



**PANHELLENIC ASSOCIATION**  
*The UNIVERSITY of OKLAHOMA*

## **Bylaws of the University of Oklahoma Panhellenic Association**

### **Article I. Name**

The name of this organization shall be the University of Oklahoma 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:

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

### **Article III. Membership**

#### *Section 1. Membership Classes*

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

- A. **Regular membership.** The regular membership of the University of Oklahoma Panhellenic Association shall be composed of all chapters of NPC fraternities at University of Oklahoma. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the University of Oklahoma Panhellenic Association shall be composed of all colonies of NPC fraternities at University of Oklahoma. 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 University of Oklahoma Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the 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 establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

### *Section 2. Privileges and Responsibilities of Membership*

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these University of Oklahoma Panhellenic Association bylaws, code of ethics, and any additional rules this Panhellenic Association may adopt unless otherwise prescribed in these bylaws. Any rules adopted by this Panhellenic Association in conflict with the NPC Unanimous Agreements shall be void.

## **Article IV. Panhellenic Executive Council**

### *Section 1. Composition*

The University of Oklahoma Panhellenic Executive Council shall consist of the President, Vice President of Programming, Vice President of Judicial Affairs, Vice President of Administrative Affairs, Vice President of Finance, Vice President of Public Affairs, Vice President of Community Relations, Vice President of Recruitment Operations, Vice President of Recruitment Programming, and Vice President of Inclusivity.

### *Section 2. Duties*

The Panhellenic Executive Council shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote.

### *Section 3. Regular Meetings*

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

### *Section 4. Special Meetings*

Special meetings of the Panhellenic Executive Council may be called by the President when necessary and shall be called by the President upon the written request of three members of the Panhellenic Executive Council.

## Section 5. Quorum

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

## Article V. Panhellenic Executive Council Officers

### Section 1. Officers

The officers of the University of Oklahoma Panhellenic Executive Council, listed in order of authority, shall be: President, Vice President of Judicial Affairs, Vice President of Administrative Affairs, Vice President of Finance, Vice President of Inclusivity, Vice President of Recruitment Operations, Vice President of Recruitment Programming, Vice President of Programming, Vice President of Philanthropy, Vice President of Public Affairs.

### Section 2. Eligibility for Officers

- A. Eligibility to serve as a Panhellenic Executive Council Officer shall depend on the class of membership:
- 1) **Regular membership.** Members from women's fraternities holding regular membership in the University of Oklahoma Panhellenic Association shall be eligible to serve as any officer.
  - 2) **Provisional membership.** Members from women's fraternities holding provisional membership in the University of Oklahoma Panhellenic Association shall not be eligible to serve as an officer.
  - 3) **Associate membership.** Members from women's fraternities holding associate membership in the University of Oklahoma Panhellenic Association shall not be eligible to serve as an officer.
- B. To be eligible to serve as the University of Oklahoma Panhellenic Association President, a woman must have:
- 1) Completed two semesters at the University of Oklahoma (Norman campus or Health Sciences Center campus). Summer or Intersession terms do not count toward this requirement.
  - 2) Been associated with their organization at least two semesters at the time of election. Summer or Intersession terms do not count toward this requirement.
  - 3) Served as an Executive Council Officer, Chapter President, or Panhellenic Delegate for at least one academic semester.
- C. To be eligible for a Panhellenic Executive Council office, a woman must:
- 1) Be an active (initiated) member of their chapter and an undergraduate student at the University of Oklahoma (Norman campus or Health Sciences Center campus)

at the time of election/appointment and throughout their term. They may not be elected/appointed during the semester in which they pledged.

- 2) Be a member in "good standing" of their respective chapter at the time of election/appointment and throughout their term. For the purpose of this document, "good standing" is defined as eligible to hold and maintain an Executive Council position within their respective chapter.
- 3) Not serve as an executive officer for their own chapter's council.
- 4) Be held to a GPA requirement of 2.75 for the previous full semester or 3.3 cumulative prior to running for an office and during their term. If an Officer is unable to maintain this standard, they will be removed from their position and replaced in accordance with Article V, Sections 7 & 8 of the current Panhellenic Association Bylaws.

### *Section 3. Selection of Officers*

The offices of President, Vice President of Programming, Vice President of Judicial Affairs, Vice President of Administrative Affairs, Vice President of Finance, Vice President of Public Affairs, Vice President of Community Relations, Vice President of Recruitment Operations, Vice President of Recruitment Programming, and Vice President of Inclusivity shall be elected by ballot, based on a slate previously composed by a nominating committee.

### *Section 4. Selection Procedure*

- A. A nominating committee of the current Panhellenic Executive Council and the Chapter Presidents whose chapters are not represented on the Panhellenic Executive Council will select the incoming Panhellenic Executive Council officers. The members of the nominating committee shall elect their own chairman. The Panhellenic Advisor shall serve as a non-voting ex-officio member of the nominating committee.
  - 1) Any individual seeking election to the Panhellenic Executive Council is ineligible to serve on the nominating committee. Likewise, any Panhellenic Executive Council officer seeking re-election is ineligible to serve on the nominating committee.
  - 2) In the event that a current Panhellenic Executive Council Officer cannot serve on the nominating committee, the Chapter President from their organization will serve. In the event that a Chapter President cannot serve, the Panhellenic Delegate from the organization will serve so that all eleven organizations are represented on the nominating committee.
- B. Eligible individuals seeking a position on the Panhellenic Executive Council must submit an application within the timeframe established by the Panhellenic Executive Council.
  - 1) Applicants may indicate interest in and be considered for up to three Panhellenic Executive Council positions.
  - 2) The filing form must be signed by the Chapter President to be valid.
  - 3) Up to four women from each chapter may file for office. Therefore, each chapter

must decide which member(s) will file. Individual chapters may use any method they choose in making this determination but in no case may a chapter exceed the filing limitation. The Chapter President is responsible for not signing more than the appropriate number of filing forms.

- 4) The filing form cannot be revised once it is submitted. A candidate may, however, withdraw their candidacy by submitting a written and signed notice to the Panhellenic President.
- C. The nominating committee will review applications, hold interviews with all candidates, and compose a slate to be presented to the Panhellenic Council. The nominating committee shall consider the qualifications of all candidates that apply and shall choose one name for each officer position.
  - D. The proposed slate will be presented to the Panhellenic Council for a vote.
  - E. Each office position must be voted on individually unless a motion is made and seconded to vote on the slate as a whole. The slate passes with a majority vote.
  - F. In the event that the proposed slate does not pass, the nominating committee will present a secondary slate to the Panhellenic Council for a vote until it passes. A secondary slate is passed by majority vote.
  - G. All violations of election rules or procedures reported to the Panhellenic President shall be investigated and adjudicated by the Panhellenic Association Judicial Board. All grievances must be reported no later than 24 hours after the final election results for that office are announced. A complaint must be in writing and signed. All grievances not submitted in accordance with this rule shall be considered null and void.
    - 1) The Judicial Board shall have the discretion to assess a penalty upon any person who acts in disregard of any election rule. The penalties could include but are not limited to a written reprimand by the Judicial Board explaining the decision or candidate disqualification for violations which are clearly outside the scope of the rules. The Judicial Board shall not have the authority to fine an individual but shall have the authority to file charges against a chapter for violations of election rules.
    - 2) If the Judicial Board disqualifies an officer elected after the final election, the Panhellenic Executive Council shall fill the position through an application and interview process. The appointment should only occur if the disqualification is upheld by the final appeal.
    - 3) All decisions of the Judicial Board shall be final, subject only to an appeal to the National Panhellenic Conference.

#### *Section 5. Office-Holding Limitations*

- A. No more than two members from the same women's fraternity shall hold office during the same term.
- B. During their term, Chapter Presidents and Panhellenic Delegates may not hold an

Executive Council position in the Panhellenic Association.

### *Section 6. Length of Term*

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

### *Section 7. Removal*

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

### *Section 8. Vacancies*

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

### *Section 9. Duties of Officers*

#### A. The President shall:

- 1) Preside at all meetings of the Panhellenic Council.
- 2) Preside at all meetings of the Panhellenic Executive Council.
- 3) Serve as an ex-officio member of all Panhellenic Association committees.
- 4) Communicate regularly with the Panhellenic Advisor.
- 5) Be familiar with the *NPC Manual of Information* and all governing documents of this association.
- 6) Ensure that the NPC Annual Report is completed.
- 7) Communicate regularly with the NPC Area Advisor.
- 8) Maintain current copies of the following: University of Oklahoma Panhellenic Association bylaws and standing rules, 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.
- 9) Complete a minimum of 4 regularly scheduled office hours per week.
- 10) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 11) Oversee Panhellenic Executive Council elections and appointments.
- 12) Perform all other duties as assigned.

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

- 1) Serve as the chairman of the Panhellenic Association Judicial Board.
- 2) Supervise the appointment, orientation, and training of Judicial Board members.
- 3) Maintain and preserve all confidential judicial records.
- 4) Serve as the Risk Reduction Officer of University of Oklahoma Panhellenic Association.
- 5) Oversee the Participation/Competition Policy.
- 6) Serve as the Standards Roundtable Chairman.
- 7) Complete a minimum of 2 regularly scheduled office hours per week.

- 8) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 9) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 10) Perform all other duties as assigned.

C. The Vice President of Administrative Affairs shall:

- 1) Keep an up-to-date roll of the members of Panhellenic Council.
- 2) Record minutes of all meetings of the University of Oklahoma Panhellenic Council and the University of Oklahoma Panhellenic Executive Council.
- 3) Prepare and copy the agenda for Panhellenic Council meetings.
- 4) Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- 5) Send meeting minutes to the NPC Area Advisor.
- 6) Be familiar with the *NPC Manual of Information* and all governing documents of this association.
- 7) Serve as the Scholarship Roundtable Chairman.
- 8) Complete a minimum of 2 regularly scheduled office hours per week.
- 9) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 10) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 11) Perform all other duties as assigned

D. The Vice President of Finance shall:

- 1) Supervise the finances of the University of Oklahoma Panhellenic Association.
- 2) Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each University of Oklahoma Panhellenic Association member fraternity.
- 3) Receive all payments due to the Panhellenic Association, collect all dues, and give receipts.
- 4) Pay promptly the annual NPC dues and all bills of the University of Oklahoma Panhellenic Association.
- 5) Maintain up-to-date financial records.
- 6) Give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of the VPF's term of office.
- 7) Be familiar with the *NPC Manual of Information* and all governing documents of this association.
- 8) Serve as the Finance Roundtable Chairman.
- 9) Complete a minimum of 4 regularly scheduled office hours per week.
- 10) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 11) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 12) Shall be responsible for the maintenance of the Panhellenic Scholarship

Endowment Fund.

13) Perform all other duties as assigned.

E. The Vice President of Inclusivity shall:

- 1) Serve as the chairman of the Panhellenic Association Inclusivity Committee.
- 2) Work with the Vice President of Judicial Affairs to conduct an annual review of Panhellenic Council bylaws.
- 3) Organize and conduct at least one social justice and/or inclusivity-focused event each semester.
- 4) Serve as a liaison to organizations focused on marginalized identities on campus.
- 5) Work with the chapter's representative from the Inclusivity Committee to create content that focuses on diversity and inclusivity. These presentations will occur during Recruitment preparation week.
- 6) Complete a minimum of 2 regularly scheduled office hours per week during the Fall and Spring academic terms.
- 7) Host a Greek Ally Training at least once a semester on behalf of Panhellenic, in conjunction with the Gender and Equality Center.
- 8) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 9) Attend all Panhellenic Executive Council meetings.
- 10) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 11) Perform all other duties as assigned.

F. The Vice President of Recruitment Operations shall:

- 1) Be responsible for working with the Panhellenic Advisor in organizing and conducting the Fall Formal Recruitment schedule.
- 2) Work with the chapter recruitment teams (including chapter Recruitment Chairmen and Recruitment Advisors) as well as various University departments and external patrons.
- 3) Oversee the production of the Panhellenic Association Manual.
- 4) Serve as the Membership Recruitment Committee Chairman.
- 5) Supervise the summer Panhellenic Association Recruitment Assistant.
- 6) Conduct post-recruitment evaluations from the chapter recruitment teams.
- 7) Work in Fraternity & Sorority Student Life 40 hours per week during the summer in preparation for Formal Recruitment.
- 8) Complete a minimum of 2 regularly scheduled office hours per week during the Fall and Spring academic terms.
- 9) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 10) Serve as Panhellenic Recruitment Co-Chairman for the Panhellenic Executive Recruitment Team during Formal Recruitment.
- 11) Assist the Vice President of Recruitment Programming in any duties related to planning and implementing Informal Recruitment.
- 12) Perform all other duties as assigned.

G. The Vice President of Recruitment Programming shall:



- 1) Be responsible for working with the Panhellenic Advisor in organizing Informal Recruitment for participating chapters.
- 2) Coordinate the selection and training of Recruitment Guides.
- 3) Oversee the production of the Recruitment Guide Training Manual.
- 4) Coordinate the programming of Recruitment Guides during Formal Recruitment.
- 5) Conduct post-recruitment evaluations from the Panhellenic Executive Recruitment Team, Recruitment Guides, and Potential New Members.
- 6) Serve as the Membership Recruitment Committee Vice Chairman.
- 7) Supervise the summer Panhellenic Association Recruitment Assistant.
- 8) Work in Fraternity & Sorority Student Life 40 hours per week during the summer in preparation for Formal Recruitment.
- 9) Complete a minimum of 2 regularly scheduled office hours per week during the Fall and Spring academic terms.
- 10) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 11) Serve as Panhellenic Recruitment Co-Chairman for the Panhellenic Executive Recruitment Team during Formal Recruitment.
- 12) Assist the Vice President of Recruitment Operations in any duties related to planning and implementing Formal Recruitment.
- 13) Perform all other duties as assigned.

H. The Vice President of Programming shall:

- 1) Perform the duties of the President in the President's absence.
- 2) Be familiar with the *NPC Manual of Information* and all governing documents of this association.
- 3) Be responsible for organizing projects and programs in which the Panhellenic Council votes to participate throughout the year.
- 4) Organize and coordinate the "Awareness Event" programs during the Spring/Fall semester.
- 5) Serve as the New Member Educators Roundtable Chairman.
- 6) Complete a minimum of 2 regularly scheduled office hours per week.
- 7) Attend all Panhellenic Executive Council meetings.
- 8) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 9) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 10) Perform all other duties as assigned.

I. The Vice President of Philanthropy shall:

- 1) Serve as the Panhellenic liaison to all campus and community organizations.
- 2) Serve as Community Service Committee Chairman.
- 3) Serve as the Panhellenic liaison to the Women's Outreach Center.
- 4) Serve as the Philanthropy Roundtable Chairman.
- 5) Work directly with the Panhellenic philanthropy, United Way of Norman.
- 6) Complete a minimum of 2 regularly scheduled office hours per

week.

- 7) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 8) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 9) Perform all other duties as assigned.

J. The Vice President of Public Affairs shall:

- 1) Handle all aspects of publicity and public relations for the University of Oklahoma Panhellenic Association.
- 2) Work with Executive Council Officers, Panhellenic Delegates, Panhellenic committee members, and member fraternities to promote projects and events of the Panhellenic Association.
- 3) Work with the University of Oklahoma Public Affairs office in promoting the Panhellenic Association.
- 4) Supervise the Panhellenic Association Web Page Coordinator.
- 5) Serve as the Public Relations Roundtable Chairman.
- 6) Complete a minimum of 2 regularly scheduled office hours per week.
- 7) Attend all Panhellenic Council meetings and report on current and/or upcoming projects.
- 8) Serve on the Panhellenic Executive Recruitment Team and assist the Vice President of Recruitment Operations and the Vice President of Recruitment Programming during Formal Recruitment.
- 9) Perform all other duties as assigned.

## **Article VI. Panhellenic Council**

### *Section 1. Authority*

The governing body of the University of Oklahoma 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 University of Oklahoma Panhellenic Association including, but not limited to: annually reviewing and adjusting total as needed, determining dues, approving the annual budget, considering 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 University of Oklahoma Panhellenic Association that do not violate the sovereignty, rights, and privileges of member women's fraternities.

### *Section 2. Composition and Privileges*

The University of Oklahoma Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional, and associate member group at University of Oklahoma as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have voice but no vote. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing their credentials have been

presented to the Panhellenic Association President.

### *Section 3. Selection of Delegates and Alternates*

Delegates and alternate delegates to the University of Oklahoma Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter.

### *Section 4. Delegate Vacancies*

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within four weeks and to notify the Panhellenic Association Vice President of Administrative Affairs of their name, address, and telephone number.

### *Section 5. Regular Meetings*

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

### *Section 6. Annual Meeting*

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

### *Section 7. Special Meetings*

Special meetings of the Panhellenic Council may be called by the Panhellenic Association President when necessary and shall be called by the President upon the written request of no fewer than one-fourth of the member women's fraternities of the University of Oklahoma Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such a meeting shall constitute waiver of said notice.

### *Section 8. Quorum*

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

### *Section 9. Vote Requirements*

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

## **Article VII. The Panhellenic Advisor**

### *Section 1. Appointment*

The Panhellenic Advisor of the University of Oklahoma Panhellenic Association shall be appointed by University of Oklahoma.

### *Section 2. Authority*

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

## **Article VIII. Panhellenic Committees**

### *Section 1. Standing Committees*

The standing committees of the University of Oklahoma Panhellenic Association shall be the Judicial Board, Philanthropy Committee, Membership Recruitment Committee, Inclusivity Committee, and Programming Committee.

### *Section 2. Term*

The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

### *Section 3. Appointment of Committee Membership*

The University of Oklahoma Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws and, in making these appointments, recognize fair representation from all member women fraternities as much as possible. The Panhellenic Association President shall be an ex-officio member of all committees except the Judicial Board.

### *Section 4. Judicial Board*

The Judicial Board shall consist of the Vice President of Judicial Affairs as Chairman, a Vice Chairman, and five other members. The Panhellenic Advisor shall serve as a non-voting ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules, and membership recruitment regulations of the University of Oklahoma Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

### *Section 5. Philanthropy Committee*

The Philanthropy Committee shall consist of the Panhellenic Association Vice President of Philanthropy as Chairman, a Vice Chairman, and four other members. The Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service and philanthropy.

### *Section 6. Inclusivity Committee*

The Inclusivity Committee shall consist of the Panhellenic Association Vice President of Inclusivity as Chairman, and eleven members. The Inclusivity Committee shall be responsible for all matters pertaining to the promotion of social justice and/or inclusivity. One member chosen by their respective chapter will serve on the committee.

### *Section 7. Programming*

The Programming Committee shall consist of the Panhellenic Association Vice President of Programming as Chairman, and five members. The Programming Committee shall be responsible for all matters pertaining to programmed events by the Vice President.

### *Section 8. Other Committees*

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

## **Article IX. Finances**

### *Section 1. Fiscal Year*

The fiscal year of the University of Oklahoma Panhellenic Association shall be from January 1 to December 31 inclusive.

### *Section 2. Contracts*

Dual signatures of the Panhellenic Association President and Vice President of Finance shall be required to bind the University of Oklahoma Panhellenic Association on any contract.

### *Section 3. Checks*

All checks issued on behalf of the University of Oklahoma Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic Association President or Panhellenic Advisor and Vice President of Programming, Vice President of Finance, Vice President of Recruitment Operations, or Vice President of Recruitment Programming.

### *Section 4. Payments*

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

### *Section 5. NPC Dues*

NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.

#### *Section 6. University of Oklahoma Panhellenic Association Dues*

The University of Oklahoma Panhellenic Association membership dues shall be \$10 per member and new member per semester.

- A. The dues of each Panhellenic Association member fraternity shall be payable on or before the end of each semester.
- B. The dues of each Panhellenic Association member fraternity shall be payable to the amount designated at the time invoices are distributed. Rosters should be updated by the date invoices are distributed. It is the chapter's responsibility to maintain updated roster lists with Panhellenic.

#### *Section 7. Fees and Assessments*

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

### **Article X. Extension**

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

The University of Oklahoma 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 University of Oklahoma 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, University of Oklahoma Panhellenic Association bylaws, code of ethics, standing rules, and/or Membership Recruitment Guidelines shall be considered a violation.

#### *Section 2. Informal Resolution*

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

#### *Section 3. Judicial Process*

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The University of Oklahoma Panhellenic Association shall follow all mediation guidelines found in the *NPC Manual of Information*.

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

## **Article XII. Hazing**

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

## **Article XIII. Parliamentary Authority**

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

## **Article XIV. Amendment of Bylaws**

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

## **Article XV. Dissolution**

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

## **Article XVI. Diversity and Inclusivity**

- A. Every Panhellenic member must attend inclusivity and bias training before the start of formal recruitment. This training will be coordinated and funded by Panhellenic.
- B. The Oklahoma Panhellenic Association does not stand for discrimination of any kind.

- C. Chapter members should report incidents of discrimination directly to Panhellenic via the discrimination reporting structure.
- D. For the purpose of participation in Panhellenic recruitment, a woman is defined as an individual who consistently lives and self-identifies as a woman. Each women-only NPC member organization determines its own membership selection policies and procedures.
- E. Every member of Panhellenic must attend an allyship training during their time as a member of Panhellenic. This training will be coordinated and funded by Panhellenic.
- F. Every member of Panhellenic and Potential New Member must attend a training on the racist history of Panhellenic before the beginning of formal recruitment. Training will be hosted and funded by Panhellenic.

### **Article XVII. Accessibility**

- A. Chapters must have closed captioning on videos that are played during recruitment and PR videos posted before and after recruitment.
- B. The Oklahoma Panhellenic Association will make necessary accommodations as they are needed for PNMs (e.g., golf cart rides, quieter rooms for recruitment, etc.) and Chapter members should receive them from their chapter.
- C. Chapters must create an accessibility plan that must be submitted to the VP of Judicial Affairs annually before the start of formal recruitment.
- D. Chairs must be made available as they are needed to make accommodations during any round of recruitment.