

SUNY CORTLAND PANHELLENIC ASSOCIATION -- CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the SUNY Cortland Panhellenic Association.

ARTICLE II. OBJECT

The object of the Panhellenic Association shall be to develop and maintain fraternity life and interfraternity relations at a high level of accomplishment and in so doing to:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities and university administration in concern for and maintenance of high social and moral standards.
4. Act in accordance with National Panhellenic Conference (NPC) UNANIMOUS AGREEMENTS and policies.
5. Act in accordance with such rules established by Panhellenic Council as do not violate the sovereignty, rights and privileges of member sororities.

ARTICLE III. MEMBERSHIP

There shall be two classes of membership: Regular and Associate.

1. The **REGULAR** membership of the SUNY Cortland Panhellenic Association shall be composed of all chapter members in good standing of National Panhellenic Conference sororities at SUNY Cortland and/or local chapter(s) recognized by SUNY Cortland.
2. The **ASSOCIATE** membership of the SUNY Cortland Panhellenic Association shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.
3. Attendance at all regularly scheduled meetings is mandatory by two (2) representatives from each member organization. Unexcused absences may result in fines according to the procedure outlined in the Association Bylaws. Representatives will be required to serve on one committee.
4. Uninitiated members of recognized social sororities are welcome to attend meetings as observers. They can participate in any and all discussions but they are not eligible to vote or run for office.

ARTICLE IV. OFFICERS

1. The officers of the SUNY Cortland Panhellenic Association shall be President, Vice President, Secretary, Treasurer, Public Relations/Marketing, Scholarship, Social/Diversity, Equity and Inclusion, Standards, Vice President of Recruitment and Assistant Vice President of Recruitment.
 - a. These adjusted positions will go into effect when council elections are held for Spring 2024/Fall 2025.
2. The officers shall be delegates from sororities holding regular membership in the SUNY Cortland Panhellenic Association. Delegates from sororities holding associate membership shall not be eligible to hold office.
3. All offices shall be held in rotation by each sorority chapter holding regular membership. All

officers will serve for one year with the exception of the VP of Recruitment and Asst. VP of Recruitment positions which shall serve for one year according to the recruitment cycle. Elections will take place near the end of the Fall semester with those elected to start serving the following Spring. A copy of the rotation cycle will be attached to the bylaws and will be adjusted as needed.

- a. Any sorority experiencing low active numbers (below 40 sisters) will remain exempt from the rotation cycle of the VP of Recruitment and Asst. VP of Recruitment positions. Once the chapter obtains more than 40 active sisters, they will be reintroduced into the rotation cycle. The chapter will still hold two officer positions on the Panhellenic Council.
4. All officers will be required to attend all regular Panhellenic Council meetings.
 - a. Exception: VP of Recruitment and Asst. VP of Recruitment officers can rotate attendance once bids are signed each semester.
5. An officer can be voted out of their position by a two-thirds majority vote of the voting members of the SUNY Cortland Panhellenic Association. Reasons for potential removal from office would include such things as not fulfilling the requirements of their position and/or inappropriate conduct that reflects poorly on the SUNY Cortland fraternal community.

ARTICLE V. OFFICER DUTIES

The **President** shall:

1. Have overall responsibility for the operation of the Panhellenic Council.
2. Call and preside at all regular and special meetings of the SUNY Cortland Panhellenic Association as well as at all regular and special meetings of the Panhellenic Council itself.
3. Appoint all Special Committees and their Chairperson and, in making these appointments, recognize representation from all member sororities.
4. Call and preside at any and all special meetings involving just the Panhellenic officers. Report all decisions and actions made at the next meeting of the Panhellenic Council through the Secretary and record the action in the minutes of that meeting.
5. Review all Panhellenic Association contracts involving the SUNY Cortland Panhellenic Association.
 - a. The president can approve contracts only when authorized to do so.
 - i. See Council Bylaws for more guidance in this area.
6. Serve as an ex-officio member of all Panhellenic Council Committees with voice but no vote.
7. Report as required to the National Panhellenic Conference (NPC) Area Advisor.
8. Appropriately share materials received via NPC newsletters, updates, etc.
9. Maintain a complete and up-to-date President's file which will include a copy of the current SUNY Cortland Panhellenic Association Constitution and Bylaws; the current Panhellenic Association budget; the current NPC Manual of Information and related materials, current correspondence and materials received from the NPC Advisor; copies of the SUNY Cortland Panhellenic Reports to the Area Advisor and other pertinent materials.
10. Perform all other duties usually pertaining to this office.

The **Vice President** shall:

1. Perform the duties of the President in her absence, inability to serve, or at her call.
2. Serve as Chair of the Fundraising Committee
 - a. This individual shall oversee any and all fundraising events sponsored or co-sponsored by the SUNY Cortland Panhellenic Association.

3. Maintain all records pertaining to specific fundraising events and make sure they are transitioned to/available for future vice presidents.
4. Perform all other duties usually pertaining to this office.

The **Secretary** shall:

1. Keep an up-to-date roll of the members of the Panhellenic Council and take attendance at all Council meetings.
2. Maintain an accurate contact sheet for all women serving on the SUNY Cortland Panhellenic Council. Distribute to all members and update as needed.
3. Keep current statistics concerning the number of initiated members and new/associate members of each Panhellenic Association member organization.
4. Keep full minutes of all meetings of the SUNY Cortland Panhellenic Association, the Panhellenic Council and a record of all action taken by the Council officers. Minutes shall be distributed to all Council members, all Panhellenic chapter presidents, the Panhellenic advisor, and the Director of Campus Activities and Corey Union. Said minutes should be distributed within 48 hours of the completion of the appropriate meeting.
 - a. Once approved, minutes are to be posted on the Council's NPC website.
 - b. Maintain complete and up-to-date files which will include meeting minutes, contact sheets and correspondence of the Panhellenic Association for the current year.
 - c. Know how to access these same items from previous years
5. Ensure that all members of the SUNY Cortland Panhellenic Council and all member sororities thereof, are in possession of the most current Constitution and Bylaws for said organization. Distribute as needed via either email or hard copy.
 - a. Make sure that the Panhellenic advisor has posted these items on the school's *Fraternities and Sororities* webpage.
6. Be responsible for the official correspondence of the Panhellenic Council unless provided for otherwise.
7. Perform all other duties usually pertaining to this office.

The **Treasurer** shall:

1. Be responsible for the general supervision of the finances of the SUNY Cortland Panhellenic Association
 - a. Work with SUNY Cortland's Greek Advisor in regards to the submission of any and all required paperwork since all Council funds are maintained as a separate entity within the Campus Activities program.
2. Be responsible for keeping all Council members informed of how much money is available for use at each council meeting. This is to be done by providing the current balance at each meeting.
 - a. Maintain two separate balances: General usage and recruitment usage
3. While treasurer does not need to prepare a formal budget, they must be aware of how much money will be needed to actualize intended events and safe guard that money
 - a. Examples include the annual benefit brunch, annual request for financial support for Safe Halloween, Spring Bliss, and the annual hazing prevention education speaker.
4. Receive all payments due to the Panhellenic Association, collect all dues, fines, etc. The Treasurer shall also provide receipts for all payments made to the Association.
 - a. Individuals who are fined for missing a meeting must be informed within 24 hours of the missed meeting

- b. Individuals who have been authorized to spend Association funds must be reminded that the Association is tax exempt and anyone who does not pick up a tax-exempt form prior to making a purchase will not be reimbursed for any taxes paid.
 - c. No one can be reimbursed without submission of the appropriate receipt(s).
- 5. Be responsible for the prompt payment of all bills of the SUNY Cortland Panhellenic Association.
- 6. Make sure that all ASC guidelines are followed as they pertain to SUNY Cortland Panhellenic Association funds. This means that:
 - a. Cannot pre-pay for any event and/or provide a deposit for any event/speaker.
 - b. Cannot give an individual petty cash to spend
 - i. Arrangements for petty cash for events can usually be made through the Panhellenic Advisor and the Campus Activities Office.
 - c. Cannot cut a check to pay a current student for working at a Panhellenic event.
 - i. One example would be referees for a game provided by Recreational Sports.
- 7. Sign Panhellenic Association contracts when authorized to do so.
 - a. See Council Bylaws for more guidance in this area.
- 8. Be responsible for keeping chapters and members up-to-date on late payments by:
 - a. Sending reminder messages;
 - b. Keeping written records of attempts made to contact said individual/chapter
- 9. Perform all other duties usually pertaining to this office.

ARTICLE VI. STANDING COMMITTEES

The Standing Committees of the SUNY Cortland Panhellenic Council shall be: Fundraising, Recruitment, Public Relations, Scholarship, Social and Standards.

The Standing Committees shall serve for a term of one year. Chairs of each committee are to be filled by sororities in a rotational pattern as described elsewhere in the Constitution and Bylaws. Chapter representatives shall serve on each committee as determined no later than the second meeting of the Panhellenic Council each academic semester.

Fundraising Committee

1. Membership. The Fundraising Committee shall consist of the Vice President as Chairperson, and one representative from each member organization with the President, Panhellenic Advisor, and Panhellenic Standards Chair as ex-officio members.
2. Duties: It shall be the duty of the Fundraising Committee to generate and/or plan and/or oversee all fundraising efforts of the Panhellenic Association and/or Council.

Recruitment Committee

1. Membership. The Recruitment Committee shall consist of the Panhellenic Vice President of Recruitment, the Assistant Vice President of Recruitment and no less than two, and no more than three, members from each member organization. The VP of Recruitment will serve as the chair of this committee.
 - a. The assistant vice president serves for a period of one year. The assistant vice president then becomes the vice president of recruitment for the next year.

- b. These positions rotate between chapters, albeit not on the same rotation as the other officers.
2. Duties. This committee shall be responsible for all Panhellenic Association matters related to Recruitment. This committee shall be responsible for reviewing and developing Recruitment Rules, submitting them for discussion and approval to the Panhellenic Council (before the end of the term preceding each semester for which the rules would be in effect), and distributing copies of them, when approved, to the delegates of the member sororities. Following each Recruitment period, the chairperson of this committee shall present a full report, including recommendations for future adjustments, to the Panhellenic Council.

Public Relations/Marketing Committee.

1. Membership. The Public Relations/Marketing Committee shall consist of a chairperson and between 2 and 4 members. No sorority may have more than one representative on this committee.
2. Duties. The Public Relations/Marketing Committee shall be responsible for all forms of publicity dealing with the SUNY Cortland Panhellenic Association. This Committee shall work closely with all officers to make certain that the news media is kept informed of favorable publicity about the Panhellenic Association and its member sororities.
 - a. It is the responsibility of this committee to assist the chair in gathering and/or generating material for any and all Council social media sites.
 - b. It is the responsibility of the chair to serve as site administrator for any and all Council social media sites and keep record of all usernames and passwords thereof.
 - i. This information should be kept in a secure location and passed down to the next PR chair; Council president, secretary and advisor should have these items as well.

Scholarship Committee.

1. Membership. The Scholarship Committee shall consist of a chairperson and between 1 and 3 members. No sorority may have more than one representative on this committee.
2. Duties. The Scholarship Committee shall be responsible for all matters pertaining to the promotion of superior scholarship as basic to intellectual achievement. This could involve planning workshops and/or bringing in guest speakers for Council and/or Association members and/or larger fraternal or university community.
 - a. This committee should also be active in providing materials for inclusion on any and all Panhellenic social media sites.
 - i. Material could include such items as study tips, academic resource materials, etc.

Social/Diversity, Equity and Inclusion Committee.

1. Membership. The Social/Diversity, Equity and Inclusion Committee shall consist of a chairperson and no more than one representative from each member organization.
2. Duties. The Social/DEI Committee shall be responsible for planning and supervising all social/DEI activities of the SUNY Cortland Panhellenic Association. The Social/DEI Committee shall be responsible for keeping a current calendar of all social/DEI events of the Panhellenic Council member sororities.
 - a. This committee should also be aware of the dates for all major campus events.
3. It is the role of this Committee to plan and implement any Association and/or campus-wide event.

- a. If the event is an athletic/sports game or tournament, the following guidelines will be in effect:
 - i. Member organizations are not automatically required to participate but rather are to take the idea back to chapter for discussion and vote
 - If the Council vote is “yes” then all teams are to be of mixed membership
 - Any organization that chooses not to participate should be given first refusal for providing any and all volunteers needed to help plan and actualize the event
- b. If the event is a fundraiser, then the responsibility of planning and implementing is to be shared between the social/DEI and fundraising committees.

Other

1. Such committees and officers as found necessary to carry out the work of the SUNY Cortland Panhellenic Council. These shall be appointed by the President to serve for the tenure/time period in office of the President which appoints them.

ARTICLE VII. OVERALL RECRUITMENT PARAMETERS

1. Deferred (Spring) recruitment shall be held.
 - a. There will be no recruitment registration fee implemented for any PNM.
2. Courtesy bids are not allowed.
3. Except during the formal recruitment period, continuous open bidding (COB) shall be in effect during the school year (fall through spring) for all eligible students identifying as female.
 - a. All students pledged in one semester are to be initiated in that same semester according to the requirements of SUNY Cortland.
4. All recruitment events shall be held in either on- or off-campus locations agreed upon by the SUNY Cortland Associate Director for Campus Activities and Greek Affairs.
5. Every regularly enrolled new member, initiate or affiliate of a chapter shall be counted in the Chapter Total in accordance with NPC guidelines.
 - a. Total is determined by average or median chapter size, whichever is larger and per NPC guidelines.
 - i. When there are 4 NPC member organizations, median size is determined by averaging together the numbers of the second and third largest chapters.
 - b. A list of pledged, initiated, or affiliated members shall be filed with the Panhellenic Advisor no later than the Sunday after the first full week of classes of each semester.
 - c. Any de-pledging, termination or other changes in membership shall be reported to the Panhellenic Advisor no later than 24 hours after it has occurred.
6. All recruitment, new member, and/or associate member activities must end one month before the last day of classes. The specific date to be observed will be announced by the SUNY Cortland’s Greek Advisor at the start of each semester so as to be included in the Panhellenic minutes.
7. Per NPC policy, an individual who is initiated into an NPC sorority and later resigns from that sorority is NOT eligible to rush/join any other NPC sorority.
 - a. That same individual could choose to rush a local sorority or Alpha Phi Omega.
8. If an initiated member of a local sorority belonging to the SUNY Cortland Panhellenic

Association chooses to resign from that local sorority they ARE NOT eligible to rush/join any of SUNY Cortland's NPC organizations.

9. Per SUNY Cortland protocols, an incoming transfer student who was a member of a local sorority at their previous school, could choose to rush/join any of our sororities if, and only if, they had officially resigned from their local sorority.
10. Any NPC sorority experiencing a low number of active sisters (below 25), will only be required to have one recruitment counselor during formal recruitment. That sorority will be required to submit between 3 and 5 recruitment counselor applications.
 - a. Nu Sigma Chi is excused from participating in Formal Recruitment until such a time when chapter membership numbers exceed 40 active sisters or unless the chapter asks to be included.
 - i. Nu Sigma Chi will not be asked to provide any Recruitment Counselors during the time they are excused from participating in Formal Recruitment. They will be required to provide the appropriate number of Recruitment Counselors if they are participating in Formal Recruitment.

ARTICLE VIII. PANHELLENIC ADVISOR

1. The Panhellenic Advisor shall be appointed by:
 - a. The SUNY Cortland Campus Activities program
2. The advisor shall serve in advisory capacity to the SUNY Cortland Panhellenic Association and its Council.

ARTICLE IX. UNANIMOUS AGREEMENTS AND POLICIES

1. All members of the SUNY Cortland Panhellenic Association shall act in accordance with fundamental Panhellenic policies established by the National Panhellenic Conference.
2. All SUNY Cortland Panhellenic Association rules and policies shall be in harmony with those currently established by the National Panhellenic Conference and the State University of New York at Cortland.

ARTICLE X. VIOLATIONS

1. Violations of any regulations of this Constitution or its related Bylaws, or of the National Panhellenic Conference UNANIMOUS AGREEMENTS, etc. shall be the occasion for penalties established by the SUNY Cortland Panhellenic Council in conformity with those recommended by the National Panhellenic Conference.
2. Any dispute growing out of the violation of Panhellenic Association rules and regulations shall be adjusted through arbitration principles of the National Panhellenic Conference.
3. Violations of the regulations of this Constitution or its related Bylaws, may also result in the individual and/or organization being required to go through the school's student conduct process.

ARTICLE XI. AMENDMENTS

This Constitution may be amended by two-thirds vote of the voting members of the SUNY Cortland Panhellenic Council, provided notice of the proposed amendment(s) has been presented at a preceding regular meeting. An electronic copy of the proposed revisions will be distributed to all Council officers and chapter representatives following that meeting. Chapter/colony presidents will also receive an electronic copy as will SUNY Cortland's Greek Advisor and their direct supervisor. The governing documents of this Council must be formally reviewed every two years but should be reviewed annually.