

SUNY CORTLAND PANHELLENIC ASSOCIATION -- BYLAWS

**ARTICLE I. FINANCE**

1. **FISCAL YEAR.** The fiscal year of the SUNY Cortland Panhellenic Association shall be from August 1 to July 31 inclusive.
2. **CONTRACTS.** Any and all contracts entered into by the Association and/or the Council must be approved by the College's Greek Advisor before they can be deemed binding.
3. **CHECKS.** The necessary paperwork that needs to be completed for issuance of all checks shall be completed and/or filed by the Treasurer and/or the SUNY Cortland Greek Advisor.
4. **PAYMENTS.** All payments due to the SUNY Cortland Panhellenic Association shall be made to the Treasurer, who shall record them and provide receipts. Checks shall be made payable to the Auxiliary Services Corporation (or ASC for short). The memo line on each check can be used to cite the payment purpose i.e. Spring '14 Panhel dues.
5. **MEMBERSHIP DUES.**
  - a. **Amount.** The dues of each Panhellenic Association member sorority shall be an assessment per sister (\$5.00) and new/associate member (\$3.00) each semester.
  - b. **Time of Payment.** The dues of active members of each sorority shall be payable the third week of each semester unless otherwise announced by the Panhellenic Treasurer. Associate members shall pay two weeks after "Bid Day". For those who join during a COB period, the timing of bid day shall equate to the starting date of the new member education program for the chapter they are joining.
  - c. There are to be no refunds of paid dues if a member goes from "active" to "inactive" during the course of a semester.
6. **FINES:** Unexcused absences from SUNY Cortland Panhellenic Council meetings will result in the fining of said individual.
  - a. All officers will be charged \$5.00 per unexcused absence and all chapter representatives will be charged \$3.00 per unexcused absence.
  - b. If a chapter representative is absent, there will not be a fine levied provided the second chapter representative is in attendance. Chapter representatives who are unable to attend are encouraged to find someone to take their place so as to avoid a fine and allow for chapter participation in Council matters.
  - c. If an officer is absent, there will not be a fine levied provided the absent officer provided someone to attend the meeting in their place AND submitted the expected report for that meeting.
    - a. It is expected that the officer will meet up with their stand-in and discuss what took place at the missed meeting within the 36 hours immediately following the meeting.
  - d. If a fine has not been paid within a week, a late fee of \$1 per day that it is late will start to accrue (8 days late costs \$6 for an officer, 9 days late costs \$7, etc.)
  - e. Frequent absences will be brought to the attention of the appropriate chapter president as the chapter will be held liable for the payment of any and all fines and may also choose to replace the representative.

- f. All fines are to be assessed and collected by the Panhellenic Treasurer after consulting with the Panhellenic Secretary and President.
7. **ABSENCES.**
  - a. Planned absences are to be reported to the Council Secretary and President at least 24 hours in advance.
  - b. The Council Secretary, Treasurer, and President will determine if an absence is to be considered as excused.
  - c. Excused absences would include but not be limited to such things as a death in the family, a group project that could not be scheduled at another time, an extra class session, being extremely ill, etc.
  - d. Unexcused absences would include but not be limited to such things as a paper due the next day, forgetting, leaving early for Break, social events, homework, etc.
  - e. All absent officers and chapter representatives will be expected to submit a report ahead of time that will then be read aloud at the meeting.
8. **PURCHASE OF ALCOHOL.** Panhellenic Council funds are not to be used to purchase alcoholic beverages.
9. **PURCHASE OF DRUGS.** Panhellenic Council funds are not to be used to purchase narcotics, marijuana, hallucinogens and other illegal substances.

## **ARTICLE II. SELECTION OF OFFICERS**

1. The office of President of the SUNY Cortland Panhellenic Association shall be held in rotation by each sorority chapter holding regular membership. The President should have served on the Panhellenic Council for at least one semester. If the sorority is unable to come up with an individual to serve in this position, that sorority shall relinquish its place to the next sorority in order of rotation. The sorority so passed may resume its place the following year.
  - a. All other officers shall also be held in rotation by each sorority holding regular membership. The ladies selected to serve in these positions may have prior experience on the Council but are not required to do so.
2. In order to be eligible to run for, and hold, any and all offices and positions on the Panhellenic Council, an individual must have a cumulative Grade Point Average (GPA) of at least a 2.50 and cannot be on Academic Warning or Academic Probation. Said individuals must also be considered to be in good academic standing by their respective fraternal organization. GPA verification is to be provided by the College's Greek Advisor. Any individual whose cumulative GPA falls below a 2.50 or who is placed on Academic Warning or Academic Probation during their term of office will be required to resign from their position.
3. In order to be eligible to serve on this Council an individual must be in good social standing with the College. Verification of this standing is to be provided by the College's Greek Advisor.
4. No member who serves as their chapter's President, Administrative Vice President equivalent), Secretary or Treasurer can be elected to serve as a Panhellenic Officer. If an individual is elected

to one of these chapter Executive Board positions while they hold a Panhellenic office, they will be required to step down from the Panhellenic position so that someone else can be elected in their place to fill out the term. Individuals holding these organizational positions could serve as chapter representatives on the Council.

5. Uninitiated members of recognized organizations are not eligible to vote or run for office.
6. An officer will not be able to maintain her office if her organization is placed on suspension or loses recognition. A similar restriction would apply to any representative whose chapter is placed on suspension and/or loses recognition.
7. **OFFICERS.** The Officers of the SUNY Cortland Panhellenic Association shall serve as the officers of its Panhellenic Council. These officers shall have such powers and duties as are prescribed in the Constitution and/or Bylaws of the SUNY Cortland Panhellenic Association.
8. **TRANSITION.**
  - a. Incoming officers and incoming chapter representatives are encouraged to attend the last meeting of the Spring semester. If a sorority changes representatives between the Fall and Spring semester, incoming Spring representatives are encouraged to attend the last meeting of the Fall semester.
  - b. General training of all Council members will take place at first meeting of each academic year. Additional one-on-one sessions will be scheduled as needed.
  - c. The binders/notebooks and folders of all outgoing officers and chapter representatives are to be left with the Panhellenic Advisor for safekeeping over the summer.
9. **REPRESENTATIVE VACANCIES.** When a representative vacancy occurs, it shall be the responsibility of the sorority concerned to select a replacement within one week and to notify the Panhellenic Council Recording Secretary of her name and appropriate contact information. When a meeting of the Panhellenic Council occurs while a representative vacancy exists, the alternate representative of the sorority concerned shall fulfill the duties of the representative in all cases. Representatives cannot also serve as Panhellenic officers or committee chairs.
10. **MEETINGS.** Regular meetings of the SUNY Cortland Panhellenic Council shall be held weekly at a time and place established at the beginning of each college term or semester. Unless otherwise notified these meetings will be Wednesdays at 6 pm.
11. **SPECIAL MEETINGS** of the Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any member delegate of the Panhellenic Council.
12. **QUORUM.** Two-thirds of the member sororities shall constitute a quorum for the transaction of business.
13. **VOTING.**
  - a. The voting body of the SUNY Cortland Panhellenic Association shall be its Panhellenic delegates.
  - b. The voting members of the Panhellenic Council shall be the delegates of each sorority. Each pair of organizational delegates is responsible for casting one vote that accurately reflects information provided by their sorority. If both delegates are absent, the vote may

- be cast by a member of the sorority, providing her credentials have been presented, in writing, to the Council President prior to the meeting. If there is no eligible sister present, the chapter does not get a vote in the matter at hand. And while the chapter does not get a vote, they will be expected to honor the outcome of said vote.
- c. All Panhellenic business requires a majority vote with the exception of making revisions to the governing documents. This requires a 2/3 majority vote as stated in Article X.
  - d. Any local sororities that are members of the Panhellenic Council will get a vote on all items with one exception. That exception is Panhellenic Extension and the reason they cannot vote is due to NPC Policy. Local sororities are encouraged to voice their concerns and opinions in the discussion but they cannot vote. Local sororities can vote when the Council is discussing Total.

### **ARTICLE III. NEW MEMBERING AND INITIATION**

1. A woman must be a full time matriculated student at SUNY Cortland to be eligible for recruitment. To be eligible an individual must be verified as having an overall GPA of 2.0 or better and have completed at least 12 credit hours at SUNY Cortland. Anyone on Academic Probation or Academic Warning is not eligible for recruitment. Incoming transfer students must have completed a minimum of 24 post high school hours and have at least a 2.50 cumulative GPA. -They must supply a copy of their transcript to the College's Greek Advisor for academic verification. For those chapters/colonies that require a higher GPA, SUNY Cortland will honor that policy.
2. A Panhellenic Association member sorority may not issue an invitation to membership or formally pledge any women during any school recess.
3. A new member may be initiated whenever she has met the requirements of the sorority to which she is bound. All initiations must be completed thirty (30) days before the last day of classes in any given semester. Said date will be formally announced each semester by the College's Greek Advisor.
4. A woman may not be offered a bid, nor sign a bid card, nor begin the new member process until her current academic status has been checked and approved by the Campus Activities and Corey Union Office.
5. All bids are to be signed in front of the SUNY Cortland Panhellenic Advisor or their appointed alternate. Said appointments are only to be made by either the College's Greek Advisor or their designee should the Greek Advisor be incapacitated for some reason.

### **ARTICLE IV. HAZING**

All forms of hazing shall be banned.

Hazing is defined as any action taken or situation created, intentionally, whether on or off sorority premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing, publicly, 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 of the educational institution.

This Association must abide by all hazing policies found in the SUNY Cortland *Code of Student Conduct* as well as those covered in the National Panhellenic Conference Manual of Operations. Each member organization is also expected to abide by their organizational hazing related policies. If unclear what those policies might be please consult the appropriate website.

#### **ARTICLE V. EXTENSION**

1. When all National Panhellenic Conference chapters at SUNY Cortland are close to or over Total, the Panhellenic Council shall consider raising Total or adding another chapter.
2. All extension possibilities/procedures are to follow the steps outlined by the National Panhellenic Conference (NPC) and the Council is to consult with the NPC Extension Chairperson as appropriate.
3. Such a chapter shall be organized through colonization by a NPC organization.
4. Consideration should be given to NPC sororities that have previously had chapters on the campus and to those NPC sororities which have filed letters expressing an interest in the campus.

#### **ARTICLE VI. VIOLATIONS**

1. Any dispute arising out of the violation of Panhellenic Association rules and regulations shall be addressed through a conference of delegates of the sororities involved, chaired by the Panhellenic Vice President. This conference must include the Panhellenic President, Panhellenic Standards Chair and the SUNY Cortland Greek Advisor.
2. If the conference of delegates cannot reach an amicable solution, the matter shall be referred to the Judiciary Committee. Further actions, if needed, will be brought to the attention of the Director of Campus Activities and Corey Union and/or the Greek Standards Board and/or the SUNY Cortland Student Conduct Office and/or University (or City of Cortland) Police as appropriate.
3. Any additional steps needing to be taken (such as an appeal) will be outlined either in the NPC Manual of Information or will be determined by relevant SUNY Cortland policies with the College policies taking precedence.

#### **ARTICLE VII. ADOPTED RESOLUTIONS**

1. Be it resolved that the SUNY Cortland Panhellenic Association will not accept cash contributions, sponsorships or in-kind donations from tobacco companies and other organizations whose purpose is to promote tobacco interests. Adopted February 2010.
2. We, the members of the SUNY Cortland Panhellenic Association do hereby agree not to co-sponsor events and/or associate with any unrecognized or banned student organization. Adopted November 2010

#### **ARTICLE VIII. CHAPTER RELATIONS**

1. Chapter reports will be provided by chapter representatives at the final Panhellenic Council meeting each month. Said reports are to provide updates on past, present, and future chapter events and projects so as to help build a stronger Panhellenic community.

2. A minimum of 5 sisters from each chapter are required to attend at least 1 event per semester for each chapter's philanthropy event that is announced at a previous Panhellenic Council meeting and is also open to the public.

### **ARTICLE IX. GRADUATION CORDS**

In order to be considered to receive a Panhellenic graduation cord, an individual:

1. Must have actively participated on the Panhellenic Council for at least 3 semesters, not necessarily consecutive;
  - a. Membership Selection Chair may apply for cord if they served their full term.
2. Must have had no more than 1 unexcused absence each semester they served on the Council;
3. Must be in good financial and social standing within their chapter/colony and
4. Must be in good social standing with the College (Greek Advisor will verify)

Those who wish to be awarded a Panhellenic graduation cord must express their interest in doing so by completing and submitting the appropriate Panhellenic Graduation Cord Application. This application is linked off the College's Fraternities and Sororities webpage. Hard copies are also available from the Council's Standards Chair. Completed applications are to be submitted to the current Standards Chair no later than April 1<sup>st</sup> for those intending to graduate/walk in May of that year.

### **ARTICLE X. RULES OF ORDER**

The SUNY Cortland Panhellenic Association and its Panhellenic Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution and Bylaws.

### **ARTICLE XI. AMENDMENT**

These Bylaws may be amended by two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposed amendment has been given, in writing, at a preceding regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers, and representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will the College's Greek Advisor and their direct supervisor. The governing documents of this Council must be formally reviewed every two years but can be reviewed annually.

