

- A College Panhellenic Association member organization shall become delinquent in payment for having not paid dues by November 1 during the fall academic term or March 1 during the spring academic term. In the case of a delinquency, the member organization shall be fined 10% of its dues. The executive vice president of the College Panhellenic Association shall notify the president and officer in charge of finances of the member organization of the delinquency and resulting fine by email.

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 Tennessee Technological University College Panhellenic Association shall be president, executive vice president, vice president of recruitment, director of recruitment counselors, vice president of programming and risk management, vice president of philanthropy, vice president of scholarship, and vice president of communications.

Section 2. Duties of officers

A. The president shall:

- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Executive Board.
- Serve as an ex-officio member of all College Panhellenic Association committees, except the Judicial Board.
- Communicate regularly with the Panhellenic advisor.
- Ensure all NPC College Panhellenic reports are completed on time.
- Communicate regularly with the NPC area advisor.
- Maintain current copies of the following: Tennessee Technological University 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.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.
- Perform all other duties as applicable to the office as prescribed by the parliamentary authority adopted by the Association.

B. The executive vice president shall:

- Perform the duties of the president in the elected/appointed president's absence.
- Serve as the chair of the Judicial Board.
- Supervise the finances of the Tennessee Technological University College Panhellenic Association.
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a

- Record minutes of all meetings of the Tennessee Technological University Panhellenic Council and the Executive Board.
- Maintain a complete and up-to-date file that includes the minutes of all meetings from the date of organization and current correspondence.
- Send meeting minutes to the NPC area advisor.
- Be familiar with the NPC Manual of Information and all governing documents of this Association.

Section 3. Eligibility

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 Tennessee Technological University 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 Tennessee Technological University 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 Tennessee Technological University College Panhellenic Association shall be eligible to serve as an officer but should not serve as president or the officer in charge of recruitment.

Section 4. Selection of Officers

The offices of president, executive vice president, vice president of recruitment, director of recruitment counselors, vice president of programming and risk management, vice president of philanthropy, vice

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 November. The purpose of the

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 Tennessee Technological University College Panhellenic Association shall be appointed by the Tennessee Technological University administration.

Section 2. Authority

The Panhellenic advisor shall advise the administration on all matters relating to the Panhellenic Association and its activities.

