

Bylaws of Kent State University Panhellenic Association

Article I. Name

The name of this organization shall be the Kent 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 (hereinafter, 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 Kent State University Panhellenic Association shall be composed of all chapters of NPC sororities at Kent State University. Regular members of the College Panhellenic Association shall pay dues as determined by the Panhellenic Council. Each regular member shall have a voice and one vote on all matters.
- B. Provisional membership. The provisional membership of the Kent State University Panhellenic Association shall be composed of all colonies of NPC sororities at Kent 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 Kent State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be determined by the Panhellenic Council. Associate members shall pay dues as determined by the Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters. If they are not participating in the primary recruitment process, they shall not have a vote on recruitment rules and establishment or modification of Panhellenic total. An associate member may be expelled for cause by a majority vote of the Panhellenic Council. An associate member shall not be entitled to vote on the question of its expulsion.

Section 2. Privileges and responsibilities of membership

Duty of compliance. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these Kent 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.

Section 3. Dues

- A. The 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.

- a. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
- b. The dues of each Panhellenic Association member fraternity or sorority shall be payable on October 15th for the fall semester and February 15th for the spring semester, unless otherwise assessed by the Vice President of Finance.
- c. A \$200 fine for late payments will be charged to the offending fraternity or sorority. Fines for late payments will be issued after a two-week grace period has lapsed.

Section 4. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary. Such fees would be presented at a regular meeting of the Panhellenic Delegates, and voted on at the next meeting.

Article IV. Officers and Duties

Section 1. Officers

The officers of the Kent State University Panhellenic Association shall be President; Vice President of Risk Management and Judicial Affairs; Vice President of Communications; Vice President of Recruitment and Retention; Vice President of Recruitment Personnel; Vice President of Diversity, Equity, and Inclusion; Vice President of Finance; Vice President of Philanthropy and Community Service; Vice President of Programming and Engagement; and Vice President of Scholarship, and shall attend a mandatory officer transition by the outgoing Executive Board at the end of the fall semester.

Section 2. Eligibility

- A. Eligibility to serve as an officer shall depend on the class of membership:
 - 1) Regular membership. Members from women's sororities holding regular membership in the Kent State University Panhellenic Association shall be eligible to serve as any officer.
 - 2) Provisional membership. Members from women's sororities holding provisional membership in the Kent State University Panhellenic Association shall not be eligible to serve as an officer.
 - 3) Associate membership. Members from women's fraternities holding associate membership in the Kent State University Panhellenic Association shall not be eligible to serve as an officer.

Eligibility to serve as an officer shall also depend on the following criteria:

- A. Members of the Executive Board must be in good judicial and academic standing with Kent State University and their chapter, with a minimum 3.0 cumulative GPA.
- B. Any chapter executive officer position of any chapter may not hold a position on the Executive Board.
- C. Any person applying for Panhellenic President must have been a prior executive board member of their own chapter or the Executive Board, participated in major Panhellenic Association committees or have been a Panhellenic Delegate for at least one full semester.
- D. Any person applying for Vice President of Recruitment and Retention and Vice President of Recruitment Personnel must have been a member of their chapter through one formal recruitment period.

Section 3. Selection of Officers

- A. The Kent State University Panhellenic Council will provide a forum for the election of the Panhellenic President.
 - a. The election process will be conducted as prescribed by Robert's Rules of Order, Newly Revised.
 - b. Each regular and associate member of the Kent State University Panhellenic Association will have one vote in the election process.
 - c. Quorum of the Kent State University Panhellenic Association must be present to elect the Panhellenic President.

- d. All candidates for the President will submit an application form detailing their qualifications and reasons for pursuing the position of Kent State University Panhellenic President and will appear at the Panhellenic Council Annual Election Meeting to give a speech lasting no more than three minutes and to give no more than a five minute response to any question asked by the delegates present.
- B. All other office positions of the Panhellenic Council Executive Board will be selected through an application and interview process, and will be approved through a vote of the member chapters of the Kent State University Panhellenic Association.
- a. All candidates will submit an application form detailing their qualifications and reasons for pursuing each position(s) of interest in the Executive Board, and will appear before the designated outgoing Executive Board members, incoming Panhellenic President, outgoing Panhellenic President, and Fraternity and Sorority Life Advisor for a short interview.
 - b. Once all applicants have been interviewed, the outgoing Executive Board, incoming Panhellenic President, and Fraternity and Sorority Life Advisor will meet to determine the most qualified candidates for each position, and will create a slate Executive Board.
 - c. The slated Executive Board will be presented to the Kent State University Panhellenic Council for final approval and must be approved by a $\frac{3}{4}$ majority vote.
 - d. Should the slated Executive Board not be approved by a $\frac{3}{4}$ majority vote, a second vote will be conducted to obtain approval. Should this vote also not be affirmative, each slated position will then be voted on individually to determine a final outcome

Section 4. Office-holding limitations

No more than four members from the same member sorority shall hold office during the same term.

Section 5. Term

The officers shall serve for a term of one year, that is set to begin no later than the last week of the fall semester.

Section 6: Removal

Any officer of the Executive Board may be removed for cause by a vote of two-thirds 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

- A. General:
 - a. Attend all meetings of the Kent State University Panhellenic Council and Executive Board.
 - b. Report any violation of the Kent State University Panhellenic Association rules and policies.
 - c. Serve as a positive role model for the Kent State University Fraternity and Sorority Life Community at all times.
- B. The President Shall:
 - a. Determine the dates, times, and locations of all Panhellenic Council and Executive Board Meetings.
 - b. Oversee all activities of the Executive Board.
 - c. Ensure that all officers of the Executive Board are fulfilling appropriate responsibilities, and conduct an officer review at least once per semester.
 - d. Meet, at least twice per semester, with the Presidents of each member fraternity/sorority
 - e. Be familiar with the NPC Manual of Information and all governing documents of this association.
 - f. Ensure that the NPC Annual Report is completed.
 - g. Communicate regularly with the NPC Area Advisor

- h. Maintain current copies of the following: Panhellenic Association bylaws and standing rules, the Panhellenic Association budget, contracts executed on behalf of the Panhellenic Association, correspondence and materials received from the NPC area advisor, all NPC College Panhellenic reports, and other pertinent materials.
 - i. Preside at all meetings of the Panhellenic Council.
 - j. Preside at all meetings of the Executive Board.
 - k. Serve as an ex-officio member of all Panhellenic Association committees, except the judicial board.
 - l. In the event that the President is not able to perform their duties the Vice President of Risk Management and Judicial Affairs shall take their place.
- C. Vice President of Risk Management and Judicial Affairs
- a. Risk Management
 - i. Plan and implement hazing education programming in accordance with National Hazing Prevention Week and as they see fit.
 - ii. Plan Hazing Prevention Week annually with Inter-Fraternity Council (hereinafter IFC), Integrated Greek Council (hereinafter IGC), and the Membership Education Committee.
 - iii. Assist the Vice President of Diversity, Equity, and Inclusion with the Wellness and Member Support committee as the vice chairperson as described in Article VIII Section 8.
 - iv. Plan and implement community-wide risk management programming at least twice per term in the fall and spring.
 - b. Judicial Affairs
 - i. Oversee the Panhellenic Association Judicial Board as described in Article VIII Section 3, including the appointment of judicial representatives.
 - ii. Conduct, at least once per semester, a workshop pertaining to the rules and policies of the Panhellenic Association and Kent State University.
 - iii. Conduct an annual training program for delegates to the Panhellenic Association Judicial Board.
 - iv. Convene the Panhellenic Association Judicial Board to hear all cases of infractions not resolved through the NPC Mediation Process.
 - v. Execute the NPC Judicial Process, including maintaining records of all appropriate paperwork.
 - vi. Oversee the Bylaws Committee as described in Article VIII Section 5, including the appointment of chapter delegates.
 - vii. Conduct an annual review of the Panhellenic Association Bylaws with the Bylaws Committee.
 - c. In the event that the Vice President of Risk Management and Judicial Affairs is not able to perform their duties then the President will take their place.
 - i. In the event of a meeting through the Panhellenic Judicial Procedure the Vice President of Communications will take the place of the Vice President of Risk Management and Judicial Affairs.
- D. Vice President of Communications
- a. Maintain an attendance record for all Panhellenic Council and Executive Board meetings
 - b. Maintain minutes and all records of regular, special, and emergency meetings of the Panhellenic Council and Executive Board to add to the website and FS Central.
 - c. Be responsible for all correspondence of the Panhellenic Council and Executive Board.

- d. Create and maintain a yearly calendar in a manner according to the Panhellenic Association Standing Rules.
 - e. Update and maintain the Panhellenic Contact List.
 - f. Meet, at least once per semester, with the Panhellenic Delegates of each Panhellenic member organizations.
 - g. Prepare an agenda for each meeting of the Panhellenic Council and Executive Board.
 - h. Assist the president with duties including but not limited to, attending events and meetings, completing reports and paperwork, council management, and community management.
 - i. Develop an annual public relations plan, including plans for outreach to current members, alumni members, fraternity/sorority headquarters staff, university faculty/staff, Kent community members, and prospective members.
 - j. Maintain the Panhellenic Association website and social media platforms.
 - k. Develop and publish appropriate Panhellenic Association public relations and marketing tools.
 - l. Assist the Vice President of Risk Management and Judicial Affairs with the Judicial Board as the vice chairperson as described in Article VIII Section 3.
 - m. Be familiar with the NPC Manual of Information and all governing documents of this Association.
 - n. In the event that the Vice President of Communications is not able to perform their duties the President shall appoint an Executive Board Member to fulfill the duties until a replacement can be made due to the Selection Process listed in Section 3.
- E. Vice President of Recruitment and Retention
- a. Recruitment
 - i. Plan and implement the Fall Recruitment process.
 - ii. Propose dates for the Fall Primary Recruitment Process to be voted on a regular meeting of the Panhellenic Association
 - iii. Schedule all locations for Fall Primary Recruitment meetings, events, and other activities through the University Events and Scheduling Office.
 - iv. Develop a comprehensive marketing plan for Fall Primary Recruitment in conjunction with the Vice President of Communications.
 - v. Conduct an annual review of the Panhellenic Association Recruitment Rules in conjunction with the Recruitment Committee and Fraternity and Sorority Life Advisor.
 - vi. Conduct an annual survey assessment process to evaluate the Fall Primary-Recruitment process.
 - vii. Meet regularly with the Recruitment Chairs of each member fraternity.
 - b. Retention
 - i. Plan and implement programming for new members at least once per semester.
 - ii. Oversee the Member Education committee as described in Article VIII Section 6.
 - iii. Plan and implement Panhellenic Sisterhoods for new members along with the Member Education Committee and Vice President of Programming and Engagement.
 - iv. Meet at least twice per semester with the New Member Educators of each member organization.
 - c. In the event that the Vice President of Recruitment and Retention is not able to perform their duties then the Vice President of Recruitment Personnel will take their place.
- F. Vice President of Recruitment Personnel
- a. Coordinate the selection, training, and all activities of the Sorority Recruitment Counselors.
 - b. Assist in the planning and implementation of the Fall Primary Recruitment process.

- c. Conduct an annual survey assessment process to evaluate the Sorority Recruitment Counselor experience.
 - d. Coordinate new member programming and education alongside the Vice President of Recruitment and Retention
 - e. Assist the Vice President of Recruitment and Retention with the Member Education Committee as the vice chairperson as described in Article VIII Section 6.
 - f. In the event that the Vice President of Recruitment Personnel is not able to perform their duties then the Vice President of Recruitment and Retention will take their place.
- G. Vice President of Diversity, Equity, and Inclusion
- a. Oversee the Diversity, Equity and Inclusion committee as described in Article VIII Section 7.
 - b. Oversee the Wellness and Member Support committee as described in Article VIII Section 8.
 - c. Serves as the Panhellenic liaison between IFC and IGC.
 - d. Coordinate Diversity and Inclusion training for each Panhellenic chapter at least once per calendar year alongside appropriate chapter officers.
 - e. Responsible for planning a programming event for new members after Primary Recruitment.
 - f. Serve as the Panhellenic representative on any committees related to diversity, equity and inclusion.
 - g. Create an annual Panhellenic Diversity Action Plan with the Diversity, Equity and Inclusion Committee.
 - h. In the event that the Vice President of Diversity, Equity, and Inclusion is not able to perform their duties then the Vice President of Programming will take their place.
- H. Vice President of Programming and Engagement
- a. In conjunction with their IFC and IGC counterparts, plan and implement annual community-wide programming, including FSL Week.
 - b. Plan and implement Panhellenic-wide social and community building programming at least twice per term.
 - c. Meet, at least once per semester, with the programming chairs of each member organization to facilitate the selection of event dates for the following term according to the procedure set out in the Standing Rules of the Kent State University Panhellenic Association.
 - i. Maintain consistent communication with the Vice President of Communication for any calendar updates or changes pertaining to community programming.
 - d. In the event that the Vice President of Programming is not able to perform their duties then the Vice President of Scholarship will take their place.
- I. Vice President of Scholarship
- a. Plan and implement community-wide scholarship programming for active and new members at least once per semester.
 - b. Recognize, at least once per year, chapters and chapter members achieving high levels of scholarship.
 - c. In the event that the Vice President of Scholarship is not able to perform their duties the Vice President of Diversity, Equity, and Inclusion will take their place.
- J. Vice President of Finance
- a. Request budget submissions for each Executive Board officer to prepare a budget for each officer and planned program.
 - i. The Vice President of Recruitment and Retention and the Vice President of Recruitment Personnel must submit the recruitment budget by May 1.
 - b. Prepare an annual budget of the Panhellenic Association and present it to the Panhellenic

- Delegates for approval. Once approved, provide a copy to each Panhellenic Association member sorority.
- c. Issue membership dues invoices each semester for all active and new members of each chapter.
 - d. Maintain accurate and timely financial records.
 - e. Ensure that thorough records of each financial transaction, including all receipts, are maintained both electronically and in a hard-copy file.
 - f. Ensure that all invoices, bills, and reimbursement requests are verified and paid promptly.
 - g. Ensure that all fines and dues are properly invoiced, collected, and deposited into the Panhellenic Association checking account in a timely manner.
 - h. Ensure that all Kent State University Account charges are recorded and tracked, and that sufficient balance in this account is maintained at all times.
 - i. Present an updated budget-expense report at each Panhellenic Council meeting and an annual budget-expense report at the end of each calendar year.
 - j. Be familiar with the NPC Manual of Information and all governing documents of this association.
 - k. In the event that the Vice President of Finance is not able to perform their duties the President will take their place.
- K. Vice President of Philanthropy and Community Service
- a. Plan and implement community-wide philanthropic programming at least once per year.
 - b. Promote active participation in all chapter and community-wide philanthropy and community service programs.
 - c. Advertise community service opportunities with Philanthropy and Community Service Chairs of each member organization.
 - d. In the event that the Vice President of Philanthropy and Community Service is not able to complete their duties then the Vice President of Diversity, Equity, and Inclusion will take their place.

Article V. The Panhellenic Council

Section 1. Authority

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

Section 2. Composition and privileges

The Kent State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member organization at Kent 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. The alternate delegate shall act and vote in the place of the delegate when the delegate is absent. If both delegate and alternate are absent, the vote may be cast by a member of the sorority, providing their 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 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 Kent State University Panhellenic Association Vice President of Communications of their name, email address and telephone number.

Section 5. Delegate duties and responsibilities

Panhellenic delegate duties and responsibilities include:

- A. Must attend all Panhellenic Council Meetings.
- B. Must support NPC Unanimous Agreements, policies, and procedures.
- C. Must understand local College Panhellenic Association policies and procedures.
- D. Should know when to consult their sorority's NPC delegate for assistance and advice regarding Panhellenic concerns.
- E. Should be prepared and knowledgeable about Panhellenic concerns, the view of their member organization and chapter, and how to voice concerns to the Council.
- F. Should present regular College Panhellenic Association reports at chapter meetings.

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 semester.

Section 7. Special meetings

Special meetings of the Panhellenic Council may be called by the Association president when necessary and shall be called upon the written request of no fewer than one-fourth of the member women's sororities of the Kent State University Panhellenic Association. Notice of each special meeting of the Panhellenic Council shall be sent to each member of the Panhellenic Council at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 8. Quorum

Two-thirds of the delegates from the member sororities of the Kent State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- A. Proposed motions on issues that impact a chapter as a whole must be announced at a previous meeting to allow opportunity for chapter input before a vote may be taken on the issue.
- B. A two-thirds vote of the Panhellenic Council shall be required to approve a recolonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption
- C. In the event of a tie, delegates will discuss the matter at hand with their respective chapters and then re-vote the following week.

Article VI. The Executive Board

Section 1. Composition

The composition of the Executive Board shall be the President; Vice President of Risk Management and Judicial Affairs; Vice President of Communications; Vice President of Recruitment and Retention; Vice President of Recruitment Personnel; Vice President of Diversity, Equity, and Inclusion; Vice President of Finance; Vice President of Philanthropy and Community Service; Vice President of Programming and Engagement; and Vice President of Scholarship.

Section 2. Duties

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

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 written request of three members of the Executive Board.

Section 5. Quorum

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

Article VII. The Panhellenic Advisor

Section 1. Appointment

The Panhellenic advisor of the Kent State University Panhellenic Association shall be appointed by the Kent State University administration.

Section 2. Authority

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

Article VIII. Committees

Section 1. Standing committees

- A. The standing committees of the Kent State University Panhellenic Association shall be the Judicial Board, Recruitment Committee, Bylaws Committee, the Member Education Committee, the Diversity, Equity, and Inclusion Committee, and the Wellness and Member Support Committee.
- B. The standing committees shall serve for a term of one year, which shall coincide with the term of the officers, or as otherwise noted in the committee membership requirements.

Section 2. Appointment of committee membership

The Executive Board shall appoint members and chairpersons 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 fraternities as much as possible. The president shall be an ex-officio member of all committees except the Judicial Board.

Section 3. Judicial Board

The Judicial Board shall consist of a chairperson position held by the Vice President of Risk Management and Judicial Affairs, the vice chairperson position held by the Vice President of Communications, and one representative of every Panhellenic member organization. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in a mandatory training to be educated about the purpose of the board, the rules and regulations the Judicial Board will monitor, the procedures to be followed, proper questioning techniques, the rights of the charged organizations, evaluating evidence, and deliberations and sanctioning. In accordance with the Unanimous Agreement VIII, the College Panhellenic Association Judicial Procedure shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements, bylaws, code of ethics, standing rules and membership recruitment regulations of the Kent State University Panhellenic Association that are not settled informally or

through mediation. The hearing shall be conducted by the selected members of the Judicial Board, shall it not pose a conflict of interest. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process. Should the accused chapter be that in which the Vice President of Risk Management and Judicial Affairs holds membership, the Vice President of Communication will serve as the Chairperson during all proceedings. Membership of the Judicial Board will be for the entire academic calendar from August - May.

- a. Selection of the Judicial Board Members shall be based on the following qualifications:
 - i. Minimum 2.50 cumulative grade points average
 - ii. Must be in good standing with chapter
 - iii. Must have been an active member for at least one academic year.

Section 4. Recruitment Committee

The Recruitment Committee shall consist of a chairperson position held by the Vice President of Recruitment and Retention and at least one member of every Panhellenic member organization to serve as a representative. The Recruitment Committee shall be responsible for all matters pertaining to the annual review and update of the Standing Recruitment Rules and the Fraternity and Sorority Life Advisor.

- a. Selection of the The Recruitment Committee will be by their respective women's fraternity chapters to serve for a term of one year commencing upon selection by the chapter as the Recruitment Director.

Section 5. Bylaws Committee

The Bylaws Committee shall consist of a chairperson position held by the Vice President of Risk Management and Judicial Affairs and at least one member of every Panhellenic member organization to serve as a representative. Membership of the Bylaws Committee will be for the entire academic calendar from August - May. The Bylaws Committee shall be responsible for all matters pertaining to the annual review and update of the Kent State Panhellenic Association Bylaws and Standing Rules.

- a. Selection of the Bylaws Committee shall be based on the following qualifications:
 - i. Minimum 2.50 cumulative grade point average
 - ii. Must be in good standing with chapter

Section 6. Member Education Committee

The Member Education Committee shall consist of a chairperson position held by the Vice President of Recruitment and Retention and the vice chairperson position held by the Vice President of Recruitment Personnel and at least one member of every Panhellenic member organization who fulfill the role of Member Delegates. The Member Education Committee shall be responsible for all members pertaining to the planning and execution of such events as New Member Retreats, and Panhellenic Sisterhoods. The committee members are also responsible for acting as Panhellenic Delegates for their organization's new member classes and attending every Panhellenic General Body Meeting.

- a. Selection of the Member Education Committee members shall be based on these qualifications:
 - i. Have joined their organization the semester before applying
 - ii. Commit to two semesters of membership on the committee

Section 7. Diversity, Equity and Inclusion Committee

The Diversity, Equity, and Inclusion Committee (hereinafter, DEI Committee) shall consist of a chairperson position held by the Vice President of Diversity, Equity, and Inclusion and at least one member of every Panhellenic member organization to serve as a representative. Membership of the DEI Committee will be for the entire academic calendar from August - May. The DEI Committee shall be responsible for creating a Panhellenic Diversity Action Plan alongside the Panhellenic President and Fraternity and Sorority Life Advisor.

- a. Selection of the Diversity, Equity and Inclusion Committee members shall be based on these qualifications:
 - i. Minimum cumulative 2.50 grade point average

- ii. Must be in good standing with chapter

Section 8. Wellness and Member Support Committee

The Wellness and Member Support Committee shall consist of a chairperson position held by the Vice President of Diversity, Engagement, and Inclusion and a vice chairperson position held by the Vice President of Risk Management and Judicial Affairs, and at least one member of every Panhellenic member organization to serve as a representative. The Wellness and Member Support Committee shall be responsible for supporting mental health within the Panhellenic community, and fostering a sense of belonging within their chapters, the Panhellenic community, and Kent State University. Committee members will be required to attend one mental health training program per semester to be approved by the Panhellenic Advisor, as well as attend the Culture of Care Institute. Membership of the Wellness and Member Support Committee will be for the entire academic calendar from August - May.

- a. Selection of the Wellness and Member Support Committee members shall be based on these qualifications:
 - i. Minimum cumulative 2.50 grade point average
 - ii. Must be in good standing with chapter

Section 9. Other committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Panhellenic Council.

Article IX. Finances

Section 1. Fiscal Year

The fiscal year of the Kent State Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts

The signature of a full-time Fraternity and Sorority Life Advisor and the President are required to bind the Kent State University Panhellenic Association.

Section 3. Checks

All checks issued on behalf of the Kent State University Panhellenic Association shall be signed by the Vice President of Finance, President, or Fraternity and Sorority Life Advisor.

Section 4. Payments

All payments due to the Kent State University Panhellenic Association shall be made payable to the Kent State University Panhellenic Council and shall be received by the Vice President of Finance, who shall record them.

Article X. Extension

Section 1. Extension

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

The Kent State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information.

Section 2. Voting rights

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

Article XI. Violation Resolution

Section 1. Violation

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

Section 2. Informal resolution

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

Section 3. Judicial Process

The Kent State University Panhellenic Association shall follow all judicial procedures found in NPC Unanimous Agreement VII.

Article XII. Hazing

The National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. The Kent State University Panhellenic Association and its member organizations shall also follow Ohio State laws and the Kent State University Policy regarding hazing.

Article XIII. Inclusion Statement

The Kent State University Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation or participation in protected activities (discrimination based on sex is allowed through Title IX of the Educational Amendments of 1972)*.

*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 Kent State University Panhellenic Association when applicable and when they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the Kent State University Panhellenic Association may adopt.

Article XV. Amendment of Bylaws

These bylaws may be amended at any regular or special meeting of the Kent 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.

Article XVI. Dissolution

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