

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 SUNY Cortland Greek Advisor before the contracts 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. To be clear, the SUNY Cortland Greek Advisor must sign all documentation before it is submitted.
4. **PAYMENTS.** All payments due to the SUNY Cortland Panhellenic Association shall be made to the Treasurer, who shall record them and provide receipts as needed. 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 '20 Active Sister dues.
  - a. Cash payment is also acceptable.
5. **MEMBERSHIP DUES.**
  - a. **Amount.** The dues of each Panhellenic Association member sorority shall be an assessment of \$10.00 per initiated sister and \$5.00 per new/associate member each semester.
    - i. Dues for initiated sisters who have been verified as having a 'partially active' status within their sorority will be \$5.00.
  - 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. New/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 and chapter representatives will be charged \$5.00 per unexcused absence.
  - b. If a chapter representative is absent, there will not be a fine levied provided the second representative from that chapter 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. All substitutes must be prepared for full Council participation – have results of any chapter votes taken and/or be able to provide chapter input, chapter reports, etc.
    - i. It is required that the chapter representative will meet up with their substitute and discuss what took place at the missed meeting within 36 hours of the meeting taking place.

- 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.
    - i. The report could be presented by the substitute or provided electronically ahead of time to both the President and Secretary for them to read aloud.
    - ii. It is required that the officer will meet up with their substitute and discuss what took place at the missed meeting within 36 hours of that 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.)
    - i. If dues are paid late, this fine would apply to each member of the organization and not the organization itself.
  - 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 officer and/or 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, hallucinogens and other illegal substances.
- a. Panhellenic Council funds are also not to be used to purchase cannabis and/or cannabis-related products.

## **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.
  - a. The President must have been an initiated sorority member for at least one semester prior to be elected/selected to serve in this position.
- 2. 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 SUNY Cortland 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 SUNY Cortland. Verification of this standing is to be provided by the SUNY Cortland Greek Advisor in consultation with the SUNY Cortland Student Conduct Office.
4. No member who serves as their chapter's President, Vice President (the chapter president's second-in-command), 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.
  - a. Individuals holding these chapter positions could serve as chapter representatives.
5. Uninitiated members are not eligible to vote or run for office.
6. An officer will not be able to maintain their office if their sorority is placed on suspension or loses recognition with a similar restriction applying to any and all chapter representatives.
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 Fall semester. If a sorority elects new representatives between the Spring and Fall semester, incoming Fall representatives are encouraged to attend the last meeting of the Spring 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.
    - i. Incoming presidents, vice presidents, secretaries, and treasurers must each set up a separate training session with the Council Advisor.
      - a. Contact should be made a week prior to the start of each semester so that training can be completed within the first week of classes. These officers should send the Council Advisor a copy of their schedule of commitments so that the needed training can be scheduled.
      - b. Incoming Panhellenic recruitment officers will need separate training as well although the timing will be different than mentioned above.
9. **REPRESENTATIVE VACANCIES.** When a representative vacancy occurs, it shall be the responsibility of the sorority concerned to select/elect a replacement within one week of said vacancy. The Panhellenic President, Secretary and Advisor are to be given the name and contact

information for the incoming chapter representative. When a meeting of the Panhellenic Council occurs while a representative vacancy exists, the alternate/second representative of the sorority concerned shall fulfill the duties of the representative in all cases.

a. 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 them 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, otherwise known as chapter representatives.

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 their 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.

i. When a chapter delegate is presenting their chapter's vote, at least half of the chapter's active and/or partially active members must have participated in the voting process in order for that vote to be valid.

ii. This changes to at least 2/3 when relating to changes to the council's governing documents.

c. All Panhellenic business requires a majority vote with the exception of revising 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 a cumulative 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 school's Greek Advisor for academic verification. For those chapters/colonies that require a higher GPA, SUNY Cortland will honor that requirement.

- a. All SUNY Cortland Panhellenic member chapters require a 2.5 cumulative GPA.
2. A Panhellenic Association member sorority may not issue an invitation to membership or formally pledge any women during any school recess/break.
3. A new member may be initiated whenever they have met the requirements of the sorority to which they are 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 SUNY Cortland Greek Advisor.
4. A woman may not be offered membership, nor sign a bid card, nor begin the new member process until their current academic status has been checked and verified as academically eligible for consideration 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 school's Greek Advisor or their designee should the Greek Advisor be incapacitated for some reason.

#### **ARTICLE IV. HAZING**

All forms of hazing are illegal and therefore 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 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 host 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. The Association must also abide by the hazing laws and regulations of New York State and the Federal Government. 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.
3. Further actions, if needed, will be brought to the attention of the Director of Campus

Activities and Corey Union 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 SUNY Cortland 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. At each fundraising event held by a Panhellenic member organization, at least some sisters of the other 4 sororities are required to attend and support that Panhellenic organization and their fundraiser. Attendance can be in-person or virtual depending on how the fundraiser is being held. A higher participation rate is always welcome. The following conditions apply:
  - a. This fundraiser must be open to the public and must have been announced at a previous Panhellenic Council meeting held at least 2 weeks in advance of the approved fundraiser.
    - i. Fundraisers such as the *65 Roses Banquet* and *Red Dress Gala* are exempt as they are essentially closed events.
  - b. Each individual member of every sorority will only be required to attend one such fundraiser each semester. This is especially important for smaller chapters so as not to put too much of a burden on their members.
    - i. For chapters with membership numbers of less than 20, the number of members required to attend will be 2.
    - ii. For chapters with membership numbers of less than 40 but more than 20, the number of members required to attend will be 3.
    - iii. For chapters with membership numbers of less than 75 but more than 40, the number of members required to attend will be 4.
    - iv. For chapters with membership numbers over 75, the number of members required to attend will be 5.
  - c. It is the responsibility of each hosting chapter to take attendance at their fundraising events.
    - i. Sisters from the other 4 chapters need to identify themselves (and their chapter) to the host chapter for attendance purposes.
  - d. The names of all sorority members who attended each fundraiser, other than those from the chapter hosting the fundraiser, are to be submitted to the Panhellenic Standards Chair following each fundraiser. This individual will generate and maintain a spreadsheet to keep track of the relevant information.

- e. Any sorority that does not have the required number of members attend an ‘open’ fundraiser hosted by a member chapter of the Panhellenic Council will be fined the equivalency of what it would have cost the required number of members to participate in that fundraiser. That fine would be paid to the Panhellenic Council which would then donate the fined amount to the cause of the sorority that hosted the missed fundraiser.
  - i. To be clear: For open fundraisers, attending means donating.

### **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;
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 SUNY Cortland (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 school’s Fraternities and Sororities webpage. Completed applications are to be submitted to the current Standards Chair and Panhellenic Advisor no later than April 1<sup>st</sup> for those intending to graduate/walk in May or December 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 the SUNY Cortland Panhellenic Council, provided notice of the proposed amendment(s) has been presented at a preceding regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and chapter representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will SUNY Cortland’s Greek Advisor and their direct supervisor. The governing documents of this Council must be formally reviewed every two years but should be reviewed annually.

