philanthropy Committee
 - ii. Scholarship Committee
- b. Committee Terms and Appointment
 - i. The Standing Committee members shall serve for a year term beginning in January.
 - ii. The Standing Committee co-chairperson will be appointed by the Panhellenic Executive Council when deemed necessary. The Chairperson shall be responsible for corresponding with committee members and the Panhellenic Executive Council. Each committee will be made up of the respective officer position from each chapter or nominated members from each chapter.
- c. Committee Roles
 - i. Philanthropy Committee
 - 1. The Philanthropy Committee shall be responsible for any Panhellenic Association matter related to philanthropy during the fiscal year. The Committee shall be responsible for coordinating a philanthropy event for the fiscal year. The Committee will be responsible for providing an updated list of all chapter philanthropies in the Office of Fraternity & Sorority Affairs.
 - ii. Scholarship Committee
 - 1. The Scholarship Committee shall be responsible for sharing scholarship programs with individual chapters, and providing access to the available resources on campus. The committee will promote a positive scholarship program and formulate goals and active plans within the chapters.

Article IX. Finances

Section 1. Fiscal Year

- a. The fiscal year of Oklahoma State University Panhellenic Association shall be from January 1 to December 31 inclusive. The official semesters are Spring and Fall.

Section 2. Contracts

- a. Two of the following signatures shall be required to bind the Oklahoma State University Panhellenic Association: the President, the Vice President of Administration, a Recruitment Coordinator and the Advisor.

Section 3. Checks

- a. All checks issued on behalf of the Oklahoma State University Panhellenic Association shall be signed by two of the following three people: The Vice President of Administration, President, or Advisor. During the formal recruitment period, Recruitment Coordinators shall be authorized to cosign.

Section 4. Payments

- a. All payments due to the Oklahoma State University Panhellenic Association shall be made payable to the “OSU Panhellenic Council” and given to the Vice President of Administration to record the transaction. Checks shall be accepted for any assessment, dues or fines. All fines will be due two weeks after the Vice President of Administration issues the invoice.
- b. All payments made by the Oklahoma State University Panhellenic Association shall be signed by the Vice President of Finance, President, or Advisor. During the formal recruitment period, Recruitment Coordinators shall be authorized to cosign.

Section 5. Dues

- a. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- a. Individual fraternity/sorority Panhellenic Association dues will be twenty-five dollars per year per member/new member listed on their membership rolls as of September 15th.
- b. Chapters will receive their invoice the Wednesday after the 15th and they will be due two weeks after the invoice is received.
- c. Dues will be collected on an annual basis (both fall and spring dues) in one lump sum and will be past due after September 29th.
 - i. Five dollars of the twenty-five dollars due to Panhellenic will be given to the Alumni Association Homecoming Endowment.
 - ii. Five of the twenty-five dollars goes to the Office of Fraternity & Sorority Affairs to the maintenance and operation budget of the department.
 - iii. The remainder of the twenty-five dollars of the ten goes to Panhellenic Association programming and to the Panhellenic general maintenance account.
- d. The amount of dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year and the Panhellenic Council will vote to approve.

Section 6. Non-Budgeted Expenses

- a. Any non-budgeted expense must be approved by Panhellenic Council. In an emergency situation in which a financial commitment of more than the amount set forth in the policies is required before the next regularly scheduled meeting, and an emergency meeting is impractical, the Panhellenic Executive Council may approve the expense if the Panhellenic Association Advisor so approves. The emergency expenditure shall be fully disclosed at the next Panhellenic Association meeting.

Section 7. Scholarships

- a. The Oklahoma State University Panhellenic Association President will receive a \$500 scholarship during their term of office. The Panhellenic Association Recruitment Team shall receive a summer stipend of \$1,500 each during the months of June and July; and, they will receive the amount of \$500 each during the months of May and August.

Section 8. Fees and Assessments

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

Article X. Extension

Section 1. Extension

- a. Extension is the process of adding an NPC women's fraternity/sorority.
- b. The Oklahoma State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

Section 3. Adding chapters

- a. When all chapters at Oklahoma State University are near chapter total or over individual house capacities, and/or upon recommendation of the Panhellenic Association Advisor, the Panhellenic Association shall consider adding another chapter(s) to the Oklahoma State University campus.
- b. First consideration will be given to National Panhellenic Conference fraternities/sororities that have previously had chapters at OSU.
- c. Consideration will also be given to National Panhellenic Conference fraternities/sororities, which have filed letters expressing an interest in the campus.
- d. If a local fraternity/sorority exists and wishes to affiliate with a National Panhellenic Conference fraternity/sorority, the choice of the local fraternity/sorority takes precedence.
- e. If none of the above situations exist or the Panhellenic Association deems necessary, the National Panhellenic Conference Chairperson for Extension shall be contacted for procedural advice and guidance. Also, if requested, the Chairperson will contact other National Panhellenic Conference fraternities notifying them of the desires of the Panhellenic Association to add another chapter(s).
- f. After the decision to expand has been made, extension procedures shall be as follows:
 - i. The Panhellenic Association will prepare an information letter to be sent to National Panhellenic Conference fraternities/sororities that should include data regarding the University, the Panhellenic Association, and housing arrangements.
 - ii. In return, the National Panhellenic Conference fraternities/sororities will be requested to submit data regarding their history and development, philosophy and programs, alumnae support, national support, financial obligation, colonization procedures, and other information Panhellenic deems necessary.
 - iii. National Panhellenic Conference fraternities/sororities will be invited to make presentations based on information received and their expected compatibility with the University's Greek system. The selection and invitation will be made by the Panhellenic Association.
 - iv. After all presentations by National Panhellenic Conference fraternities/sororities have been made, the Panhellenic Association will vote (three fourths majority) to

recommend the fraternity/sorority to the Vice President for Student Affairs through the Director of the Student Union.

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 [name of institution] 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. Peer accountability procedure

The [name of institution] College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the peer accountability process.

Article XII. Hazing

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. Hazing is defined as any activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; being forced to publicly wear apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies. Every new member/member shall be required to read and sign the Men's and Women's Fraternity Hazing Code within the first two weeks of school. New members shall be required to attend a presentation of the Executive Council on hazing before signing the code. If hazing is seen, it is to be reported to the Office of Fraternity and Sorority Affairs.

Article XIII. Inclusion Statement

Oklahoma State University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

Article XIV. Parliamentary Authority

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

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Oklahoma State University Panhellenic Council by a three fourths (3/4) majority vote of the present and voting members of Women's Panhellenic Council provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Article XVI. Dissolution

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

Article XVII. Standing Rules

Section 1. Guest Lists for Social Events

- a. The Panhellenic Association has accepted the motion to require guests lists to be turned in, the following stipulations shall be put into place:
 - i. A social event is defined by any event sponsored by one or more chapters (i.e. functions and date parties).
 - ii. All other social events, not defined in the item, include coke dates, sisterhood activities, philanthropy events, etc.
 - iii. If a chapter co-hosts an event with an Interfraternity Council, Multicultural Greek Council or National Pan-Hellenic Council chapter, the men and/or women of their chapter must also be included on the guest list.
 - iv. Each chapter must submit their guest list, including all chapter members attending as well as their date's name and age, to the Office of Fraternity & Sorority Affairs within five working days after the event.

- v. Five working days after the event has occurred, an invoice or receipt of proof of a third party vendor must be turned into the Office of Fraternity & Sorority affairs.
- a. Failure to comply will result in a Peer Accountability Board OSU Panhellenic will support the safety of their chapters and chapter members, and will continue to enhance their risk management endeavors.

Section 2. Social Events

- a. All social events must be registered with the office of Fraternity & Sorority Affairs at least Seven days before the scheduled event. If the event is not registered seven days in advance, the following will occur:
 - i. First Offense:
 - 1. An appointment must be made with the Office of Fraternity & Sorority Affairs by the chapter president, social chairman, and risk management chairman when the registration form is received late to discuss the chapter's risk management policies.
 - 2. If more than one chapter is involved with the activity, the previously mentioned chapter officers from each chapter must all meet with the staff at the same time.
 - 3. A \$25/day fine will be assessed to each chapter involved that fail to register the event in the Office Fraternity and Sorority Affairs by the fourth day of the seven day required period. This makes the maximum fine amount to \$100.
 - 4. If the chapter(s) registers the event within three days of the scheduled activity, the chapter(s) must reschedule the event to meet the seven-day requirement.
 - ii. Subsequent Offenses:
 - 1. When a chapter registers an event late, the chapter must reschedule the event to meet the seven-day requirement.
 - 2. The chapter will be subject to an Administrative Review.

The chapter will be subject to a Peer Accountability Board All chapters found to have an unregistered function or involved in an unregistered function will be subject to aPeer Accountability Board .

b. Scott Carter Basketball Tournament

- i. The Panhellenic Association has accepted the motion to participate in philanthropy events, the following stipulations shall be put in place:
 - 1. The National Panhellenic Conference groups will participate in the Scott Carter Basketball Tournament in conjunction with Junior Greek Leadership.
 - 2. Junior Greek Leadership will provide all the information and forms needed for participation in the event.
 - 3. Requirements for participation include sponsoring and facilitating a team to play in the tournament.

4. The requirements and regulations for play will be distributed to all chapters.
5. Junior Greek Leadership members and Junior Greek Leadership facilitators will be responsible for encouraging and mandating chapter participation.
- ii. Failure of a chapter to do its duty in supporting Junior Greek Leadership in the Scott Carter Basketball Tournament will result in the initiation of proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements.
- iii. Panhellenic Association encourages the following as a vision for the Scott Carter Basketball Tournament:
 1. Fundraising event that would fund the Scott Carter Foundation.
 2. Each Chapter makes a donation through the sponsorship of a basketball team.

Section 3. Homecoming

- a. Pairing
 - i. The Panhellenic Association has accepted the motion renouncing the excessive involvement of National Panhellenic Conference groups in the process of homecoming pairings.
 - ii. Chapters are not allowed to either give bribes to, or accept bribes from, eligible homecoming pairings during the pairing process.
 1. A bribe is to be defined as the persuasion to act in one's favor, showing specialty, through providing gifts, including but not limited to: money, food, exclusive events, alcohol, or anything of value, tangible or not.
 - iii. National Panhellenic Conference groups will comply with the Alumni Association's definition of eligibility.
 - iv. The pairing process is to be defined as any period of time that a chapter is not paired for Homecoming.
- b. The Panhellenic Association will not allow any type of Fireups during the Fall Homecoming Season.
 - i. Homecoming Fireups are to be defined as, but not limited to the enticing, promoting, or disruption of any homecoming pairs.
- c. The chapters will refrain from purchasing alcohol with chapter money or with individual chapter member's money.
- d. Pomping
 - i. Chapters are not allowed to require their members to complete more than 10 pomping hours per week.
 - ii. Freshman Follies cast members and directors are exempt from any required pomping hours for the duration of the chapter's participation in Freshman Follies.
 - iii. Freshman Follies Steering members shall have required hours reduced by at least 3 hours each week to account for time dedicated towards Freshman Follies.
 - iv. Panhellenic Executive Officers shall have required hours reduced by at least 2 hours each week to account for time dedicated towards Panhellenic Council.
 - v. Chapters must comply with the regulations set forth by the Alumni Association regarding donated materials.

- e. Failure of a chapter to obey these regulations will result in the initiation of proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements.

Section 4. Homecoming Pep Rally

- a. Chapters associated with the Panhellenic Council, cannot punish members with any monetary fine or punishment for not attending the Homecoming Pep Rally. Additionally, chapters cannot refer their members to their judicial board or standards committee for not attending the Homecoming Pep Rally.
- b. If a chapter is found requiring members to attend the homecoming pep rally by the means of fines, punishments, referral to judicial board/standards committee, etc. then the chapter will be referred to the NPC Peer Accountability Review Process.

Section 4. Philanthropy

- a. The Panhellenic Association has accepted the motion to participate in the philanthropic events of its membership, the following stipulations shall be put in place:
 - i. Each chapter must reserve its philanthropy event date for the Panhellenic Association philanthropy calendar by January 15th for the following calendar year or as set forth by the Panhellenic Executive Council. After this date, there will be a seven-day grace period to turn in event dates. If there are extenuating circumstances, as determined by the Panhellenic Executive Council. Contact the Panhellenic Executive Council for any special arrangement or concerns.
 - ii. Three Chapter philanthropy events are allowed per calendar year for external philanthropy events.
 - 1. Internal Events will not be under the same three day calendar allotment.
 - 2. An Internal Event is defined as an event that a chapter works internally to raise money for their chosen organization.
 - iii. If more than four chapters prefer the same month, then the first four chapters who submit the philanthropy calendar form first will receive the desired month.
 - iv. The three events allotted to each chapter can be broken up into three events: one required Panhellenic event, one non-required Panhellenic event, and one non-Panhellenic event.
 - 1. The one required Panhellenic event is limited to one day.
 - 2. The one non-required Panhellenic event cannot be in the same semester as the chapter's required event.
 - 3. The non-required Panhellenic event is limited to one day.
 - 4. The non-Panhellenic event is defined as an event hosted by a Panhellenic chapter that does not require Panhellenic chapters to attend and requests other councils or campus organizations to attend.
 - v. In the event that any chapter needs to change/add/delete days reserved for their philanthropy, approval of these changes will be left up to the Panhellenic Association Vice President of Programming.
 - vi. The Panhellenic Association discourages the scheduling of multiple chapter philanthropies on a given week, whether required or not. However, in the event that two or more chapters request dates in the same week, preference will be determined by the order in which chapters submit their event date. Chapters have the option of reaching a mutual agreement to hold philanthropy events on the same day. Documentation of this agreement must be given to the Panhellenic Association a month after the November and April Reservation Date. Final

confirmations in scheduling will be made at the discretion of the Panhellenic Association Vice President of Programming.

- vii. Each chapter must send 15 representatives to the philanthropy event listed on the calendar for each respective group. If the event involves teams, then each chapter must register a team even if the number is less than 15.
- viii. Entry fees: Fees shall be limited to \$75 per team or \$7.50 per person.
- b. Failure to comply will result in the initiation of proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements.
- c. If a conflict arises and a chapter is unable to participate in certain philanthropy, a compromise must be made between the involved chapters.
- d. If a chapter hosts more than one philanthropy event, the chapter may choose which one to list on the calendar or may choose which event will be required attendance by other chapters.
- e. All chapters are required to submit the date of their initiation week so that other chapters can plan philanthropy events accordingly. If a philanthropy event is scheduled during a chapter's initiation week, that chapter will be excused from participation.
- f. The Panhellenic Chapters will provide a check in list to be returned to the Vice President of Judicial Affairs by the chapter hosting the philanthropy following the event.
- g. If a chapter chooses not to participate in any required event, a formal letter will be sent to the chapter president, and late payment will be due within two weeks. If no payment is received, proper Judicial Process outlined in the most current version of The NPC Unanimous Agreements will be initiated.
- h. Repeated failure to participate in the required philanthropy events may result in initiation of Judicial Process at the discretion of the Panhellenic Executive

Section 5. Council

- a. All philanthropic and community service events must be within the guidelines of the Alcohol and Hazing policies of Oklahoma State University and Interfraternity Council/Panhellenic Association.
- b. The Panhellenic Association and the Interfraternity Councils have participated in the philanthropic endeavors of their respective member chapters, the following stipulations will be met regarding the structure and implementation of week-long events between Interfraternity Council and Panhellenic Association member chapters:
 - i. The appropriate chapter must submit paperwork regarding date/times and activities to the Panhellenic Association Vice President of Programming at least three weeks prior to the event. The event must be no longer than three days in length (i.e. events on Tuesday, Wednesday and Thursday).
 - ii. The appropriate representative from each chapter must inform all involved councils of the projected event dates and activities three weeks prior to the first event date. Fulfilling this requirement involves attending the weekly Panhellenic Association and Interfraternity Council meetings.
 - iii. All philanthropy and community service events planned must be within the guidelines of the Alcohol and Hazing policies of Oklahoma State University and Interfraternity Council/Panhellenic Association.

- iv. We encourage the disuse of scavenger hunts as philanthropy events, due to the fact that many sororities are forbidden to participate in such events.
 - v. The proposed philanthropy must not include events that require more than 50% of fraternity/sorority membership.
 - vi. Each event within the week must involve actual benefit for the philanthropy involved. Participation points shall be awarded as opposed to spirit points, so that each chapter participating in the events receives a set amount of points.
 - vii. Entry fees shall be limited to \$75. Sales of tickets for events, t-shirts, etc. are not included in this fee.
- c. Greek Senator
- i. Duties: There must be one senator in attendance at every National Panhellenic Council meeting during each semester of his or their term. Senators must come prepared with a report of the legislation that will be voted on and the legislation that has been passed.
 - ii. Any Greek Senator shall be impeached and removed from office for malfeasance of office or violation of the stated regulations and other legislation of the National Panhellenic Council.
 - iii. The accumulation of two (2) absences in one semester by any senator will result in automatic removal from office. A proxy may be sent, and the senator will not be counted as absent.

Section 6. Chapter Requirements

- a. All chapters are required to have at least 15 members in attendance at all Panhellenic programming as specified by the executive council, including but not limited to, guest speakers, and philanthropy events. Officer specific events and round tables are excluded from this and require only the officers needed. Unless otherwise specified by the executive council.
 - i. Chapters who have a scheduling conflict with the event must notify the respective executive officer one week prior to the event with proof and then the Chapter President and Delegate must meet with the executive officer during their office hours up to 7 days after the required event to discuss the agenda from the event.
 - ii. The Panhellenic Executive Council will post required events 2 weeks before the date.
 - iii. If a chapter is absent from an event, and subsequent events in the same calendar year, without notifying the executive council, the following will occur:
 - 1. First Offense:
 - a. The President and Delegate of the chapter is required to meet with the respective Panhellenic Executive Officer who was in charge of the event to discuss why the chapter did not meet the attendance requirement as well as discuss the agenda from the event.
 - 2. Subsequent Offenses:

- a. The chapter will be assessed a \$75 fine for each event missed. The President and Delegate of the chapter is required to meet with the respective Panhellenic Executive Officer who was in charge of the event to discuss why the chapter did not meet the attendance requirement as well as discuss the agenda from the event.
- b. Any paperwork required by the Panhellenic Council or The Office of Fraternity and Sorority Affairs must be submitted by the due date. If the paperwork is not submitted on time, the following will occur:
 - i. First Offense:
 - 1. A \$25.00 a day fine will be assessed to the chapter for the first four days the paperwork is late.
 - 2. For each subsequent 24-hour period after the first four days, the chapter will be assessed a \$50.00 fine.
 - ii. Subsequent Offenses:
 - 1. A \$25.00 a day fine will be assessed to the chapter for the first four days the paperwork is late.
 - 2. For each subsequent 24-hour period after the first four days, the chapter will be assessed a \$50.00 fine.
 - 3. The chapter will be subject to an Administrative Review.
 - 4. The chapter will be subject to a Peer Accountability Board
 - 5. .
- c. Any invoices given to a chapter must be paid on time. If an invoice is not paid by the due date, the following will occur:
 - i. First Offense:
 - 1. A \$25.00 a day fine will be assessed to the chapter for the first four days the invoice is past due.
 - 2. For each subsequent 24-hour period after the first four days, the chapter will be assessed a \$50.00 fine.
 - ii. Subsequent Offenses:
 - 1. A \$25.00 a day fine will be assessed to the chapter for the first four days the paperwork is late.
 - 2. For each subsequent 24-hour period after the first four days, the chapter will be assessed a \$50.00 fine.
 - 3. The chapter will be subject to an Administrative Review.
 - 4. The chapter will be subject to a Peer Accountability Board