



National Panhellenic Conference
the voice for sorority advancement

COLLEGE PANHELLENIC BYLAWS

BYLAWS OF MANITOBA PANHELLENIC ASSOCIATION

Article I. Name

The name of this organization shall be the Manitoba 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 the University of Manitoba Students' Union (UMSU) Student Clubs Policies and Procedures.
5. Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
6. 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 Manitoba Panhellenic Association shall be composed of all chapters of NPC sororities at the University of Manitoba. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.

Each regular member shall have a voice and one vote on all matters.

B. Provisional membership. The provisional membership of the University of Manitoba Panhellenic

Association shall be composed of all colonies of NPC sororities at University of Manitoba. Provisional members shall pay no dues and shall have a 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 non-NPC member organizations may apply for associate membership of the Manitoba Panhellenic Association. The membership eligibility requirements and the process for applying 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 a 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.

NOTE: See the College Panhellenic Organization section in the Manual of Information, for additional information on membership classes (statuses).

Section 2. Privileges and responsibilities of membership

A. The duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Manitoba 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 Manitoba Panhellenic Association shall be president, membership recruitment chair, secretary-treasurer.

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 Manitoba Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional membership. Members from women's sororities holding provisional membership in the Manitoba Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate membership. Members from women's sororities holding associate membership in the Manitoba Panhellenic Association shall not be eligible to serve as an officer.

Section 3. Selection of Officers

The offices of president, membership recruitment chair, secretary-treasurer of the Manitoba Panhellenic Association shall be held in rotation by each eligible sorority chapter in order of its installation at University of Manitoba. If a member of the women's sorority in order of rotation is not prepared to serve as a designated officer, the Panhellenic Council shall determine how the office shall be filled.

Section 4. Term

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

Section 5. Removal

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

Section 6. Vacancies

Vacancies shall be filled by each respective women's sorority within 2 weeks, otherwise the Panhellenic Council will take over in the filling of the vacancy.

Section 7. Duties of officers

- A. The president shall:
 - Preside at all meetings of the Panhellenic Council.
 - Preside at all meetings of the Executive Board should a meeting be called.
 - Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
 - Communicate regularly with the 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: Manitoba Panhellenic Association bylaws 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 membership recruitment chair 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.
- Preside the Recruitment Committee, appoint its members and the duties of that office
- Perform all other duties as assigned.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from new members, potential new members who withdrew, each member organization and chapter advisor

C. The secretary-treasurer shall:

- Keep an accurate roll of the members of Panhellenic Council.
- Record minutes of all meetings of the Manitoba 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.
- Supervise the finances of the Manitoba Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each Manitoba Panhellenic Association member sorority.
- Receive all payments due to the Panhellenic Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Manitoba Panhellenic Association.
- Maintain current 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.
- Perform all other duties as assigned.

Article V. The Panhellenic Council

Section 1. Authority

The governing body of the Manitoba 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 Manitoba Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total, annually 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 Manitoba Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Manitoba as identified in Article III. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of these bylaws. The alternate delegates shall have a voice but no vote. The alternate delegate shall act

and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing her credentials have been presented to the Association president.

Section 3. Selection of delegates and alternates

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 of the chapter. It is the responsibility of each women's sorority's chapter president to be in place of their delegate, as the alternate.

Section 4. Duties of Delegates

A. The public relations chair shall:

- Ensure all social medias are kept up to date
- Ensure all women's sororities are shown on the Panhellenic social medias
- Hand out and keep track of all social media release forms
- Ensure all social medias are kept positive
- Preside the public relations committee

B. The social chair shall:

- Be responsible for promoting all matters of Panhellenic sisterhood
- Plan at least one social event per semester, which may be the following but is not limited to: a Panhellenic awards banquet
- Work closely with the public relations chair to promote sisterhood on social media

C. The scholarship/philanthropy chair shall:

- Obtain all volunteer hours from each women's sorority each semester
- Obtain all GPAs from each women's sorority each semester
- Plan at least one volunteer event per year
- Be responsible for promoting philanthropic and academic excellence

Section 5. Delegate vacancies

When a delegate vacancy occurs, it shall be the responsibility of the sorority affected to select a replacement within 2 weeks and to notify the Panhellenic Association secretary 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.

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called by her upon the written request of no fewer than one-third of the member women's sororities of the Manitoba 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 the waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member sororities of the Manitoba 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 an 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.

NOTE: See the Article on Amendment of Bylaws for specific voting requirements for the amendment of these bylaws.

Article VI. The Panhellenic Advisors

Section 1. Appointment

The Panhellenic advisors of the Manitoba Panhellenic Association shall be an alumnae member from each women's sorority and be appointed by each women's sorority.

Section 2. Authority

The Panhellenic advisors shall serve in an advisory capacity to the Manitoba Panhellenic Association. The Panhellenic advisors shall have a voice but no vote in all meetings of the Panhellenic Council.

Article VII. Committees

Section 1. Standing committees

A. The standing committees of the Manitoba Panhellenic Association shall be the Judicial Board and if needed, the Membership Recruitment Committee, Academic Excellence Committee, Panhellenic Social Committee and Public Relations 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 Panhellenic Council shall appoint members and chairmen of all standing and special committees, except as provided otherwise in these bylaws, and in making these appointments, recognize fair representation from all member women's sororities as much as possible. The president shall be an exofficio member of all committees except the Judicial Board and the Alumnae Advisory Council.

Section 3. Judicial Board

The Judicial Board shall consist of the Membership Recruitment Chair as chairman and 1 member from each of the College

Panhellenic member organizations. 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.

NOTE: See Judicial Procedure section of the NPC Manual of Information for the composition of the Judicial Board.

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 Manitoba 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.

Article VIII. Finances

Section 1. Fiscal Year

The fiscal year of the Manitoba Panhellenic Association shall be from March 1st to February 28th inclusive.

Section 2. Contracts

The signature of the president shall be required to bind the Manitoba Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Manitoba Panhellenic Association shall bear the dual signatures of the president and the secretary-treasurer.

Section 4. Payments

All payments due to the Manitoba Panhellenic Association shall be received by the secretary-treasurer, who shall record them. Checks for payments shall be made payable to the "Manitoba 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 for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
 - The dues of each Panhellenic Association member sorority shall be payable on or before October 1st.

Section 6. Fees and assessments

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

Article IX. Extension

Section 1. Extension

The extension is the process of adding an NPC women's sorority.

The Manitoba 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 X. 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 Manitoba 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 Manitoba 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 Manitoba 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. The appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic's Judicial Appeals Committee. The Manitoba Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process.

Article XI. Hazing

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

Article XII. Parliamentary Authority

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

Article XIII. Amendment of Bylaws

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

Article XIV. Dissolution

This Association shall be dissolved when only one regular member exists at University of Manitoba. 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.

STANDING RULES

A College Panhellenic Association may wish to adopt additional rules that pertain to the administration of the Association. These types of rules belong in the standing rules rather than in the bylaws. Standing rules are written as a separate document from the bylaws, but should be attached to and distributed with the bylaws.

The following topics are held as standing rules for the Manitoba Panhellenic Association:

- Code of conduct

- Recruitment rules