









Page

Job

Qualifications

Education

Experience

References

Comments

Signature

Date

Initials

Grade

Salary

Notes

Remarks

Comments

Signature

Date

Initials

Grade

Salary

Notes

Remarks

Comments

Signature

Date

Initials

Grade

Salary

Notes

Remarks

Comments

Signature

Date

Initials

Grade

Salary

Notes

Remarks

Panhellenic Council

- Maintain current financial records
- Maintain a complete up-to-date record of the current Binghamton Panhellenic Council
- Maintain the current Panhellenic Council Risk Management Policy; current Panhellenic Council Risk Management Policy; current correspondence materials; current correspondence materials received from her NPC Area Advisor; her copies of the current Panhellenic Council Reports to the Area Advisor and other materials received from her NPC Area Advisor
- Perform all other duties as assigned

Report

Periodic reports to the Area Advisor which include a complete record of the current Panhellenic Council Recruitment and Regulation Manual of Information and related materials received from her NPC Area Advisor

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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 with the start of Formal Recruitment in February, and it will end on the Bid Day of the next Formal Recruitment.

Section 8. Removal

Any officer may be removed from office by a majority vote of the Panhellenic Council.

Section 9. Vacancies

Vacancies shall be filled by the same method as provided in Section 7 of this article.

Section 10. Authority

The governing body of the Panhellenic Council shall have the authority to promulgate and enforce the rules and regulations of the Panhellenic Council.

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for





#### Section 5. Other committees

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

### Article VII. Finances

#### Section 1. Fiscal Year

The fiscal year of the Binghamton Panhellenic Council shall run through the term of office for the present executive board.

#### Section 2. Contracts

Dual signatures of the President and Vice President of Administration shall be required to bind the Binghamton University College Panhellenic Association on any contract. However, all contracts must follow Binghamton University Procedures.

#### Section 3. Checks

All checks and electronic payments issued on behalf of the Binghamton University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Vice President of Administration, with prior verbal approval from President or Executive Vice President.

#### Section 4. Payments

All payments due to the Binghamton University Panhellenic Association shall be received by the Vice President of Administration, who shall record them. Checks for payments shall be made payable to the Binghamton University Panhellenic Association.

#### Section 5. Budget

The annual budget shall be presented at the first Panhellenic Council meeting. The budget shall then be voted upon at the following meeting of the Panhellenic Council.

#### Section 6. Financial Records

The financial records of the Panhellenic Council shall be ready for auditing and transferal within two weeks of the date of assumption of executive board positions.

#### Section 8. Disbursements

The executive board shall control the budget of the Council and all disbursements from the Council's treasury must be approved by the executive board and signed by the Vice President of Administration.

- All funding requests must be made at least one week prior to the event.
- Reimbursement forms must be filled out within one month after the event.
- Funding will not be granted for events that did not occur.



#### Article XI. Hazing

Per the Unanimous Agreements, NPC supports all efforts to eliminate hazing. All forms of hazing shall be banned. Binghamton University Panhellenic council will adhere to the Binghamton University Hazing policy. Hazing is prohibited at Binghamton University. The term "hazing" is defined as any action taken or situation created involving prospective or new members of a group, or as continued membership in any organization that is affiliated with the University. The complete Binghamton University Student Cod