



**Murray State University
Panhellenic Council
Governing Documents**

COLLEGE PANHELLENIC ASSOCIATION BYLAWS

Bylaws of Murray State University Panhellenic Association

Article I. Name

The name of this organization shall be the Murray State University Panhellenic Association.

Article II. Object

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

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

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 Murray State University Panhellenic Association shall be composed of all chapters of NPC sororities at Murray State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have voice and one vote on all matters.
- B. **Provisional membership.** The provisional membership of the Murray State University Panhellenic Association shall be composed of all colonies of NPC sororities at Murray 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.** Local sororities or inter/national or regional women's non-NPC member organizations may apply for associate membership of the Murray State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the 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 they are not participating in the primary 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

- A. Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Murray State University 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. Officers and Duties

Section 1. Officers

The officers of the Murray State University Panhellenic Association shall be president, executive vice president, vice president of recruitment, vice president of administration, vice president of community service and philanthropy, vice president public relations, vice president of scholarship, vice president of finance, and recruitment assistant.

Section 2. Eligibility

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

- A. Regular membership. Members from women's sororities holding regular membership in the Murray State University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Murray State University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's sororities holding associate membership in the Murray State University Panhellenic Association shall be eligible to serve as an officer except president, vice president of recruitment, or recruitment assistant.

Section 3. Selection of officers

The offices of president, executive vice president, vice president of recruitment, vice president of administration, vice president of community service and philanthropy, vice president of public relations, vice president of scholarship, vice president of finance, and recruitment assistant of the Murray State University Panhellenic Association shall be elected by ballot, if there is only one nominee for an office that nominee shall be declared elected. The process will consist of an application, speeches, and voting by Murray State University Panhellenic Association regular and associate membership chapters. Speech shall not exceed 5 minutes. Speeches will consist of a 5 minute question and answer session following each candidate.

Section 4. Office-holding limitations

Eligibility to run for a position shall depend on the limitations stated below:

- A. No more than two members from the same women's sorority shall hold office during the same term.
- B. Must be in good standing, financially and scholastically, with their respective sorority.
- C. Any member running for the position of Murray State University Panhellenic Council president must have served for at least one year on the Panhellenic executive board. Any

other interested member must petition the Panhellenic Council at least two weeks prior to speeches and be approved by a majority of the executive board.

- D. Any member running for the position of Murray State University Panhellenic Council vice president of recruitment must have served for at least one year on the Panhellenic executive board, served as a recruitment counselor, or served as the main recruitment coordinator within their chapter. Any other interested member must petition the Panhellenic Council at least two weeks prior to speeches and be approved by a majority of the executive board.
- E. Any member running for the positions of Murray State University Panhellenic Council vice president of recruitment or recruitment assistant must have participated in formal recruitment as an active member of a women's sorority. Any other interested member must petition the Panhellenic Council at least two weeks prior to speeches and be approved by the majority of the executive board.
- F. The positions of the Panhellenic Council president, executive vice president, and vice president of recruitment must be occupied by members of different women's sororities. Positions will be filled in the following order: president, executive vice president, vice president of recruitment, vice president of administration, vice president of community service and philanthropy, vice president of public relations, vice president of scholarship, vice president of finance, and recruitment assistant.
- G. In the event of a tie during Panhellenic Council executive board elections the candidate with the lowest number of votes will be dropped and a revote will be taken. In the event of a tie between two candidates, the executive board, excluding the president, will vote for the position.

Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than two weeks before the end of the fall semester.

Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Any officer may be removed for disregarding bylaws or officer duties by the Panhellenic Council president and the Panhellenic advisor.

Section 7. Vacancies

Vacancies shall be filled by an application, interview by the Panhellenic Council executive board, and voting by the Panhellenic Council executive board.

Section 8. Duties of officers

- A. The president shall:
- Preside at all meetings of the Murray State University Panhellenic Council.
 - Preside at all meetings of the Murray State University Executive Board.
 - Serve as the chair of the Murray State University Panhellenic Council programming committee.
 - Communicate regularly with the Murray State University Panhellenic advisor.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.

- Ensure that the NPC College Panhellenic annual report is completed.
 - Communicate regularly with the NPC area advisor.
 - Maintain current copies of the following: Murray State University Panhellenic Association bylaws, constitution, and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
 - Perform all other duties as assigned.
- B. The executive vice president shall:
- Perform the duties of the president in her absence.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Serve as chair of the judicial board.
 - Serve as co-chair of the greek week committee.
 - Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Update and maintain the Murray State University Panhellenic Association bylaws, standing rules and constitution.
 - Perform all other duties as assigned.
- C. The vice president of recruitment shall:
- Perform all duties pertaining to planning, organizing, and implementation of the formal and informal recruitment process at Murray State University.
 - Prepare the annual formal recruitment budget for the Murray State University Panhellenic Council.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Prepare up-to-date files to include recruitment financial records, new member records, uniform recruitment lists, informal recruitment event descriptions, a formal recruitment evaluation (must be submitted by October 1st) and an annual report at the end of her office term for the Murray State University Panhellenic Association.
 - Responsible for the Murray State University Panhellenic Association summer newsletter.
 - Perform all other duties as assigned.
- D. The vice president of administration shall:
- Keep an accurate roll of the members of Murray State University Panhellenic Council.
 - Record minutes of all meetings of the Murray State University Panhellenic Council and the Executive Board.
 - Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
 - Send meeting minutes to the NPC area advisor.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.

- Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Prepare each Murray State University Panhellenic Council meeting agenda.
 - Perform all other duties as assigned.
- E. The vice president of community service and philanthropy shall:
- Prepare and implement Murray State University Panhellenic Association community service events.
 - Prepare and organize all Circle of Sisterhood fundraising and philanthropy events. Must have one large event with several smaller events throughout the course of your term.
 - Serve as chair of the philanthropy committee.
 - Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Oversee the philanthropic events posted on the Murray State University Greek Life calendar to ensure successful events.
 - Perform all other duties as assigned.
- F. The vice president of public relations shall:
- Manage all publicity and advertisement for all Murray State University Panhellenic Council events and the Panhellenic Council in general.
 - Manage all Murray State University Panhellenic Council social media accounts. Post regularly and appropriately.
 - Work with each Murray State University Panhellenic Council executive member and each Murray State University Panhellenic Association chapter to publicize and advertise events and recruitment.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Contact each Murray State University Panhellenic Association chapter about Panhellenic Council events, information, and other important details.
 - Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Perform all other duties as assigned.
- G. The vice president of scholarship shall:
- Implement programs, activities, and other events to better the Murray State University Panhellenic Association's grade point average and promote academic excellence.
 - Manage all awards and recognitions that the Murray State University Panhellenic Association could be recognized for. Such as NPC and conference awards.
 - Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Contact the Murray State University Panhellenic Association chapters' scholarship officers regularly. Help them promote academic excellence within their chapter.
 - Perform all other duties as assigned.
- H. The vice president of finance shall:

- Supervise the finances of the Murray State University Panhellenic Association.
 - Prepare the annual budget and, after its approval by the Murray State University Panhellenic Council, provide a copy to each Murray State University Panhellenic Association member sorority.
 - Receive all payments due to the Murray State University Panhellenic Association, collect all dues and give receipts.
 - Pay promptly the annual NPC dues and all bills of the Murray State University Panhellenic Association.
 - Maintain current financial records, give a financial report at each regular meeting of the Murray State University Panhellenic Council and an annual report at the close of her term of office.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Communicate regularly with the Murray State University Panhellenic Council president and the Panhellenic advisor.
 - Perform all other duties as assigned.
- I. The recruitment assistant shall:
- Perform the duties of the vice president of recruitment in her absence.
 - Assist the vice president of recruitment with the duties, tasks, and goals of the Murray State University Panhellenic Association formal and informal recruitment.
 - Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - Communicate regularly with the Murray State University Panhellenic Council president, vice president of recruitment, and the Panhellenic advisor.
 - Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Murray State University 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 Murray State University Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, determine dues, approve the annual budget, consider extension, set a calendar of events, determine programming and establish recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the Panhellenic Association that do not violate the sovereignty, rights and privileges of member women's sororities.

Section 2. Composition and privileges

The Murray State University Panhellenic Council shall be composed of one voting delegate and two non-voting delegates from each regular member organization at Murray State University as identified in Article III. The Murray State University Panhellenic Council shall be composed of one delegate from each provisional and associate member organization at Murray State University as identified in Article III. The voting delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The non-voting delegates shall

have voice but no vote. The non-voting delegate shall act and vote in the place of the voting delegate when the voting delegate is absent. If both voting and non-voting delegate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Panhellenic Council president.

Section 3. Selection of delegates and alternates

Voting and non-voting delegates to the Panhellenic Council shall be selected by their respective women's sorority chapters to serve for a term of one year commencing upon selection by the chapter.

Section 4. Delegate requirements

Voting and non-voting delegates must be in good standing with their respective chapter. Voting delegates must serve on their respective chapter's executive board. Voting delegates must be of sophomore standing or an active member in their respective chapter for two full semesters.

Section 5. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within two weeks and to notify the Panhellenic Council president, vice president of administration, and the Panhellenic advisor of her name, email, and telephone number.

Section 6. Regular meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each academic term. Voting and non-voting delegates must be in attendance, or have a member of their respective chapter in attendance for them, at all Murray State University Panhellenic Council meetings or a fine of \$25 will be given per each absent member.

Section 6. Annual meeting

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

Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the Panhellenic Council president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's sororities of the Murray State University 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 meeting shall constitute waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member sororities of the Murray State University 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 a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the president, executive vice president, vice president of recruitment, vice president of administration, vice president of community service and philanthropy, vice president of public relations, vice president of scholarship, vice president of finance, and recruitment assistant.

Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote. At the next regular meeting of the Panhellenic Council through the vice president of administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. The Executive Board shall also be in attendance of all Panhellenic Council related events and meetings.

Section 3. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term. All Executive Board members are required to attend all meetings of the Panhellenic Council.

Section 4. Special meetings

Special meetings of the Executive Board may be called by the president when necessary and shall be called by her upon the written request of four members of the Executive Board.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Murray State University Panhellenic Association shall be appointed by:

The Murray State University administration.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of the Murray State University Panhellenic Association shall be the Judicial Board, Community Service/Philanthropy committee, Programming committee, and Greek Week committee.
- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.

Section 2. Appointment of committee membership

The Executive Board 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's sororities.

Section 3. Judicial Board

The Judicial Board shall consist of the executive vice president as chairman and at least one member from each College Panhellenic member organization. The Panhellenic advisor shall serve as a nonvoting, ex-officio member. The Judicial Board members shall participate in training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. The Judicial Board shall educate member sororities about the Panhellenic judicial procedure.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Judicial Procedure, it shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Murray State University 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 4. Community Service/Philanthropy Committee

The Community Service/Philanthropy Committee shall consist of a chairman and at least one member from each Panhellenic Association member organization. The Community Service/Philanthropy Committee shall be responsible for all matters pertaining to the promotion of community service/philanthropy.

Section 5. Programming Committee

The Programming Committee shall consist of a chairman and at least one member from each Panhellenic Association member organization. The Programming Committee shall be responsible for all forms of programming dealing with the Murray State University Panhellenic Association.

Section 6. Greek Week Committee

The Greek Week Committee shall consist of a chairman and at least one member from each Panhellenic Association member organization. The Greek Week Committee shall be responsible for all matters pertaining to the promotion and programming dealing with the Murray State University Greek Week.

Section 9. 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 Murray State University Panhellenic Association shall be from January 1st to December 31st inclusive.

Section 2. Contracts

Dual signatures of the Panhellenic Council President and the Panhellenic advisor shall be required to bind the Murray State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Murray State University Panhellenic Association shall bear one signature. The following shall be authorized to be the authorized signature: the Panhellenic advisor.

Section 4. Payments

All payments due to the Murray State University Panhellenic Association shall be received by the vice president of finance, who shall record them. Checks for payments shall be made payable to the Murray State University Panhellenic Association.

Section 5. Dues

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association membership dues shall be an assessment per member and new member.
 - The amount of such dues to the Murray State University Panhellenic Association shall be \$5 per member, including new members.
 - The dues of each Panhellenic Association member sorority shall be payable on or before the second Panhellenic Council meeting each semester. Late payments will result in a \$5 fine per week.

Section 6. 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 sorority.

The Murray 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

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

Article XI. Violation Resolution

Section 1. Violation

Chapters shall be held accountable for the conduct of their individual collegiate and alumnae members. Conduct contrary to the NPC Unanimous Agreements, these bylaws, the Panhellenic code of ethics, standing rules and/or membership recruitment regulations of the Murray State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

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

Section 3. Judicial process

If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The Murray State University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

- A. **Mediation.** Mediation is the first step of the judicial process. The Murray State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process.
- 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 Appeals Committee. The Murray State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals 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.

Article XIII. Parliamentary Authority

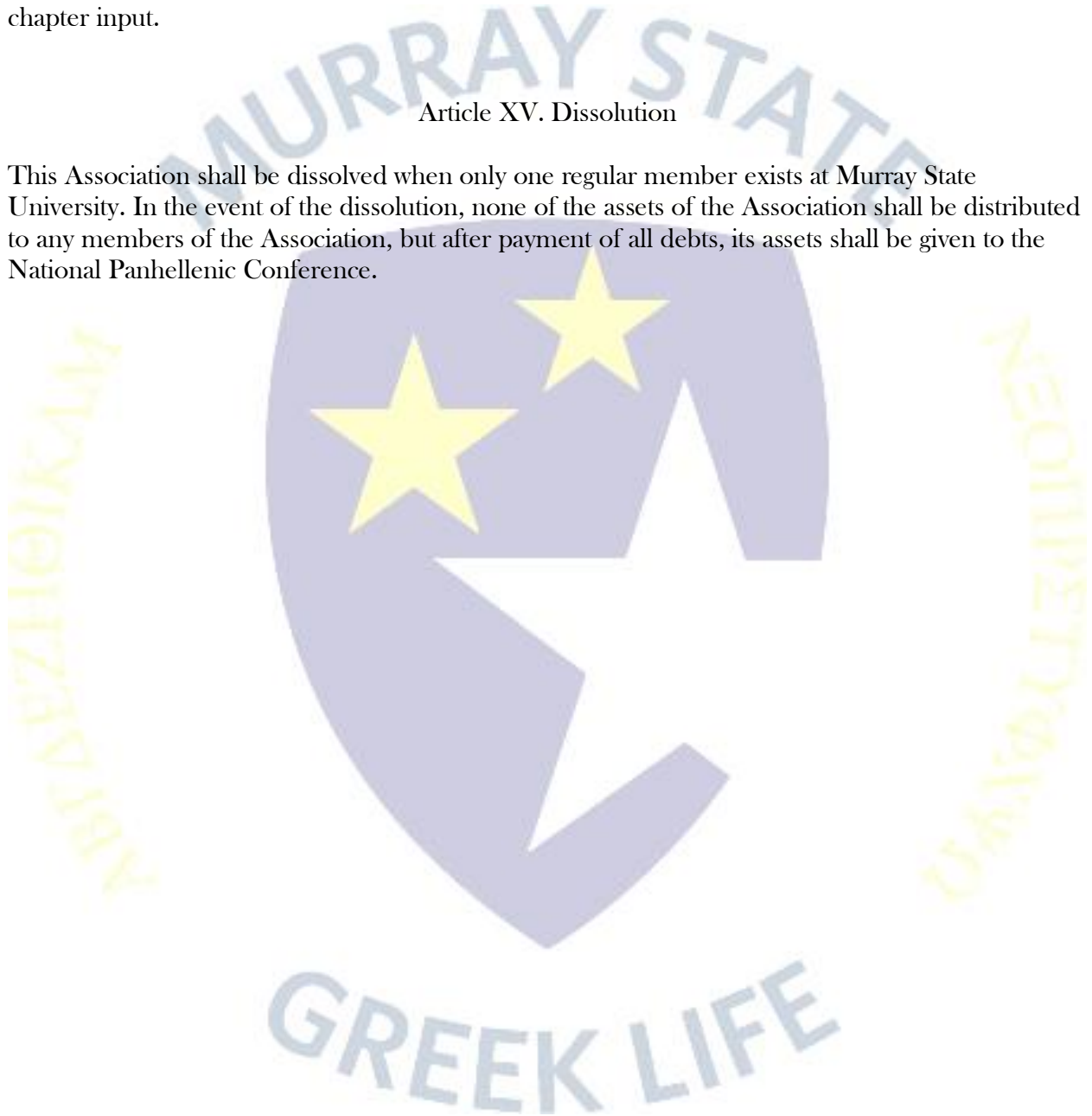
The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Murray State University Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Murray State University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

Article XIV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Murray State University Panhellenic Council by a majority 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

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



COLLEGE PANHELLENIC ASSOCIATION STANDING RULES

Standing Rules of Murray State University Panhellenic Association

Article I.

The Standing Rules of Murray State University Panhellenic Association shall be revised as needed by the Murray State University Executive Board and approved by a majority vote of the chapter delegates. A copy shall be sent to the National Panhellenic Conference Area Advisor. One copy shall be given to each member organization represented in the Murray State University Panhellenic Association.

Article II. Order of Business

1. Call to Order
2. Introduction of Guests
3. Roll Call
4. Reading of the Creed
5. Previous Minutes
6. Discussion Topic
7. Officer Reports
 - a. Recruitment Assistant
 - b. Vice President of Finance
 - c. Vice President of Scholarship
 - d. Vice President of Public Relations
 - e. Vice President of Community Service and Philanthropy
 - f. Vice President of Administration
 - g. Vice President of Recruitment
 - h. Executive Vice President
 - i. President
8. Advisor Report
9. Old Business
10. New Business
11. Chapter Reports
 - a. Alpha Delta Pi
 - b. Alpha Gamma Delta
 - c. Alpha Kappa Alpha
 - d. Alpha Omicron Pi
 - e. Alpha Sigma Alpha
 - f. Kappa Delta
 - g. Sigma Sigma Sigma
12. Announcements
13. Adjournment

Article III. Duty of Compliance

All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Murray State University Panhellenic Association bylaws, code of ethics, standing rules, 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 Agreement shall be void.

Article IV. Finances

Section 1. Annual Budgets

Budgets will be developed by the Panhellenic Executive Board under the advisement of the Vice President of Finance and the Panhellenic Advisor. Additional budget requests may be submitted to the Panhellenic Executive Board as needed and are subject to their approval. Council budgets do not provide for elaborate social functions for the sole benefit of council officers.

Section 2. Proper Use of Funds

Panhellenic funds shall never be used toward the purchase of alcoholic beverages. Any use of Panhellenic funds shall be approved by the Panhellenic Advisor, President and Vice President of Finance.

Section 3. Reimbursements

All reimbursements must be approved by the Murray State University Executive Board. Receipts must accompany all reimbursements requests or checks will not be issued. Receipts and reimbursement requests must be submitted within 30 days of the date of the receipts, otherwise reimbursements may not be approved.

Section 4. Payments

All payments due to the Panhellenic Association shall be given to the Vice President of Finance who shall record them. Checks shall be made payable to the Murray State University Panhellenic Council.

Article V. Officers

Section 1. Officer selection and requirements

All requirements, officer selection process, and any other officer details can be found in Article IV of the Murray State University Panhellenic Association bylaws.

Section 2. Officer Transitions

Officer transitions will take place at a special meeting following elections. The outgoing officers will conduct the beginning of the meeting with any last reports they have for their office. Each outgoing officer will have a transition report for the new officer, along with passing down any materials belonging to that office. The President may have a transition report for any new officer that is needed. The new officers will close the meeting with any reports they have for their new office.

Section 3. Election Speeches

All candidates for the Panhellenic Executive Board are required to present a speech prior to elections. All speeches must be under 5 minutes and must be given in good manner. Candidates will be disqualified if they talk about any other candidate in their speech. Speeches are to present the candidate and their ideas to the Panhellenic community.

Section 4. Recruitment

All officers on the Panhellenic Executive Board are required to serve as a recruitment counselor during their term in office. This requires each officer to abide by all recruitment counselor rules and duties.

Article VI. Recruitment

Section 1. Administration of Recruitment

- A. Formal Recruitment shall be held in early fall each year.
- B. The National Panhellenic Conference quota-total system shall be followed.
- C. Continuous open recruitment shall be in effect during the college year (fall through spring) for eligible chapters, with the exception of the Formal Recruitment period. If a chapter has not filled basic quota during Formal Recruitment, they may do so in continuous open recruitment even if it puts them over total.
- D. The preferential bidding systems shall be used during recruitment.

Section 2. Chapter Member Totals

- A. Every regularly enrolled women pledged, initiated, or affiliated by a chapter shall be counted as a member of that chapter.
- B. All chapters must provide a list of all members, new members included, to the Panhellenic Advisor at the start of each semester. All chapters are required to inform the Panhellenic advisor of any members who have a change in their membership. All chapters are required to keep the Panhellenic Advisor informed of all new members.
- C. All chapters must abide by any new member forms or requests that the Panhellenic Advisor requires of them, this includes continuous open recruitment.

Section 3. Recruitment Rules

During Recruitment, all chapters and the Panhellenic Executive Board must abide by all rules stated in these bylaws, recruitment rules, code of ethics, and the NPC Manual of Information. The extended list of recruitment rules can be found on page ## of this document.

Section 4. Recruitment Counselor

The selection of recruitment counselors will be conducted in the Fall semester of the year prior to formal recruitment. The process will consist of information sessions, an application, and an interview. The Panhellenic Advisor, Vice President of Recruitment, and the Recruitment Assistant will conduct the selection process. All recruitment counselors will be required to attend educational sessions during the spring semester and training prior to opening night of formal recruitment.

Article VII. New Member Programs

Each semester, The Office of Greek Life will hold a certain number of new member meetings that new members from all chapters must attend. Attendance will be taken and enforced.

Article VIII. Panhellenic and IFC

Section 1. Philanthropic Events

- A. Alcohol is not allowed at any philanthropy event, including events that are hosted by an IFC or NPHC chapter. If there is alcohol present at any philanthropic event, all Panhellenic member organizations are required to leave.
- B. Any merchandise or shirt that includes all of our Panhellenic member organizations, must be approved by the Panhellenic Council prior to the advertisement of that item.

Section 2. IFC Recruitment

- A. Panhellenic member organizations are not allowed to participate in any aspect of IFC recruitment, with the exception of being an IFC member's date to their smoker.
- B. Panhellenic member organizations are not allowed to publicly advertise any specific IFC organization, this includes any shirt with IFC letters.

COLLEGE PANHELLENIC ASSOCIATION CODE OF ETHICS

Recruitment Code of Ethics of the Murray State University Panhellenic Association

We, the members of women's sororities at Murray State University agree to promote honesty, respect, sisterhood and cooperation within the College Panhellenic and our respective chapters and in our daily lives. This code of ethics is designed to inspire our members, reinforce exemplary conduct and values-based leadership, and perpetuate lifelong membership to enrich the sorority and Panhellenic experience.

We, as Panhellenic women of Murray State University, agree on and commit to:

- Uphold and demonstrate the Panhellenic spirit in thought, word and action through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization and our institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference.
- Avoid disparaging remarks about any sorority or collegiate woman and refrain from discussing Panhellenic matters with nonmembers, in accordance with the dignity and good manners of sorority women.
- Recognize friendly relations with all collegiate women, both sorority members and nonmembers, realizing the importance of creating and building friendships.

- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and the chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make her own choices, including the right not to join the women’s sorority community.
- Refrain from limiting a potential new member’s chances of becoming a member of the Panhellenic community by encouraging her to make a single intentional preference or to limit her choices.

We, as Panhellenic women of Murray State University, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the Murray State University Panhellenic Association.
- Abide by all local and federal laws and NPC inter/national member organization bylaws.
- Hold one another accountable to these standards, remembering at all times that we represent not only our individual chapters but also the Panhellenic community as a whole.

As Panhellenic women of Murray State University, these are the tenets by which we strive to live.

Date Adopted: _____

COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

Recruitment Rules of the Murray State University Panhellenic Association

Article I. Statement of Positive Panhellenic Contact

We, the women of Murray State University, will promote Panhellenic-spirited contact with all potential new members throughout the year. Strict silence will begin at the start of preference day and will last until bid distribution. No sorority member, including alumnae and new members, may communicate or live with potential new members during this period. Strict silence is defined as verbal, nonverbal, written, printed, text message and electronic communication or communicating through a third party. If potential new members live in a residence hall with sorority members, only casual greetings and contact are permitted.

Article II. Statement of Adherence to NPC Unanimous Agreements and Policies Regarding Recruitment

All NPC member organizations represented at Murray State University believe in strictly adhering to NPC Unanimous Agreements and policies. These valued and non-negotiable policies will be followed by all organizations during the recruitment process.

Article III. Statement of “No Frills Recruitment”

Murray State University recruitment events shall consist of maximum conversation time, tables with displays pertaining to the event and water for potential new members. Skits, videos, food or costumes should not be included in recruitment.

Article IV. Statement of Membership Recruitment Acceptance Binding Agreement

The Murray State University Panhellenic will uphold and use the membership recruitment acceptance binding agreement (MRABA) for each potential new member interested in joining a women's sorority, whether during formal or informal recruitment. We agree to all policies and steps pertaining to the MRABA.

Article V. Statement of Values-Based Recruitment

We, the members of Murray State University Panhellenic, pledge to promote the following practices during membership recruitment:

1. Engage in values-based conversations.
2. Choose recruitment activities and behaviors that reflect the core values of our organizations.
3. Make informed choices, based on shared values, about potential new members.
4. Educate potential new members about the chapter's values, and connect to these values.

Article VI. Statement of Automatic Reset of Total

Total is the allowable chapter size as determined by the College Panhellenic.

To allow organizations to achieve parity as quickly as possible at the conclusion of primary recruitment, the Murray State University Panhellenic Association shall adjusted every regular academic term. This is to be done no later than 72 hours following bid distribution in the academic term that primary recruitment is held and within one week (no more than 7 days) from the start of the academic term(s) in which primary recruitment is not held. The adjustment will be to median chapter size unless the College Panhellenic adopts and an acceptable alternative method according to the Manual of Information.

COLLEGE PANHELLENIC ASSOCIATION RECRUITMENT RULES

Recruitment Rules of the Murray State University Panhellenic Association

- **Damage:** Sororities are financially responsible for any damage done to the CFSB property or equipment
- **Ceilings:** Nothing may be hung from the ceiling.
- **Chairs:** CFSB can provide chairs. We have 70 chairs reserved for each chapter. You may choose to use your own chairs
- **Parking:** Must park in the stadium parking lot at all times.
- **Sorority Letters:** 4 foot maximum
- **Standing Decorations:** There is a 5 foot maximum to all standing decorations. This includes but is not limited to T-shirt towers, cardboard cutouts, etc.
 - **Exclusions:** Trophies and composites on a table are excluded from the five foot maximum.
- **Clean Up:** your sorority will be responsible for cleaning your own room and decorations
- **Budget:** An estimated budget should be turned in with your plans. \$800 purchased and \$400 donated. Your official budget in August should include all receipts. Everything in your room with value should be accounted for in your budget.
- All sororities will cover up all pictures and names of their recruitment counselors, Panhellenic Vice President of Recruitment and Panhellenic Recruitment Assistant during membership recruitment events. These will be checked at a designated time.
- Chapter members and recruitment counselors should deactivate their Facebook and/or other social networking accounts during the formal recruitment period.
- The financial sheet **MUST** be distributed during the second round of events. Financial sheets will be due by August.
- If any initiated collegiate member, recruitment counselor, potential member, or Panhellenic advisor becomes aware of any membership recruitment violation, judicial procedures shall be followed.
- The penalties for membership recruitment infractions shall be the ones recommended in the NPC Unanimous Agreements.
- **Infractions:**
 - Social Media Violations--\$20.00 per offense
 - Late Documents--\$50.00 per document
 - Inappropriate Conversations--\$50 per conversation
 - Bid promising--\$100 per conversation
 - Late party lists--\$25 per 15 minutes late
 - Gamma Chi disaffiliation/offenses--\$20 per offense
 - Decoration violations--1 warning and then \$25 per offense
 - Non-Values-based activity--\$20 per cheer
 - Cheering, practiced performances, etc.
 - No cheering until the day ends
 - If a Gamma Chi is found to be in violation of any area (outside of the specific Gamma Chi provisions), the infraction fee will be double)