



**RENO COLLEGE PANHellenic ASSOCIATION**  
**UNIVERSITY OF NEVADA, RENO BYLAWS AND STANDING RULES**  
**BYLAWS**

**Article I. Name**

The name of this organization shall be the Reno College Panhellenic Association.

**Article II. Object**

The object of the College Panhellenic Association shall be to:

- Conduct the business of the College Panhellenic during the academic year.
- Promote the growth of individual chapters and the sorority community.
- Organize and sponsor a women's-only membership recruitment program.
- Encourage the highest possible academic, social and moral standards.
- Coordinate activities, establish orderly procedures and provide programming in addition to recruitment.
- Adjudicate all matters related to the NPC Unanimous Agreements, College Panhellenic bylaws and/or other governing documents, College Panhellenic membership recruitment rules, College Panhellenic code of ethics and College Panhellenic standing rules.
- Actively support the mission of its host institution.
- Promote good public relations.
- Give service to the community and campus.
- Promote friendship, harmony and unity among members, chapters, faculty, administrators and campus groups.

**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 Reno College Panhellenic Association shall be composed of all installed chapters of NPC sororities at the University of Nevada, Reno.

Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council.

- B. **Provisional membership.** The provisional membership of the Reno College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at the University of Nevada, Reno. 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.** The associate membership of the Reno College Panhellenic Association shall be composed of women's-only local sororities, inter/national, or regional non-NPC member organizations. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. The associate chapter shall be allowed to participate in any or all Panhellenic and fraternity/sorority programming such as Greek Weekend, honoraries, awards programs, etc. Associate members shall pay partial dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If the associate chapter does not participate in the primary recruitment process, the associate chapter shall not have a voice nor vote on recruitment rules and the establishment or the modification of total. The associate chapter shall be subject to Peer Accountability proceedings, as sanctioned by the Reno College Panhellenic Bylaws. 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.
  - a. Criteria for associate membership
    - i. In order to be an associate member group, the chapter must have a minimum membership of five (5) women.
    - ii. No women in the associate member group may be members of any other group currently in the Panhellenic Council.
    - iii. A woman who went through Primary Recruitment and received a bid may reject the bid and accept membership into an associate member group instead.
  - b. Application for associate member status
    - i. Write a letter of introduction to the Panhellenic Council Executive Board.
    - ii. Write a letter of intent to the Panhellenic Council.
    - iii. Meet with each the Panhellenic Advisor and the Panhellenic Council President.
      - a) Completion of the above prerequisites will result in a vote being put to the full-status Panhellenic Council members to approve or disapprove of the associate member status application.
      - b) A three-fourths (3/4) vote by all Panhellenic full-status member fraternities is necessary for the Panhellenic Council to approve applications for associate member status.

## Section 2. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and policies and be subject to these Reno College Panhellenic Association bylaws, code of ethics, and any additional rules this College Panhellenic Association may adopt, unless otherwise prescribed in these bylaws. Any rules adopted by this Association in conflict with the NPC Unanimous Agreements shall be void.

### **Section 3. Dues**

- A. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. College Panhellenic Association membership dues shall be an assessment per member and new member.
  - a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than December of that year.
  - b. The dues of each member chapter of the Reno College Panhellenic Association shall be payable on or before March 31 for the spring semester and October 1 for the fall semester or when the deadline is otherwise communicated by the VP Council Administration.

### **Section 4. Fees and assessments**

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

## **Article IV. Officers and Duties**

### **Section 1. Officers**

The officers of the Reno College Panhellenic Association at the University of Nevada, Reno shall be:

- President
- Vice President of Council Administration
- Vice President of Judicial Affairs
- Vice President of Recruitment Operations
- Vice President of Recruitment Personnel
- Vice President of Member Development
- Vice President of Programming
- Vice President of Public Relations

### **Section 2. Duties of officers**

A. The President shall:

- Have overall responsibility for overseeing and conducting all business of the Panhellenic Council and Executive board.
- Work with member organizations and their Presidents to uphold a strong Panhellenic community.
- Serve as an ex-officio member of all College Panhellenic Association committees as needed, except the Peer Accountability Board.
- Serve as the primary representative and liaison to the Fraternity and Sorority Life community, all Fraternity and Sorority Life Councils, all Chapter Presidents, Office of Fraternity and Sorority Life, all University Departments, all media inquiries, City of Reno community at large, and any other space needing Panhellenic representation.

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Communicate regularly with the Panhellenic advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Maintain current copies of the following and ensure the following are enforced for the betterment of the entire Panhellenic Community: Reno College Panhellenic Association bylaws and standing rules, the College Panhellenic Association budget, contracts executed on behalf of the College Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports and other pertinent materials.
- Report as needed with the NPC area advisor.
- Attend all functions sponsored by the Panhellenic Council and oversee all activities hosted by the Panhellenic Council.
- Plan, coordinate, communicate, and execute the election and transition plan for the Panhellenic Executive Officers.
- Mentor and provide guidance for all executive officers. Hold one on one meetings as needed with executive officers.
- Host and/or attend meetings with Chapter Presidents, Panhellenic Advisor, National Panhellenic Advisor, or other officials to facilitate communication of Panhellenic Business.
- Assist with tasks delegated by the VP Recruitment Operations.
- Be available and in town the entirety of the summer prior to the primary recruitment period.
- Select and oversee an assistant(s) to their position as needed.
- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board Meetings.
- Perform all other duties as applicable.

B. The Vice President of Council Administration shall:

- Co-Perform the duties of the President in the elected/appointed President's absence.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Keep an accurate roll of the members of Panhellenic Council including updating the College Panhellenic officer roster on FS Central.
- Set up agendas for Council and Executive Board Meetings.
- Record minutes of all meetings of the Reno College 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.
- Supervise the finances of the Reno College Panhellenic Association.
- Prepare the annual budget and after its approval by the Panhellenic Council, provide a copy to each Reno College Panhellenic Association member sorority.

- Receive or direct all payments due to the Association to the Fraternity and Sorority Life Office, collect all dues and give receipts.
- Pay promptly the annual NPC dues and all bills of the Reno 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.
- Train all Panhellenic Delegates and serve as the primary liaison for all Panhellenic delegates to facilitate communication between delegates and the council and/or executive officers.
- Coordinate with VP Member Development to consider Panhellenic Scholarships and execute scholarship program(s).
- Select and oversee an assistant(s) as needed.
- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board meetings.
- Perform all other duties as applicable.

C. Vice President of Judicial Affairs shall:

- Co-Perform the duties of the President in the elected/appointed President's absence.
- Maintain up to date copies of the Bylaws, Code of Ethics, Standing Rules, Recruitment Rules, and NPC Peer Accountability Process requirements and recommendations.
- Uphold and follow the NPC Peer Accountability Process for any occurrence wherein Panhellenic women break any governing document including, but not limited to, the Reno College Panhellenic Bylaws, NPC Unanimous Agreements, Recruitment Rules, or other governing documents.
- Educate the Panhellenic Community and enforce policies and procedures, as applicable, for the NPC Unanimous Agreements, the Reno College Panhellenic Bylaws, Code of Ethics, Standing Rules, Recruitment Rules, NPC Peer Accountability Process, and University of Nevada Reno Student Code of Conduct.
- Serve as the chairperson of the Peer Accountability Board and be responsible for recruiting, onboarding, and educating representatives to serve on the board for Peer Accountability Process hearings.
- Collaborate with the Office for Fraternity and Sorority Life to provide mediators for all scheduled mediations.
- Assist the President in handling any Panhellenic-wide standards concerns
- Master and serve as a resource for all Reno College Panhellenic Association rules and bylaws, NPC policies, and NPC expectations.
- Coordinate and oversee the programming and education surrounding risk management for the Panhellenic Association. Examples include roundtables with chapter risk managers, hazing prevention awareness, alcohol reduction, drug use prevention and education, etc.
- Ensure proper parliamentary and Peer Accountability Process procedures are educated to council delegates and chapter leadership.
- Select and oversee an assistant(s) as needed.
- Attend all Council and Executive Board Meetings.
- Perform all other duties as applicable.

## D. Vice President of Recruitment Operations shall:

- Educate and oversee education efforts of Panhellenic chapters', Panhellenic executive officers, and recruitment chairs of all recruitment rules and recruitment related policies.
- Organize, conduct, and oversee all College Panhellenic recruitment activities and events, notably the Primary Recruitment period with values and inclusivity at the forefront of all planning.
- Master the technology software utilized for recruitment; notably, be informed for conflict scheduling, releasing round schedules, understanding matching processes, and conducting overall management of recruitment processes in the software.
- Serve as the liaison and primary contact between the chapter recruitment chairs and the Panhellenic Executive Board and Panhellenic Council.
- Recruitment rules must be revised and approved by the Panhellenic Council by the last day of February when the primary recruitment period is held during the fall semester.
- Update, organize and oversee the College Panhellenic recruitment registration.
- Work with University Departments in areas like New Student Orientation and NevadaFIT to market to new members.
- Coordinate with the Panhellenic Executive Officers, Fraternity and Sorority Life Office, and the Alumnae Panhellenic Chapter to execute information sessions before the primary recruitment period.
- Oversee all College Panhellenic recruitment publication efforts and collaborate with the VP Public Relations to coordinate Panhellenic recruitment marketing.
- Work with officers on all Fraternity and Sorority Life Councils to identify opportunities to unify marketing, publications, or other Greek-wide activities related to recruitment.
- Approve marketing materials related to recruitment from each Panhellenic chapter prior to distribution, including, but not limited to, banners, flyers, t-shirts, websites, slideshows, videos, social media graphics, etc.
- Approve recruitment packets submitted by each chapter as following the requirements in the recruitment rules.
- Chair the recruitment committee in which recruitment meetings with chapter Presidents and recruitment chairs shall be held as needed to communicate updates, changes, and plans for recruitment.
- Host all College Panhellenic recruitment wrap-up meetings with recruitment chairs and advisors.
- Conduct assessment of all Panhellenic New Members, withdrawn members, COB members, and chapter recruitment chairs at the conclusion of the formal recruitment process to continually improve the program through evaluations.
- Keep complete and accurate records of College Panhellenic recruitment information.
- 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 members who withdrew, each member organization and chapter advisors.
- Delegate tasks to other executive board members prior to and during recruitment as needed.
- Be available and in town the entirety of the summer prior to the primary recruitment period.
- Select and oversee an assistant(s).

- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board Meetings.
- Perform all other duties as applicable.

E. Vice President of Recruitment Personnel shall:

- Review recruitment rules pertaining to recruitment counselors and submit revisions to the Panhellenic Council. Revisions to recruitment rules for the next primary recruitment must be approved by the Panhellenic Council by the 2<sup>nd</sup> to last meeting of semester prior to the primary recruitment semester.
- Coordinate the recruitment counselor application and selection process and communicate to all Panhellenic chapters the application process and timeline for selection. Collaborate with the VP Public Relations on outreach for recruitment counselor applicants.
- Recruit, interview, and train College Panhellenic recruitment counselors.
  - Training for recruitment counselors should include, but is not limited to: workshops on appropriate manners, polite communication, role playing recruitment scenarios, counseling potential new members, leadership, identity, implicit bias, etc.
  - Training should be values-based with diversity, equity, and inclusion at the forefront of all training activities so that recruitment counselors are educated on these practices and can implement these practices during the recruitment period with potential new members.
- Collaborate with the VP Judicial Affairs to communicate and educate recruitment counselors on recruitment rules, Panhellenic Bylaws, NPC Unanimous Agreements, and all other governing documents related to recruitment.
- Coordinate recruitment counselors for tabling or other recruitment related outreach events.
- Supervise all recruitment counselor programs and supervise recruitment counselors during the recruitment period.
- Organize and manage logistical pieces for recruitment counselors during the recruitment period including, but not limited to: check-ins, debriefs, distribution of attendance sheets, daily duties and assignments, etc.
- Create recruitment groups based on recruitment counselor position preference and assign Potential New Members to groups as needed.
- Collaborate with the VP Recruitment Operations to be informed on the recruitment period logistics and communicate those logistics to recruitment counselors.
- Attend recruitment committee meetings as asked by the VP Recruitment Operations.
- Collaborate with the VP Public Relations on requirements of social media and other public forms of messaging related to recruitment counselors, especially disaffiliation requirements.
- Assist and counsel and potential new members who withdraw during the recruitment period.
- Assist tasks as delegated by the VP Recruitment Operations
- Select and oversee an assistant(s).
- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board Meetings

- Be available and in town the entirety of the summer prior to the primary recruitment period.
- Perform all other duties as applicable.

F. Vice President of Member Development shall:

- Chair the committee for Member Development.
- Oversee programs related to mental, physical, academic, and professional development.
- Promote and facilitate mental wellbeing; examples include hosting workshops, sharing campus, community, and national resources, bringing speakers, or any other programming to share and assist mental wellbeing.
- Promote and facilitate physical wellbeing; examples include hosting socials at the fitness center, sharing campus, community, and national resources, bringing speakers, creating inter-sorority intermural teams, or any other programming to share and assist physical wellbeing.
- Create and execute academic recognition program(s) for individual women as well as chapter organizations.
- Promote academic achievement; examples include study socials, study groups, connecting women to women in their same classes/major, sharing scholarship information, etc.
- Promote University academic important information and dates to the Panhellenic community, including, but not limited to: enrollment dates, class drop deadlines, how to meet with an academic advisor, graduation deadlines, University scholarships, etc.
- Promote professional development opportunities; examples include sharing career fair dates, professional attire discounts/trades, bringing a workshop from the Nevada Career Studio, workshop from Nevada Money Mentors, setting up a how-to create a LinkedIn/Handshake/Indeed account, bringing professionals as speakers, etc.
- Oversee programs related to diversity and inclusion best practices and education
- The VP Member Development should not/does not need to be an expert in the field nor should be teaching inclusionary practices; this portion of the role is meant to connect to experts in the field and resources on campus to promote inclusion and educate Panhellenic members on best practices for promoting diversity and creating inclusionary spaces.
- Plan and host roundtable discussions with the Member Development Committee along with any other members of the Panhellenic Community to discuss concerns within the community and brainstorm initiatives.
- Host events with community and campus resources and departments to train, inform, and educate the Panhellenic community on topics related sexism, racism, genderism, ableism, power dynamics, equity, diversity, and any other important or related topics for discussion.
- Meet with campus clubs, organizations, and university departments that focus on diversity and inclusion. Create a resource pool and share this information with the Panhellenic community as well as Diversity and Inclusion chairs from each chapter.
- If DEI representatives from chapter organizations do not sit on the member development committee, actively meet with these position holders of each chapter to further the mission of creating diverse and inclusive communities in each of our member organizations.

- Collaborate with the VP Public Relations to promote information as well as advertise any events and programs to the Panhellenic community.
- Select and oversee an assistant(s) as needed.
- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board Meetings.
- Perform all other duties as applicable.

G. Vice President of Programming shall:

- Create positive impact through service events and projects as well as social events to promote Panhellenic sisterhood and unity amongst the Panhellenic Community.
- Plan and execute at least one service event/project per semester for all Panhellenic chapters.
- Plan and execute at least one sisterhood event per semester for all Panhellenic chapters.
- Search for and promote events hosted by the Office of Student Engagement, Multicultural Center, and Office of Fraternity and Sorority Life and encourage participation from member organizations.
- Serve as the primary liaison, representative, and planner on behalf of Panhellenic when organizing and planning All-Fraternity and Sorority Life events such as Greek Week, Hazing Prevention Week, or other all-Greek events.
- Collaborate with the VP Member Development to execute programming events
- Create an update a Panhellenic Calendar with Panhellenic Council/Executive Board planned events, chapter member organization events, Northern Nevada Alumnae Panhellenic events, University events, or other important dates. Share said calendar with the community each semester.
- Foster relationships with other council organizations and campus organizations for potential collaborative programming opportunities.
- Coordinate with the Alumnae Panhellenic to create and execute events to facilitate relationships with alumnae.
- Select and oversee an assistant(s) as needed.
- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board Meetings.
- Perform all other duties as applicable.

H. Vice President of Public Relations shall:

- Oversee all Panhellenic marketing and public relations material both print and digital including any clothing items promoting Panhellenic.
- Manage the social media presence through: creating posts, actively commenting, creating highlights, reposting tagged stories, and other social media activities to upkeep social media presence.
- Ensure all media and public relations represent and promote the positive work, service, and events occurring in the Panhellenic community and university community at large.
- Design, create and implement a strategic marketing plan and brand with inclusivity and equity at the forefront of the plan and brand.
- Coordinate marketing efforts alongside the other Panhellenic executive officers to promote goals and efforts of the council as well as promote events and program efforts of the executive officers in print and social media.

- Collaborate with the VP Recruitment Operations to create a strategic marketing plan for advertising and branding the primary recruitment period.
- Monitor Recruitment Counselor social media during the disaffiliation period.
- Respond to all communications received through social media or otherwise.
- Provide the Fraternity and Sorority Life Office suggested/needed updates for the website.
- Chair the public relations committee and communicate the marketing and public relations goals of the Panhellenic council to PR chairs of each member organization.
- Select and oversee an assistant(s) as needed.
- Serve as a member of the Peer Accountability Board as needed.
- Attend all Council and Executive Board Meetings.
- Perform all other duties as applicable.

### **Section 3. Eligibility**

- A. Officers must be in good standing in their organization academically, behaviorally, and financially in accordance to her chapter's standards.
- B. Must maintain a cumulative 2.5 GPA, and be a full-time (12 credits), degree-seeking student.
- C. The President, VP Recruitment Operations, and VP Recruitment Personnel must have completed at least one primary recruitment with their respective chapter.
- D. It is recommended the VP Recruitment Personnel has served as a Recruitment Counselor.
- E. An officer cannot hold office as Chapter President, Chapter Recruitment chair, or other largely time-consuming role within her chapter while also holding office as a Panhellenic Executive Officer.
- F. Eligibility to serve as an officer shall depend on the class of membership:
  - a. Regular membership. Members from women's-only sororities holding regular membership in the Reno College Panhellenic Association shall be eligible to serve as any officer.
  - b. Provisional membership. Members from women's-only sororities holding provisional membership in the Reno College Panhellenic Association shall not be eligible to serve as an officer.
  - c. Associate membership. Members from women's-only sororities holding associate membership in the Reno College Panhellenic Association shall not be eligible to serve as an officer.

### **Section 4. Selection of Officers**

The selection of officers will take place in the Fall semester. In October, the Panhellenic President will share the application and timeline to all chapter Presidents. Once all applications are turned in, the Panhellenic President will schedule an interview day with the applicants and the nominating committee in which the nominating committee will select a slate of officers (See section 6). There should be at least

one applicant from each regular member organization. All applicants must complete an application and meet all eligibility requirements. An applicant must interview with the nominating committee to be considered for office.

The Panhellenic President shall present the slate to the Panhellenic Council. The Panhellenic Council delegates may have the opportunity to discuss with their chapters and shall vote to approve the slate at the following regular Panhellenic Council Meeting.

### **Section 5. Office-holding limitations**

No more than 2 members from the same women's-only sorority shall hold office during the same term, but must include at least 1 member from every regular member organization.

### **Section 6. Nomination procedure**

A nominating committee of 2 members per member organization shall be selected by their respective chapters. The selected members must include 1 individual who served on the current council as an elected chapter delegate. The chair of the nominating committee shall be the current Panhellenic President who will vote only in the case of a tie. If the current Panhellenic President is seeking another term on the executive board, the next officer in line will serve as the chair.

Applications will be shared with the nominating committee prior to the interview day. The Nominating Committee shall attend the interview date and interview each applicant for an officer position. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position. A majority vote shall elect a nominee per each officer position. The Panhellenic advisor shall serve as a nonvoting ex-officio member of the Nominating Committee.

### **Section 7. Term**

- A. The officers shall serve for a term of one year or until their successors are selected.
- B. The term of office will begin upon installation.

### **Section 8. Removal and Suspension**

- A. Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council. Any officer may be suspended for cause until the council can come together to vote.
- B. Reasonable cause for suspension must be reviewed and determined by the Panhellenic President, VP Judicial Affairs and/or the Panhellenic Advisor(s).
- C. Grounds for removal may include, but are not limited to:
  - a. Dereliction of duty
  - b. Mismanagement or misuse of Panhellenic Council funds

- c. Failure to maintain the minimum required credit hours (12) or 2.5 cumulative semester GPA during course of office
- d. Inappropriate conduct and/or behavior in accordance with the UNR Student Code of Conduct, respective chapter standards, the Panhellenic Code of Ethics, or the NPC Manual of Information
- e. Three or more documented instances of violating governing documents including, but not limited to, these bylaws, recruitment rules, code of ethics, or other governing documents.
- D. Removal procedure shall be as follows:
  - a. Any Panhellenic officer or the Panhellenic Advisor shall submit a statement, including substantiated grounds for removal of the officer in question, to the Panhellenic President, VP Judicial Affairs and/or the Panhellenic Advisor.
  - b. The President shall contact the officer in question and provide the statement for removal along with the description of the procedure for removal.
  - c. At the next regular council meeting, the President shall read the statement and grounds for removal. Whomever submitted the grounds for removal may be questioned or answer questions. The officer in question may make a statement on her own behalf. A vote shall then occur.
  - d. If a two-thirds (2/3) vote is received, the officer shall be considered removed from office and shall be replaced according to the procedure for filling a vacancy.
  - e. Should the President be submitted for removal, the VP Judicial Affairs shall take over the duties of the President in the removal procedure.
- E. The Panhellenic Advisor may precede the removal procedure at their discretion dependent upon the nature of removal. However, the council must still vote for removal.

## Section 9. Vacancies

- A. Vacancies due to resignation, suspension, or removal, shall be filled by an interim position holder.
- B. Interim position holders are appointed by the chapter leadership of the vacant position. Once the chapter has been made aware of a vacancy, they will have seven days to appoint an interim position holder and inform the Panhellenic President. The interim position holder holds the duties and responsibilities of the position as outlined in Section 2.
  - a. The interim position holder shall have a transition period of three weeks to train and take over their role.
  - b. Should they fulfill their duties and show interest in continuing the position, the Council shall vote to elect the interim position holder as the official officer for that role.
  - c. Should the interim position holder not fulfill duties or not show interest in continuing in the role, the chapter leadership shall once again appoint a new interim position holder and return to Section 9. A.
- C. In the event of a vacancy for the Panhellenic President, the VP Council Administration and VP Judicial Affairs shall co-assume the role until chapter leadership of the vacant position may appoint an interim position holder and a vote of the council can take place.

## Section 10. Assistants

Each Panhellenic Executive Board Officer will select an assistant(s) to their position as needed. The VP Recruitment Operations and VP Recruitment Personnel must select at least one assistant each.

**Selection of Assistants:**

- A. This woman will be selected through an application process that includes an optional letter from another Panhellenic woman.
- B. These women will be selected after appointment of Executive Board Officers and hold their position until their respective executive officer's term is complete.
- C. The Executive Board Officer will select the assistant(s) to preside under their position based on their application, qualifications, and an optional interview.

**Requirements of Assistants:**

- A. The assistant(s) to each position will not be from the same organization that the Executive Board Officer is associated.
- B. The assistant(s) will not hold the equivalent position within their own chapter.
- C. The assistants will provide support to the Executive Board Officer but have no voting powers nor have the same authority as their Executive Board Officer.

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

### **Section 1. Authority**

The governing body of the Reno College Panhellenic Association at the University of Nevada, Reno 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 Reno College Panhellenic Association including, but not limited to: annual review of the parameters as adopted in the recruitment rules for the evaluation and/or adjustment of total every regular academic term, annual determination of dues, approval of the annual budget, consideration of extension, setting a calendar of events, determining programming and establishing recruitment rules and recruitment style. The Panhellenic Council shall also have the authority to adopt rules governing the College Panhellenic Association that do not violate the sovereignty, rights and privileges of the member sororities.

### **Section 2. Composition and privileges**

The Panhellenic Council at the University of Nevada, Reno shall be composed of one delegate and one alternate delegate from each regular, provisional and associate women's-only member organization at the University of Nevada, Reno 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 delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, a designated member of the specific sorority may cast the vote, provided the credentials of this individual have been previously 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-only sorority chapters to serve for a term of one year commencing upon selection by the chapter.

### **Section 4. 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 Council Administration or the Panhellenic President of the name, address, email, and telephone number of the new delegate.

### **Section 5. Duties and responsibilities**

The Panhellenic Council represents the six NPC sororities on the University of Nevada, Reno's campus. The delegates of the council should not only represent their respective chapters, primarily through formal voting procedure, but simultaneously commit themselves to act for the greater good of the Panhellenic community.

#### **Panhellenic delegate duties and responsibilities**

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand Reno College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief Panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should 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.
- Works with VP Council Administration for training.
- Sends chapter reports to VP Council Administration.
- Vote on behalf of their chapter during meetings when a vote is taking place, properly taking into consideration the general perspective of their chapter.
- Effectively market and promote all Panhellenic events to their respective chapter.
- Promote an environment of respect and inclusivity amongst all other Panhellenic delegates.

### **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. Annual meeting**

The annual meeting of the Panhellenic Council shall be held during the month of December. 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 8. Special meetings**

Special meetings of the Panhellenic Council may be called by the College Panhellenic president when necessary and shall be called upon the electronic or written request of no fewer than one-fourth of the member women's-only sororities of the Reno College Panhellenic Association. Electronic or written 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 9: Means of Communication**

The Panhellenic Council may conduct business at any meeting (regular or special) through the use of any means of communication by which all delegates participating may simultaneously hear one another and participate in the proceedings during the meeting. For example, meetings may be hosted in-person, via online meeting system (Zoom), or other means.

## **Section 10. Quorum**

Two-thirds of the delegates from the member sororities of the Reno College Panhellenic Association at the University of Nevada, Reno shall constitute a quorum for the transaction of business.

## **Section 11. Vote Requirements**

- A. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a re-establishment plan and for all extension-related votes.
- C. 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.

# **Article VI. The Executive Board**

## **Section 1. Composition**

The composition of the Executive Board shall be the:

- Panhellenic President

- Vice President Council Administration
- Vice President Judicial Affairs
- Vice President Recruitment Operations
- Vice President Recruitment Personnel
- Vice President Member Development
- Vice President Programming
- Vice President Public Relations

## **Section 2. Duties and Expectations**

### **The Executive Board shall:**

- A. Administer routine business between meetings of the Panhellenic Council and such other business as has been approved for action by Panhellenic Council vote.
- B. At the next regular meeting of the Panhellenic Council through the secretary, the Executive Board shall also report all action it has taken and record the action in the minutes of that meeting.
- C. Hold regular meetings of the Executive Board and attend all regular meetings of the Executive Board.
- D. Keep all matters of the Executive Board confidential.
- E. Attend the Panhellenic Academy/training either hosted by NPC or hosted by the Panhellenic Advisor.
- F. Be fair and unbiased in all situations never showing favoritism toward her own chapter affiliation.
- G. Train her successor adequately.
- H. Maintain a positive and professional attitude.
  - a. Represent the entire fraternity and sorority Life community through action, word, and deed and foster relationship of community between the three governing councils, chapters, University, and Fraternity and Sorority Life Office.
  - b. Promote a positive image for the fraternity and sorority life community including:
    - i. Not making disparaging remarks about any fraternity or sorority organization or any individual organization members.
    - ii. Not communicating disparaging remarks through any form of print or media.
    - iii. Not belong to any club, organization or entity engaging in derogatory communications or interferences toward any fraternity or sorority organization or any specific member of a fraternity or sorority organization.
- I. Read, understand, and follow the bylaws of the Reno College Panhellenic Council, NPC Unanimous Agreements, Recruitment Rules, and contents of the most current NPC Manual of Information.
- J. Follow and adhere to the University of Nevada, Reno Student Code of Conduct and any other University policies.
- K. Hold other Executive Board members accountable for these bylaws.
- L. Be expected to assist with the primary recruitment period and remain disaffiliated from their organizations as required by the Recruitment Rules.

## **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.

#### **Section 4. Special meetings**

Special meetings of the Executive Board may be called by the president when necessary and shall be called upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board 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 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 Reno College Panhellenic Association at the University of Nevada, Reno shall be hired and selected from the Fraternity and Sorority Life Office at the University of Nevada, Reno.

#### **Section 2. Authority**

The Panhellenic advisor(s) shall serve in an advisory capacity to the Reno College Panhellenic Association. The Panhellenic advisor(s) 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 Reno College Panhellenic Association at the University of Nevada, Reno shall be the Peer Accountability Board, Membership Recruitment, Chapter Presidents, Public Relations, Programming, and Member Development
- B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers.
- C. The standing committees will meet regularly, and the chair of each committee will report committee activities to the Panhellenic Council.
- D. Each committee will have representation from each member organization.

## **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-only sororities as much as possible. The president shall be an ex-officio member of all committees except the Peer Accountability Board.

## **Section 3. Peer Accountability Board**

The Peer Accountability Board must consist of the VP of Judicial Affairs as the presiding officer, two members of the College Panhellenic Executive Board selected at random and rotated between accountability resolution meetings, and the fraternity/sorority advisor as an ex-officio non-voting member.

In accordance with NPC Unanimous Agreement VII. College Panhellenic Association Peer Accountability Process, it shall be the Peer Accountability Board's duty to hold a formal accountability resolution meeting to adjudicate all alleged infractions of the NPC Unanimous Agreements and the policies, code of ethics, standing rules and membership recruitment rules of the Reno College Panhellenic Association at the University of Nevada, Reno that are not settled through an informal accountability resolution meeting. The members of the Peer Accountability Board shall maintain confidential throughout and upon completion of the process.

## **Section 4. Membership Recruitment Committee**

The Membership Recruitment Committee shall consist of the VP Recruitment Operations and VP Recruitment Personnel as co-chairs and one representative from each regular, provisional and associate women's-only member organizations (if they are participating in the primary recruitment process). Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the primary membership recruitment period. After each primary membership recruitment period, the chair of this committee shall 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.

## **Section 5. Presidents Committee**

The Presidents Committee shall consist of the Panhellenic President as the chair and one chapter president from each of the College Panhellenic Association member organizations. The Presidents committee shall be responsible for communicating Panhellenic matters and facilitating ideas and updates of each chapter to other chapter leadership.

## **Section 6. Public Relations Committee**

The Public Relations Committee shall consist of the VP Public Relations and one member from each of the College Panhellenic Association member organizations. The Public Relations Committee shall be responsible for all forms of publicity dealing with the Reno Panhellenic Association. This committee shall work closely with the Executive Board and all committees to make certain to promote the experience of the Association and its member women's-only sororities.

## **Section 7. Programming Committee**

The Programming Committee shall consist of the Vice President of Programming as the chair and one member from each of the College Panhellenic Association member organizations. The Programming Committee shall be responsible for all events for the Reno College Panhellenic Association. The Programming Committee shall also be responsible for all matters pertaining to the promotion of community service/philanthropy.

## **Section 8. Member Development Committee**

The Member Development Committee shall consist of the VP Member Development as the chair and one member from each of the College Panhellenic Association member organizations. The Member Development Committee shall be responsible for all activities, events, and educational opportunities dealing with the health and wellness of all women in the Reno College Panhellenic Association. The Member Development Committee shall also be responsible for all matters pertaining to the promotion of superior scholarship and intellectual achievement.

The Member Development Committee shall also be responsible for all Diversity and Inclusion efforts by:

- i. working with the University Diversity and Inclusion office and other Greek councils to ensure diversity and inclusion within the Greek community.
- ii. Prepare education opportunities and events to help the growth of diversity and inclusion both within the Panhellenic and Greek communities.
- iii. Broaden and improve accessibility.
- iv. Create clear communication and education among chapters as to what diversity and inclusion statements are and their importance and relevance on our campus and in our communities.

## **Section 9. Additional 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 Reno College Panhellenic Association at the University of Nevada, Reno shall be from January 1 to December 31 inclusive.

## **Section 2. Contracts**

Dual signatures of the Panhellenic President or VP Council Administration and Panhellenic advisor shall be required to bind the Reno College Panhellenic Association on any contract.

## **Section 3. Checks**

All checks and electronic payments issued on behalf of the Reno College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic President or Vice President of Council Administration and Panhellenic advisor.

## **Section 4. Payments**

All payments due to the Reno College Panhellenic Association shall be received by the VP Council Administration, who shall record them. Checks for payments shall be made payable to the NSHE BOARD OF REGENTS.

# **Article X. Extension**

## **Section 1. Extension**

Extension is the process of adding an NPC women's-only sorority.

The Reno College Panhellenic Association at the University of Nevada, Reno shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC 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 Reno College 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. Peer Accountability Procedures**

The Reno College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the Peer Accountability Process found in the NPC Manual of Information.

## **Article XII. Hazing**

NPC and the Reno College Panhellenic Association supports all efforts to eliminate hazing.

## **Article XIII. Inclusion Statement**

Reno College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex\*, national origin, age, disability, marital status, military or veteran status or political affiliation.

\*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

## **Article XIV. Parliamentary Authority**

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

## **Article XV. Amendment of Bylaws**

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

#### **Article XVI. Dissolution**

This College Panhellenic Association shall be dissolved when only one regular member exists at the University of Nevada Reno. 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 NPC unless otherwise required by state law.

## **STANDING RULES**

### **Section 1. Health and Safety**

The Reno College Panhellenic Association at the University of Nevada, Reno strives to promote health and safety amongst its' members. The association will prioritize resources, programming, education, and prevention efforts about topics including, but not limited to, physical health, mental health, sexual misconduct, substance use, alcohol, and hazing.

The Reno College Panhellenic Association shall at no times promote or encourage events that could cause unnecessary risk.

### **Section 2. Diversity, Equity and Inclusion**

The Reno College Panhellenic Association at the University of Nevada, Reno recognizes the importance of diversity, equity and inclusion and condemns acts of discrimination based on race, ethnicity, religion, sexual orientation, gender identity or expression, socioeconomic status, national origin, age, and/or disability. It shall be the commitment of the association to recognize, acknowledge, and learn from history to create a community that is welcoming and inclusive to all through providing resources, programming, and education to our community.

### **Section 3. New Member Education**

The Reno College Panhellenic Association at the University of Nevada, Reno encourages and promotes member organizations to host new member education periods that are healthy and safe. All new member activities shall never include events that could cause unnecessary risk. All new member activities will never include or require substance use, alcohol, hazing, or other dangerous activity.

### **Section 4. Traditions**

The Reno College Panhellenic Association shall participate as best as possible in traditional events including, but not limited to, Greek Week, Homecoming Week, or other events. Representation of Panhellenic members at Fraternity and Sorority Life events as well as University events shows our commitment to creating a stronger Greek community and University community.

### **Section 5. Event Planning**

All on-campus events shall be registered through Pack Life, including tabling events, as a "new event" through your organizations' Pack Life account. All off-campus events shall be registered through the

Fraternity and Sorority Life Office Off-Campus Event Registration form. This includes any and all events happening at the chapter facilities or elsewhere. The Presidents Committee and the Programming Committee shall work together to organize chapter calendars and to plan events with the best intentions of not overlapping other Panhellenic chapter events. Event planning should always provide, as best as possible, the opportunities for all Panhellenic to support each other's' events.

## **Section 6. Dues**

Panhellenic membership dues are utilized for recruitment, programming, and other events to benefit the Reno College Panhellenic as approved by the VP Council administration and/or the Panhellenic council. Payments will be made in a timely manner or fines will be imposed on chapters.

- b. If payment is not received by the specified date, a \$50 fee will be imposed as assessed by the Panhellenic Executive Board. A new due date shall be specified with an updated invoice including the fee. Should payment not be received by the new specified date, another \$50 fee will be imposed. Fees will continue to stack, and new due dates will be specified until payment is made.
- c. Membership dues shall be set at \$15 per active member and \$15 per new member for each member organization.