



## Bylaws of The Ohio State University Panhellenic Association Adopted November 20, 2024

### Article I. Name

The name of this organization shall be The Ohio 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 Ohio State University Panhellenic Association shall be composed of all chapters of NPC sororities at The Ohio 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. The following organizations are regular members: Alpha Chi Omega, Alpha Epsilon Phi, Alpha

Gamma Delta, Alpha Phi, Alpha Xi Delta, Chi Omega, Delta Delta Delta, Delta Gamma, Delta Zeta, Gamma Phi Beta, Kappa Alpha Theta, Kappa Delta, Kappa Kappa Gamma, Pi Beta Phi, and Zeta Tau Alpha.

**B. Provisional membership.** The provisional membership of The Ohio State University Panhellenic Association shall be composed of all colonies of NPC sororities at The Ohio 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 non-NPC member organizations may apply for associate membership of The Ohio 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.

- i. Members of non-NPC member organizations should refer to their policies on eligibility to join a NPC member organization.

The following organizations are associate members: Alpha Sigma Upsilon and Phi Sigma Rho.

## 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 The Ohio 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.

**B. Promotion of the Sorority Experience.** NPC member organization chapters have the right to communicate with, contact and promote the overall sorority experience and membership opportunities to potential new members. College and Alumnae Panhellenics are prohibited from restricting NPC member organization chapters in these efforts. All sorority promotion should be positive and in the spirit of Panhellenic unity through all forms of communication (e.g., print, digital, in-person).

## Article IV. Officers and Duties

### Section 1. Officers

The officers of The Ohio State University Panhellenic Association shall be as follows:

**Executive Board:** President, Executive Vice President, Vice President of Finance and Administration, Vice President of Recruitment and retention, Vice President of Programming, Vice President of Recruitment Guides, Vice President of Risk Management, Vice President of Public Relations, Vice President of Scholarship, and Vice President of Outreach and Inclusion.

**Directors:** Director of Philanthropy, Director(s) of Recruitment Guides, Director(s) of Recruitment Logistics, and Director of Service.

### 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 Ohio 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 Ohio 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 Ohio State University Panhellenic Association shall be eligible to serve as an officer except President or Vice President of Recruitment.

### Section 3. Selection of Officers

1. Applications shall be released during the Autumn semester between the months of September and October, and the slate shall be presented sometime in late October or early November. Women shall be eligible to apply and be selected if she holds a minimum cumulative GPA of 2.5 or higher, is classified as a full-time student at The Ohio State University, has completed a minimum of twelve credit hours, and is an active member in good standing with her respective chapter.
2. The slating team shall be composed of the slating committee.
3. Panhellenic will present the timeline of applications and slating during the first meeting of the Autumn semester.

4. The current Executive Board shall present a proposed slate of the new officers at the regular meeting during which elections are held. Members of the slate may not be present for voting or discussion. If a delegate is on the slate, she must have an appropriate substitute delegate attend for her chapter to vote.
5. Officers shall be elected by a majority vote from the Panhellenic Council.

#### Section 4. Office-Holding Limitations

No more than three executive board member(s) from the same women's fraternity shall hold office during the same term.

#### Section 5. Term

The officers shall serve for a term of one year. The term of office will begin officially following primary recruitment; however, officers should begin transitioning once their successors are selected.

#### Section 6. Removal

Any officer may be removed for cause by a vote of majority of the Panhellenic Council.

#### Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article.

#### Section 8. Duties of officers

The council structure as shown in Appendix of this document should serve as the organizational chart for The Ohio State University Panhellenic Association.

### **President**

- Maintain overall responsibility for the operation of the Panhellenic Association
- Must be a member of an NPC member organization
- Preside over all delegate and Panhellenic executive board meetings.
- Serve as a member of the Recruitment Team.
- Conduct roundtables for chapter presidents as needed.
- Meet individually with PHA chapter presidents at least once a semester and as needed.
- Communicate regularly with the Board and Co-Council Presidents (IFC, MGC, NPHC, GPB) to maintain healthy relations.
- Create, manage, and/or implement a multi-year strategic plan in conjunction with the council as needed.
- Work in collaboration with other council and community leaders to create and distribute a calendar of major campus events.

- Encourage chapter members and officers to attend and fully participate in meetings, workshops, and events sponsored by the council.
- Maintain regular communication with the NPC Area Advisor and SFL/university advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Coordinate officer elections, training, and transition period.
- Coordinate a public installation ceremony for the new council officers in conjunction with Sorority and Fraternity Life and invite the greater campus community to attend.
- Complete all reports, such as the Panhellenic Association Annual Report, NPC's Academic and Statistic End of Term Report, etc.

### **Executive Vice President**

- Perform the duties of the president in the elected/appointed president's absence.
- Must be a member of an NPC member organization
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Serve as the chair of the Panhellenic Judicial Committee
- Manage the judicial program and judicial committee.
- Coordinate judicial committee selection, training, and transition period.
- Serve as a member of the Recruitment team.
- Enforce and ensure the completion of sanctions.
- Provide chapter presidents and council delegates electronic copies of judicial procedures.
- Educate the council on the procedures for all judicial committee matters.
- Maintain current (reviewed and approved within the past two years) versions of the council mission statement, code of ethics, position statements and resolutions, judicial policies, constitution, bylaws, and other important policy or rules documents.
- Review and update bylaws annually
- Review and update recruitment rules annually, in conjunction with the Vice President of Recruitment and Retention
- Meet individually with chapter standards chairs, or applicable officer, at least once a semester.
- Receive all complaints pertaining to violations of the Constitution, Bylaws, policies and procedures, codes of conduct, other governing documents, or any other rules and regulations as established by the Panhellenic Association; proceed with the judicial process as needed.
- Announce the decisions of the Judicial Committee involving Panhellenic chapters and ensure that the same are submitted to the appropriate persons, chapters, or organizations
- Work closely with the Interfraternity Council Chief Justice to address Panhellenic and IFC reports and policy concerns

### **Vice President of Risk Management**

- Administrate and educate the community on the council's risk management policies and procedures.
- Acquaint newly elected chapter presidents, risk management chairs, social chairs, and facility managers with university and council policies, position statements, and resolutions pertaining to risk management.
- Cooperatively program with peer councils to educate chapter officers and chapter members about a variety of risk reduction methods and coordinate events with peer councils that support risk management.

- Utilize trained individuals to verify all-fraternity/sorority social events for the purpose of ensuring adherence to substance abuse policies, social responsibility, and to alleviate risk management concerns.
- Meet individually with chapter social and risk management chairs, or applicable officer, at least once per term.
- Serve on appropriate committees as needed

### **Vice President of Recruitment and Retention**

- Serve as the chair of the Recruitment team.
- Must be a member of an NPC member organization.
- Organize and conduct Primary Recruitment in accordance with NPC Unanimous Agreements and Recommendations.
- Host roundtable meetings with chapter Vice President of Recruitment and chapter advisors to review recruitment rules and ensure necessary communication throughout recruitment.
- Hold focus group meetings with the Vice President of Recruitment Guides, the Director of Recruitment Guide and Director of Recruitment Logistics.
- Coordinate the council's execution of the Involvement Fair, Greek Meet, PHA Fashion Show, and Primary Recruitment.
- Coordinate with Vice President of Public Relations regarding recruitment marketing efforts.
- Encourage and assist chapters that have not reached Total in year-round recruitment activities i.e.. continuous open recruitment bidding (COB).
- Manage process for review and approval of all chapter's recruitment plans.

### **Director of Recruitment Logistics**

- Attend focus group meetings with the Vice President of Recruitment and Retention, Vice President of Recruitment Guides, Director of Recruitment Guides.
- Oversee all Panhellenic recruitment registration.
- Conduct evaluations among PHA community, potential members who did not join, all newly affiliated students and other stakeholders as needed, to improve the recruitment process.
- Present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics, recruitment style assessment and recruitment evaluations from new members, potential new member who withdrew and each member organization and chapter advisors.
- Coordinate recruitment party checks to ensure compliance with chapter approved recruitment plans

### **Vice President of Recruitment Guides**

- Hold interviews and selection of the Recruitment Guides during spring semester.
- Hold meetings with Director of Recruitment Guides.
- Attend focus group meetings with the Vice President of Recruitment and Retention and Director of Recruitment Logistics.
- Educate and train Recruitment Guides during autumn semester in coordination with SFL staff.

### **Director of Recruitment Guides**

- Attend focus group meetings with the Vice President of Recruitment and Retention and Director of Recruitment Logistics.
- Coordinate recruitment guide socialization
- Assist the Vice President of Recruitment Guides in the selection of Recruitment Guides.

- Support education and training of Recruitment Guides in coordination with SFL staff and the Vice President Recruitment Guides.

### **Vice President of Scholarship**

- Promote or create programs and resources pertaining to academic achievement, career planning, graduate school preparation and/or placement.
- Create and distribute scholarships to members of Panhellenic chapters each semester.
- Review chapter member and new member grade point averages.
- Refer PHA Officers for judicial review when grades fall below GPA requirement.
- Inform chapter's scholarship chairs of campus resources that can provide academic support, as needed.
- Meet with chapter scholarship chairs, or applicable officer, at least once a semester.

### **Vice President Outreach & Inclusion**

- Assist recruitment team with inclusion efforts throughout the recruitment process, including requested accommodations, as needed.
- Provide notice to chapters regarding religious holidays and other applicable dates to ensure inclusivity
- Promote programming and resources available to educate the Panhellenic community on diversity, equity, and inclusion.
- Facilitate relationships with diverse groups of student organizations and university resource groups.

### **Vice President Finance & Administration**

- Supervise the finances of The Ohio State University College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each The Ohio State University College Panhellenic Association member sorority.
- Receive all payments due to the Association, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the [name of institution] College 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.

### **Vice President of Programming**

- Plan State of PHA, Women's Empowerment Week and Sisterhood Week
- Plan and execute smaller programming activities such as Sorority Woman of the Month, International Badge Day, and guest speakers for meetings
- Oversee and hold meetings with Director of Philanthropy, and Director of Service
- Assist with philanthropic events, weeks of service, and new member programming
- Collaborate with counterparts on other SFL councils for programming
- Maintain and build relationships with applicable counterparts on other SFL Councils
- Work with chapter representatives to coordinate a calendar of university, council, and chapter community service and philanthropy events.

### **Director of Philanthropy**

- Plan, implement, and coordinate the council's philanthropic efforts.
- Collaborate with Vice President of Finance and Programming to develop calendar of chapter & councils philanthropic events
- Build strategic relationships with community partners and local impact organizations.
- Meet with philanthropy chairs, or applicable officer, at least once per month

### **Director of Service**

- Plan, implement, and coordinate the council's community service (focus on hours volunteered) efforts.
- Collaboration with Vice President of Public Relations to market participation in additional campus and community sponsored service efforts.
- Meet with chapter community service chairs at least once per semester.
- Identify opportunities and resources for service projects with a designated local impact organization and makes them available to the chapters regularly
- Coordinate community service events with non-fraternity/sorority members and/or community members.
- Plan and execute Week of Service
- Collect and record chapter service hours each semester in coordination with SFL staff

### **Vice President of Public Relations**

- Develop and implement public relations initiatives.
- Design and implement a public relations plan designed to improve relations with parents, faculty, university administration, non-fraternity/sorority students, and vendors.
- Coordinate with Vice President of Recruitment and Retention regarding recruitment marketing efforts that highlights the positive aspects of fraternity/sorority life, the accomplishments of the council and chapters, and opportunities to join.
- Coordinate with Vice President of Programming regarding programming marketing efforts.
- Conduct at least one public relations workshop once a semester or as needed for chapter leaders.
- Maintain communication with other student organizations, faculty and administration in order to establish positive relationships.
- Be responsible for all marketing related to the council and recruitment.
- Promote positive relationships with other organizations through social media platforms and communications.
- Designs, selects and orders apparel for the council with approval from both council and SFL staff.
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### **Delegates**

- Must attend all Panhellenic Council meetings or send an alternate delegate in their absence.
- Support NPC Unanimous Agreements, policies, and procedures.
- Understand local College Panhellenic Association policies and procedures.
- Should be aware when to consult member organization's NPC Chief Panhellenic Officer or applicable national volunteer, for assistance and advice regarding College Panhellenic concerns.
- Be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter, and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.



- Should coordinate and regularly communicate with appropriate chapter officers (e.g., recruitment, chapter president, financial officer).
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#### **All Officers shall:**

- Serve as a member of the Recruitment Team
- Attend all general, specific, and executive board meetings.
- Attend any and all conferences determined by the Office of Fraternity and Sorority Life.
- Meet regularly with their assigned advisor in the Office of Fraternity and Sorority Life.
- Attend SFL Team meetings related to your position.
- Uphold the standards and expectations of an officer set forth by NPC guidelines.
- Be responsible for creating all marketing materials for events they lead or work in coordination with the Vice President of Public Relations
- Be the host or responsible party for group chats with related officers.
- Be in communication with Co Council officers (IFC, MGC, and NPHC).
- Create transition documents for successors and participate in training them.
- Be familiar with the NPC Manual of Information, all governing documents of Panhellenic Association, and SFL policies
- Build and maintain appropriate relationships with campus/community partners relevant to your position.
- Perform all other duties assigned and support all initiatives of the Panhellenic Association.
- Should be in good financial and academic standing with their chapters
- Maintain a cumulative 2.5 GPA

### **Article V. The Panhellenic Council**

#### **Section 1. Authority**

The supporting and governing body of The Ohio 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 Ohio State University Panhellenic Association including, but not limited to: annually review and adjust chapter total as needed, annually determine dues, create recommended budget, consider extension, set a calendar of events, determine programming and establish recruitment rules. 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 and associate member women's fraternities. A College Panhellenic Council cannot adjudicate college/university policies, as those must be addressed by the institution.

#### **Section 2. Composition and Privileges**

The Ohio State University Panhellenic Council shall be composed of one delegate and one alternate

delegate from each regular, provisional and associate member organization at The Ohio State University 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 voice but no vote, unless the delegate is not present. 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 fraternity, providing her credentials have been presented to the Association President.

### Section 3. Selection of Delegates and Alternates

Delegates and alternates to the Panhellenic Council shall be selected by their respective women's fraternity chapters to serve for a term of one year commencing in January.

### Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the fraternity affected to select a replacement within two weeks and to notify the Panhellenic Association Vice President of Finance and Administration of her name, email address and telephone number.

### Section 5. 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 6. 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-fourth of the member women's fraternities of The Ohio 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 7. Quorum

Two-thirds of the delegates from the member and associate fraternities of The Ohio State University Panhellenic Association shall constitute a quorum for the transaction of business.

### Section 8. 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 three-fourths vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes except for addition of associate members, which shall require a two-thirds vote. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

C. A two-thirds vote of the Panhellenic Council shall be required to pass amendments proposed for these bylaws.

D. No decision made in an outside meeting or roundtable by chapter officers shall have legitimacy unless the majority of the Panhellenic Council votes for such a decision to be allowed.

## Article VI. The Executive Board

### Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Finance and Administration, Vice President of Risk Management, Vice President of Recruitment and Retention, Vice President of Programming, Vice President of Recruitment Guides, Vice President of Public Relations, Vice President of Scholarship, and Vice President of Outreach and Inclusion. All officers are expected to attend council meetings and executive board meetings.

### Section 2. Duties

The Executive Board shall administer routine business between meetings of the Panhellenic Council general body and other meetings deemed applicable. At the next regular meeting of the Panhellenic Council through the Vice President of Finance and Administration, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting. If an officer cannot fulfill her duties she shall be asked to resign.

### Section 3. Eligibility

In order to hold an Executive Board position, one must have a cumulative grade point average (GPA) of 2.5 or higher, be classified as a full-time student at The Ohio State University, and be an initiated, active member of a regular or associate member chapter.

### Section 4. Regular meetings

Regular meetings of the Executive Board shall be held at a time and place established at the beginning of each academic term.

### Section 5. 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 three members of the Executive Board.

### Section 6. Quorum

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

### Section 7. Duties as part of the Recruitment Team

- Check chapter houses each day of primary recruitment to ensure compliance with previously

submitted recruitment plans

- Guide advisors from house to house for viewing recruitment round when applicable •
- Remain unbiased in answering potential new members' questions
- Other duties as assigned by the Vice President of Recruitment and Retentions

#### Section 8. Protocol for a Presidential Vacancy

If the President steps down during her term or is removed from her office, the Executive Vice President will become the new president, and the Executive Vice President' vacant position will be filled by the standard slating process. If the Executive Vice President is unable to fulfill the position, has declined to fulfill the position, or has to step down from her own position, the next position in the line of succession is the Vice President of Finance & Administration.

### Article VII. The Panhellenic Advisor

#### Section 1. Appointment

The Panhellenic Advisor of The Ohio State University Panhellenic Association shall be appointed by the Director of Sorority and Fraternity Life.

#### Section 2. Authority

The Panhellenic Advisor shall serve in an advisory capacity to The Ohio 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. Recruitment Team (from existing bylaws)

The Recruitment Team shall consist of the Vice President of Recruitment and Retention, serving as the chairperson, Panhellenic Advisor, Directors of Recruitment Logistics, Directors of Recruitment Guides, and applicable Panhellenic Executive Board members. The Recruitment Team shall be responsible for all matters related to recruitment. The Recruitment Team shall meet upon request of the Vice President of Recruitment and Retention to plan recruitment and report to the Panhellenic Council. The members of the Recruitment Team shall sign a contract that all activities concerning recruitment shall be substance-free, and confidential.

#### Section 2: Slating Committee

##### A. Purpose

- i. The Committee's purpose is to facilitate the nomination and slating process for the Panhellenic Executive Council of Ohio State University. The Committee shall be composed of one member from each chapter within The Ohio State University and shall ensure a fair and transparent election of the Panhellenic Executive Council.

- B. Composition of Committee
  - i. The Committee shall be comprised of one (1) member from each chapter affiliated with The Ohio State University.
  - ii. Each chapter shall designate a representative to serve on the Committee.
  - iii. All Committee members must be active and in good standing with their respective chapters.
- C. Slating
  - i. The Committee shall facilitate the slating process for Panhellenic Executive Council positions.
  - ii. The Committee shall conduct slating meetings and ensure that all eligible candidates have the opportunity to be considered for each position.
  - iii. Slating shall be conducted in a fair and impartial manner, with a focus on selecting the most qualified candidates.

#### Section 4. 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 Ohio State University Panhellenic Association shall be from January 1 to December 31, inclusive.

#### Section 2. Contracts

Dual signatures of the President and Vice President of Finance and Administration shall be required to bind The Ohio State University Panhellenic Association on any contract.

#### Section 3. Checks

All checks issued on behalf of The Ohio State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: the President and the Vice President of Finance and Administration.

#### Section 4. Payments

All payments due to The Ohio State University Panhellenic Association shall be received by the Vice President of Finance and Administration, who shall record them. Checks for payments shall be made payable to The Ohio 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 for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
- Associate member organizations will not be responsible for the full expense of primary recruitment and will be assessed lower dues than regular member organizations based on the total Panhellenic expenses.
- The dues of each Panhellenic Association member sorority shall be payable on or before a date as specified by the Vice President of Finance and Administration.

#### Section 6. Fees and assessments

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

- Failure of a chapter to submit a philanthropy registration form to the Director of Philanthropy at least two weeks prior to the day of its philanthropic event will result in a \$25.00 fine.
- The unexcused absence of a delegate at a regular meeting and the failure of a chapter to send a substitute delegate will result in a \$25.00 fine.
- Failure of a chapter officer to attend her respective roundtable, specified as mandatory by the appropriate council officer, and failure of a chapter to send a representative in her place will result in a \$25.00 fine.
- Failure of a chapter to meet the designated attendance requirement at a mandatory Panhellenic Association event will result in a fine determined by the council.
- Failure of a chapter to pay Panhellenic dues by the date determined by the Panhellenic Council will result in a \$25.00 fine for every week that they are late.
- Failure of a chapter to submit a social registration form at least five days prior to the day of its social event will result in a \$25.00 fine.
- Failure to send the required number of chapter members to a PHA-wide large-scale event will result in a \$25.00 fine for each person under the required amount that is not in attendance. The required amount in attendance will be set by the Vice President Programming and can vary by event
- There is a fine for chapters who fail to have all members complete the mandatory five (5) service-hour requirement. The fine will be adjusted according to the number of members that have not completed their required 5 hours. The scale is as follows, increasing \$10 for every 10 members who have not completed their hours: 1-10 members = \$25.00, 11-20 members = \$35.00, 21-30 members = \$45.00... 171-180 members = \$195.00
- Fines will be assessed by the Vice President for Finance and Administration.
- No council funds shall be used to purchase controlled substances.

## Article X. Philanthropic Events

Section 1. No chapter shall hold its philanthropic event on the same day as another chapter's signature philanthropic event. If philanthropic events must be held on the same day, given that there is no other appropriate day, no chapter shall hold its philanthropic event at the same time as another chapter's philanthropic event without the explicit approval of the Vice President of Programming and Director of Philanthropy.

Section 2. Each chapter must submit a signature philanthropy registration form to the Director of Philanthropy no later than two weeks prior to the day of its philanthropic event. It is recommended and in the best interest of the chapter to do this at least one semester in advance. Small philanthropy events must be registered within one week to the event.

Section 3. Each chapter must submit a post-philanthropy event form to the Director of Philanthropy no later than two weeks after the event is held.

Section 4. The use and association of drugs, inappropriate sexual conduct, or tobacco at any chapter or council philanthropic event is prohibited.

A. Members of a chapter holding a philanthropic or fundraising event are not allowed possession or consumption of alcohol while partaking in the event.

Section 5. All chapters shall follow all guidelines established in the Philanthropy Policy, should the council choose to have one.

## Article XI. Service Participation

Section 1. Each active member of all Panhellenic regular and associate chapters must fulfill a requirement of a minimum of five (5) community service hours per regular academic semester. This is required of both initiated members and new members.

Section 2. Each member's service hours are to be collected and recorded by their respective chapter officer. The chapter officer will then submit the service record to the Director of Service by a date to be announced by the Vice President of Programming each semester.

Section 3. Only service performed during the current academic semester will be counted toward that individual's service requirement (i.e., service hours may not "roll-over" if a member completes more than five hours the previous semester). Service hours completed after the previous semester's commencement may be counted towards the following semester's service hours (i.e. service hours completed during the summer after spring commencement may be counted towards the following fall semester's service hours).

Section 4. The use and association of alcohol, drugs, inappropriate sexual conduct, or tobacco at any chapter or council service event is prohibited.

## Article XII. Recruitment and Extension

Section 1. Recruitment policies shall be the guidelines for all membership recruitment related activities pertaining to the Panhellenic community. These policies are found on the Ohio State Panhellenic Association website.

Section 2. Extension is the process of adding an NPC women's fraternity.

The Ohio 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 3. Voting rights

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

### Article XIII. 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 Ohio State University Panhellenic Association shall be considered a violation.

Section 2. Informal resolution

The **Executive Vice President** is 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 Ohio State University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII, and violations shall be resolved in accordance with the policies and procedures outlined in the Panhellenic Association Alcohol and Risk Management Policy.

### Article XIV. Risk Reduction and Event Management Policy

Section 1: Event Evaluation Requirements

- A. All events should be registered at least five (5) days in advance.
  - i. The deadline for events held on Friday or Saturday is noon on the Monday before the event.
  - ii. Failure to register an event by the registration deadline may be cause for fines and/or Judicial Board intervention.
- B. All events, regardless of if they are registered, will be checked according to the Panhellenic Association.
- C. A Panhellenic volunteer may not perform an event compliance check of their own chapter.



- D. All events will be checked with at least two members of the Panhellenic Association..
- F. Violations must be submitted via the Sorority Fraternity Life Grievance form.
- G. Any violations will be noted on the checklist, signed by the fraternity President or a present Chapter Executive Board Member, sober monitors and PHA risk management committee member.

## Section 2: Unregistered Events

- A. If the Panhellenic Association volunteers, while performing event compliance checks, observes an unregistered event, they approach the event and perform an event compliance check according to Article II, Section 1.
- B. If a Panhellenic Association volunteer observes an unregistered event while not performing event compliance checks, they are to contact the Vice President of Risk Management and proceed to check the event according to Article XVI, Section A.
  - i. If the Panhellenic Association Vice President of Risk Management is unable to be reached, any other member of the risk management committee may be contacted to perform the check according to Article XVI, Section A.
  - ii. If no one can be reached the event may be checked by a single member of the committee in accordance with Article XVI, Section A, excluding XVI.1.C, XVI.1.E, XVII.1.F and XVI.1.G. The single member of the risk committee shall only inform the Vice President of Risk Management of her findings, or she can attempt to recheck the event later with another member of the risk committee.

## Section 3: Violations

- A. Violations must be submitted via the Sorority Fraternity Life Council Grievance form.
- B. Violations will be handled via the NPC Manual of information process. Article XV. Hazing

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

## Ohio State University Student Code of Conduct

- i. Section **3335-23-04** (L) of the Code of Student Conduct prohibits hazing, which is defined as: *Doing, requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, continued membership, or participation in any group, that causes or creates a substantial risk of causing mental or physical harm or humiliation. Such acts may include, but are not limited to, use of alcohol, creation of excessive fatigue, and paddling, punching or kicking in any form. Failure to intervene, prevent, or report acts of hazing may constitute a violation of this section.*
- ii. Collin's Law: Ohio's Anti-Hazing Act
  - i. Ohio is one of 44 states with laws against hazing. Collin's Law: The Ohio Anti-Hazing Act, effective October 7, 2021, makes acts of hazing a second-degree misdemeanor and acts

of hazing that include coerced consumption of alcohol or drugs or abuse that result in serious physical harm a felony of the third degree. Collin's Law also requires reporting to law enforcement and prevention education offered from the university to students, employees and advisors.

- ii. The Ohio Revised Code, Section 2903.31 defines hazing as "doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section 3719.011 of the Revised Code."
- iii. Hazing can subject individuals to criminal and civil penalties.
- iv. Article XVI. Amendment of Bylaws

These bylaws may be amended at any regular or special meetings of The Ohio State University 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.

## Appendix



