

SUNY CORTLAND PANHELLENIC ASSOCIATION -- CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the SUNY Cortland Panhellenic Association.

ARTICLE II. OBJECT

The object of the Panhellenic Association shall be to develop and maintain 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 as basic to intellectual achievement.
3. Cooperate with member 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 and policies.
5. Act in accordance with such rules established by Panhellenic Council as do not violate the sovereignty, rights and privileges of member sororities.

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

1. The **REGULAR** membership of the SUNY Cortland Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference sororities at SUNY Cortland and/or local chapter(s) recognized by the College.
2. The **ASSOCIATE** membership of the SUNY Cortland Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.
3. Attendance at all regularly scheduled meetings is mandatory by two (2) representatives from each member organization. Unexcused absences may result in fines according to the procedure outlined in the Association Bylaws. Representatives will be required to serve on one committee.
4. Uninitiated members of recognized social sororities are welcome to attend meetings as observers. They can participate in any and all discussions but they are not eligible to vote or run for office.

ARTICLE IV. OFFICERS

1. The officers of the SUNY Cortland Panhellenic Association shall be President, Vice President, Recording Secretary, Treasurer, Public Relations, Scholarship, Social, Standards, Membership Selection and Assistant Member Selection.
2. The officers shall be delegates from sororities holding regular membership in the SUNY Cortland Panhellenic Association. Delegates from sororities holding associate membership shall not be eligible to hold office.
3. All offices shall be held in rotation by each sorority chapter holding regular membership. All

officers will serve for one academic year with the exception of the Membership Selection and Assistant Membership Selection positions which shall serve for one year according to the recruitment cycle, typically changing office in mid-Spring each year. A copy of the rotation cycle will be attached to the bylaws.

- a. Any sorority experiencing low active numbers (below 25 sisters) will remain exempt from the rotation cycle of the Membership Selection and Assistant Membership Selection positions. Once the chapter obtains more than 25 active sisters, they will be reintroduced into the rotation cycle. The chapter will still hold two officer positions on the Panhellenic Council.
4. All officers will be required to attend all regular Panhellenic Council meetings.
5. An officer can be voted out of their position by a two-thirds majority vote of the voting members of the SUNY Cortland Panhellenic Association. Reasons for potential removal from office would include such things as not fulfilling the requirements of their position and/or inappropriate conduct that reflects poorly on the SUNY Cortland fraternal community.

ARTICLE V. OFFICER DUTIES

The **President** shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the SUNY Cortland Panhellenic Association as well as at all regular and special meetings of the Panhellenic Council itself.
3. Appoint all Special Committees and their Chairperson and, in making these appointments, recognize representation from all member sororities.
4. Call and preside at any and all special meetings involving just the Panhellenic officers. Report all decisions and actions made at the next meeting of the Panhellenic Council through the Recording Secretary and record the action in the minutes of that meeting.
5. Review and approve all Panhellenic Association contracts involving the SUNY Cortland Panhellenic Association.
6. Serve as an ex-officio member of all Panhellenic Council Committees with voice but no vote.
7. Report as required to the National Panhellenic Conference (NPC) Area Advisor.
8. Maintain a complete and up-to-date President's file which will include a copy of the current SUNY Cortland Panhellenic Association Constitution and Bylaws; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Advisor; copies of the College Panhellenic Reports to the Area Advisor and other pertinent materials.
9. Perform all other duties usually pertaining to this office.

The **Vice President** shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chairman of the Fundraising/Judiciary Committee
 - a. This individual shall oversee any and all fundraising events sponsored or co-sponsored by the SUNY Cortland Panhellenic Association.
3. Perform all other duties usually pertaining to this office.

The **Recording Secretary** shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and take attendance at

all Council meetings.

2. Maintain an accurate contact sheet for all women serving on the SUNY Cortland Panhellenic Council. Distribute to all members and update as needed.
3. Keep current statistics concerning the number of initiated members and new/associate members of each Panhellenic Association member organization.
4. Keep full minutes of all meetings of the SUNY Cortland Panhellenic Association, the Panhellenic Council and a record of all action taken by the Council officers. Minutes shall be distributed to all Council members. Said minutes should be distributed within 48 hours of the completion of the appropriate meeting. Minutes should also be sent to the Panhellenic Advisor and Director of Campus Activities and Corey Union as well as the chapter presidents of all social sororities.
5. Maintain complete and up-to-date files which will include the minutes of the meetings and contact sheets of the SUNY Cortland Panhellenic Association and its Panhellenic Council from date of its inception; copies of all contracts made by the Panhellenic Council; current correspondence, etc.
6. Ensure that all members of the SUNY Cortland Panhellenic Council and all member sororities thereof, are in possession of the most current Constitution and Bylaws for said organization. Distribute as needed via either email or hard copy.
7. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
8. Perform all other duties usually pertaining to this office.

The **Treasurer** shall:

1. Be responsible for the general supervision of the finances of the SUNY Cortland Panhellenic Association
 - a. Work with the College's Greek Advisor in regards to the submission of any and all required paperwork since all Council funds are maintained as a separate entity within the Campus Activities program.
2. Be responsible for the preparation of the annual budget and following its approval by the Panhellenic Council, for providing a copy to each SUNY Cortland Panhellenic Association member sorority.
3. Receive all payments due to the Panhellenic Association, collect all dues, fines, etc. The Treasurer shall also provide receipts for all payments made to the Association.
 - a. Individuals who are fined for missing a meeting must be informed within 24 hours of said meeting
 - b. Individuals who have been authorized to spend Association funds must be reminded that the Association is tax exempt and anyone who does not pick up a tax exempt form prior to making a purchase will not be reimbursed for that portion of the expenditure.
 - c. No one can be reimbursed without submission of the appropriate receipt.
4. Be responsible for the prompt payment of all bills of the SUNY Cortland Panhellenic Association.
5. Maintain up-to-date financial records, give a financial report at each regular meeting of the Panhellenic Council and an annual report at the close of her term of office.
6. Sign Panhellenic Association contracts when authorized to do so.
7. Be responsible for keeping chapters and members up-to-date on late payments by:

- a. Sending reminder messages
 - b. Keeping written records of attempts made to contact said chapter/member
8. Perform all other duties usually pertaining to this office.

ARTICLE VI. STANDING COMMITTEES

The Standing Committees of the SUNY Cortland Panhellenic Council shall be: Fundraising/Judiciary, Membership Selection (Recruitment), Public Relations, Scholarship, Social and Standards.

The Standing Committees shall serve for a term of one year. Chairs of each committee are to be filled by sororities in a rotational pattern as described elsewhere in the Constitution and Bylaws. Chapter representatives shall serve on each committee as determined by the second meeting of the Panhellenic Council each academic year.

Fundraising/Judiciary Committee

1. Membership. The Fundraising/Judiciary Committee shall consist of the Vice President as Chairperson, one representative from each member organization with the President, Panhellenic Advisor, and Panhellenic Standards Chair as ex-officio members.
2. Duties. It shall be the duty of the Fundraising/Judiciary Committee to deal with violations of the Constitution, Bylaws, and Recruitment Rules of the SUNY Cortland Panhellenic Association.
3. It is also the duty of this committee to generate and/or plan and/or oversee all fundraising efforts of the Panhellenic Association and/or Council.

Membership Selection (Recruitment) Committee.

1. Membership. The Membership Selection Committee shall consist of a chairperson, vice chairperson and no less than two, and no more than three, members from each member organization. The vice chairperson serves for a period of one year. The vice chairperson becomes the chairperson for the next year. This process rotates between chapters, albeit not on the same rotation as the other officers.
2. Duties. This committee shall be responsible for all Panhellenic Association matters related to Membership Selection (Recruitment). This committee shall be responsible for reviewing and developing Recruitment Rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding each semester for which the rules would be in effect), and distributing copies of them, when approved, to the delegates of the member sororities. Following each Membership Selection (Recruitment) period, the Chairperson of this committee shall present a full report, including recommendations for future adjustments, to the Panhellenic Council.

Public Relations Committee.

1. Membership. The Public Relations Committee shall consist of a chairperson and between 2 and 4 members. No sorority may have more than one representative on this committee.
2. Duties. The Public Relations Committee shall be responsible for all forms of publicity dealing with the SUNY Cortland Panhellenic Association. This Committee shall work closely with all

officers to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member sororities.

Scholarship Committee.

1. Membership. The Scholarship Committee shall consist of a chairperson and between 1 and 3 members. No sorority may have more than one representative on this committee.
2. Duties. The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement. This could involve planning workshops and/or bringing in guest speakers for Council and/or Association members and/or larger fraternal or College community.

Social Committee.

1. Membership. The Social Committee shall consist of a chairperson and no more than one representative from each member organization.
2. Duties. The Social Committee shall be responsible for planning and supervising all social activities of the SUNY Cortland Panhellenic Association. The Social Committee shall be responsible for keeping a current calendar of all social events of the Panhellenic Council member sororities and of major campus events.
3. It is the role of this Committee to plan and implement any Association wide event.
 - a. If the event is an athletic/sports game or tournament, the following guidelines will be in effect:
 - i. Member organizations are not automatically required to participate but rather are to take the idea back to chapter for discussion and vote
 - If the Council vote is “yes” then all teams are to be of mixed membership
 - Any organization that chooses not to participate should be given first refusal for providing any and all volunteers needed to help plan and actualize the event
 - b. If the event is a fundraiser, then the responsibility of planning and implementing is to be shared between the social and fundraising committees.

Other

1. Such committees and officers as found necessary to carry out the work of the SUNY Cortland Panhellenic Council. These shall be appointed by the President to serve for the tenure/time period in office of the President which appoints them.

ARTICLE VII. ADMINISTRATION OF MEMBERSHIP SELECTION

1. Deferred (Spring) recruitment shall be held.
2. Courtesy bids are not allowed.
3. Except during the formal recruitment period, continuous open bidding shall be in effect during the school year (fall through spring) for all eligible female students.
4. All membership selection events shall be held in the chapter room, house, lodge, suite or campus facilities.
5. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total in accordance with NPC guidelines.

- a. A list of pledged, initiated or affiliated members shall be filed with the Panhellenic Advisor no later than the second week of classes of each semester.
 - b. Any de-pledging, termination or other changes in membership shall be reported to the Panhellenic Advisor no later than 48 hours after it has occurred.
6. All recruitment, new member, and/or associate activities must end one month before the last day of classes. The specific date to be observed will be announced by the College's Greek Advisor at the start of each semester so as to be included in the Panhellenic minutes.
7. Any sorority experiencing a low number of active sisters (below 25), will only be required to have one recruitment counselor during formal recruitment. While other chapters are required to submit five recruitment counselor applications, any chapter with low numbers will only be required to submit three.

ARTICLE VIII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by:
 - a. The Administration
2. The advisor shall serve in advisory capacity to the SUNY Cortland Panhellenic Association and its Council.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the SUNY Cortland Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference.
2. All SUNY Cortland Panhellenic Association rules and policies shall be in harmony with those currently established by National Panhellenic Conference and the institution of SUNY Cortland.

ARTICLE X. VIOLATIONS

1. Violations of any regulations of this Constitution or its related Bylaws, or recruitment rules, of rules concerning matters other than recruitment, of the National Panhellenic Conference UNANIMOUS AGREEMENTS, etc. shall be the occasion for penalties established by the SUNY Cortland Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.
2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by two-thirds vote of the voting members of the SUNY Cortland 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.