(4) Be responsible for the prompt payment of all bills of the Nicholls State University Panhellenic Association.

(5) Maintain up-to-date 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 to Student Life Office and Council.

(6) Sign Panhellenic Association contracts when authorized to do so.

(7) Perform all other duties usually pertaining to this office.

The Judiciary Officer:

(1) It shall be the responsibility of the Judiciary Officer to:

   (a) Know and understand all Nicholls State University Panhellenic Council policy as well as NPC Unanimous Agreements and Recommendations.

   (b) Chair the Judicial Committee and deal with all violations of the Constitution, Bylaws, Standing Rules, NPC Unanimous Agreements and Recommendations, as well as all Membership recruitment violations.

   (c) Upon consultation with the NPC Area Advisor all judiciary officer responsibility shall be handed over to the Greek Advisor or other delegate as determined by the Area Advisor.

NOTE: Where it is advisable or necessary to provide for additional officers, their duties shall be outlined in this Article.

ARTICLE IV THE EXECUTIVE BOARD

The Executive Board shall:

(1) Appoint Standing and Special Committees and their Chairmen and, in making these appointments, recognize representative from all member fraternities.

(2) Administer routine business between meetings of the Panhellenic Council when advisable and such other business as has been approved for action by Panhellenic Council vote.

(3) Report all action taken by the Executive Board at the next regular meeting of the Panhellenic Council throught the Recording Secretary and record the action in the minutes of that meeting.

ARTICLE V STANDING COMMITTEES

The Standing Committees of the Nicholls State University Panhellenic Council shall be, Socials, Public Relations, and Community Service.

Standing Committees will be determined based the need, and the size of the current Panhellenic Council.

The Standing Committees shall serve for a term of one year. Such term of office is to begin January 1st. A committee chairman or member may be appointed to serve for a