

# COLLEGE PANHELLENIC BYLAWS

## BYLAWS OF FLORIDA ATLANTIC UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

*Revised March 2021*

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# COLLEGE PANHELLENIC BYLAWS

## BYLAWS OF FLORIDA ATLANTIC UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION

### Article I. Name

The name of this organization shall be the Florida Atlantic University College Panhellenic Association, hereafter referred to as College Panhellenic Association.

The College Panhellenic Council shall serve as the Executive Branch of the College Panhellenic Association.

### Article II. Object

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

- Foster close, positive inter-relationships between member fraternities, other members of the Greek community, the campus, and the encompassing community.
- Promote superior scholarship and basic intellectual development.
- Cooperate with member women's fraternities and the university/college administration in concern for and maintenance of high social and moral standards.
- Act in accordance with National Panhellenic Conference (NPC) Unanimous Agreements, policies and best practices.
- Act in accordance with such rules established by the Panhellenic Association in council as to not violate the sovereignty, rights and privileges of member women's fraternities. Consider the goals and ideals of member chapters as continually applicable to campus and personal life.

### 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 College Panhellenic Association shall be composed of all chapters of NPC fraternities at Florida Atlantic University. Regular members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council. Each regular member shall have voice and one vote on all matters
- B. Provisional membership: The provisional membership of the College Panhellenic Association shall be composed of all colonies of NPC fraternities at Florida Atlantic 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 fraternity.

- C. Associate membership: Local sororities or national or regional non-NPC member groups may apply for associate membership of the College 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 College Panhellenic Council. An associate member shall have voice and one vote on all matters except extension-related matters and, if they are not participating in the formal 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

- A. All members, without regard to membership class, shall comply with all NPC Unanimous Agreements and be subject to these College 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.
- B. The College Panhellenic Association shall be in full compliance with all Federal and State nondiscrimination and equal opportunity laws, orders and regulations. The College Panhellenic Association shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law. The College Panhellenic Association shall be open to all currently enrolled FAU Students, except if specifically exempted by law.
  - a. The U.S. Congress has recognized the right to enforce membership restrictions to include only women, by providing in Title IX of the Education Amendments of 1972 that social fraternities are exempt from the prohibition against discrimination on the basis of sex in participation in educational programs or related activities (20 USC 1681) and in exempting “bona fide private membership clubs” from the general prohibition against sex discrimination in employment practice (26 USC 501(c)
  - b. The College Panhellenic Association will abide by all Federal, State, and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Registered Student Organization Manual.
- C. The College Panhellenic Association agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Registered Student Organization Manual.

## Section 3. Scholarship

- A. Member organizations must maintain an overall semester chapter average GPA of 2.85

- a. If an organization fails to maintain a 2.85, it will be subject to probationary action as decided by the Panhellenic Judicial Board for the following semester (i.e. 2.849 overall semester average in fall = Panhellenic Probation in the Spring)
  - b. Organizations are not permitted to include summer grades for the following fall semester. Summer grades may be included with the fall semester grades for the status in the spring semester.
- B. Any organization with an overall cumulative GPA of a 3.25 or higher will have a 20% reduction in Panhellenic dues the following semester (i.e. 3.25 overall in the spring = 20% reduction of Panhellenic dues in the fall).
- C. Any organization with a semester GPA average above the All Female Average for that semester will have a 15% reduction in Panhellenic dues the following semester (i.e. at/above the All Female Average for spring = 15% reduction of Panhellenic dues in the fall).
- D. Any organization whose new member class has an overall average GPA of a 3.0 or higher for that semester will have a 15% reduction in the chapters' Panhellenic dues the following semester (i.e. 3.1 overall in the spring = 15% reduction of Panhellenic dues in the fall).
- E. Discount percentage will not exceed 20%. (i.e. An organization that accomplished both B and C would receive only 20% reward from Clause C; they cannot be combined.
- F. Discounts only apply when Panhellenic is charging full dues for the semester

## **Article IV. Officers and Duties**

### Section 1. Officers

The officers of the College Panhellenic Association shall be President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Philanthropy, Vice President of Communications, Vice President of Finance & Administration, and Vice President of Health & Wellness.

### Section 2. Eligibility

- A. Membership Eligibility: Individuals are or are not eligible to serve as an officer depending on their class of membership:
- a. Regular Membership: Members from women's fraternities holding regular membership in the College Panhellenic Association shall be eligible to serve as any officer.
  - b. Provisional Membership: Members from women's fraternities holding provisional membership in the College Panhellenic Association shall not be eligible to serve as an officer.
  - c. Associate Membership: Members from women's fraternities holding associate membership in the College Panhellenic Association shall be eligible to serve as an officer except President or the Vice President of Recruitment.

- B. Academic Eligibility: In order to be eligible for an officer position, candidates must meet requirements as specified by Regulation 4.006. All officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.75 cumulative GPA and be registered for 12 credit hours for undergraduate students, and a 3.25 cumulative GPA and 6 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 15 college credits. Student Activities & Involvement reserves the right to make exceptions to this requirement. A student may serve in the same position or office for a maximum of two terms during her academic career at FAU. A student's academic career includes her undergraduate, graduate, and professional course work.

### Section 3. Selection of Officers

The offices of President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Philanthropy, Vice President of Communications, Vice President of Finance & Administration, and Vice President of Health & Wellness of the Florida Atlantic University Panhellenic Association shall be selected by election, except if there is only one nominee for an office that nominee shall be declared elected. The officers shall be elected by majority vote of the College Panhellenic Association member chapters

### Section 4. Nomination Procedure

- A. Nominating committee made up of one member of each organization will be assembled and be elected by ballot by the Panhellenic Delegates. The Nominating Committee will be elected as a slate in accordance with normal election procedures. A majority vote shall elect. The members of the nominating committee shall elect their own chairman. The Nominating Committee shall consider the qualifications of all candidates for elected officers and shall nominate at least one name for each elected officer position, or leave it vacant with approval from the Panhellenic advisor. The Panhellenic advisor shall serve as a non-voting ex-officio member of the nominating committee.
- B. Chapters are encouraged to nominate a representative from their organization to serve on the Nominating Committee who has Panhellenic experience and knowledge, and who has been an initiated member of her chapter for a minimum of one year.

### Section 5. Term

The officers shall serve for a term of one year or until their successors are selected. The term of office will begin no later than two weeks before the end of the Fall Semester.

### Section 6. Removal

Any officer may be removed for cause by a vote of two-thirds of the Panhellenic Council.

- A. Failure to uphold duties and responsibilities: The Panhellenic President and/or Advisor has the authority to hold officers accountable if they fail to meet the general/specific requirements of their position. It is recommended that a probationary action be taken whenever possible. If removal of the position is warranted, the Panhellenic President and/or Advisor will recommend termination to the member chapters. If two-thirds of the member chapters vote to uphold the recommendation, the Executive Board member is removed from office. If two-thirds of the member chapters vote to reject the recommendation, then the member chapters will create strict probationary guidelines.
- B. Failure to Meet GPA Requirements: An elected Executive Board member that has not met the required GPA shall follow the appeals process outlined in the University Regulation 4.006.

### Section 7. Vacancies

Vacancies shall be filled in the same manner of selection as provided in Section 3 of this article. In the event of a vacancy during the summer term, a new officer may be elected through vote by email from the Presidents of the College Panhellenic Association member chapters. This voting procedure shall be in accordance with Robert's Rules of Order and the process set forth by the College Panhellenic Association President. A vacancy filled over the summer will be followed by the prescribed installation process at the next regularly scheduled council meeting.

### Section 8. Duties of Elected 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 Panhellenic Association committees
  - Communicate regularly with the Panhellenic advisor
  - Be familiar with the NPC Manual of Information and all governing documents of this association
  - Ensure that the NPC annual report is completed
  - Communicate regularly with the NPC area advisor
  - Maintain current copies of the following: College 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 College Panhellenic reports to NPC; and other pertinent materials.
  - Preside at meetings of the Presidents Roundtable
  - Not hold any other major campus office other than those she holds by virtue of the Panhellenic Presidency
  - Reside in the area during the summer
  - Designate an executive officer(s) to advise the Junior Panhellenic Board when active
  - Designate an executive officer to serve as a member on the Fraternity and Sorority Council (FSC) during her term
  - Facilitate and conduct a transitional process for the incoming College Panhellenic Association Executive Board that includes all officers of the previous and incoming

executive board. The process may be on an individual or group basis, and should include but is not limited to:

- Training in all aspects of the position's duties and expectations
- Transfer of important documents, contacts, passwords, etc.
- Meeting with the Panhellenic Advisor to ensure all expectations are clear, and to smoothly begin the transition into the new term
- Perform all other duties as assigned

B. The Executive Vice President shall:

- Perform the duties of the president in her absence
- Shall be familiar with the NPC Manual of Information and all governing documents of this association
- Serve as chairperson of the Judicial Board
- Choose and train Judicial Board representatives as to all Panhellenic policies, judicial procedures, and due process
- Coordinate the revision of the College Panhellenic Association bylaws
- Plan and implement all Academic Excellence programs within the College Panhellenic Association
- Coordinate one monthly meeting with all chapter scholarship chairs in consultation with the Panhellenic Advisor
- Organize and carry out a formal delegate training workshop at the start of each semester, and communicate with delegates weekly to oversee their responsibilities and hold them accountable where necessary (See Article V Section 10)
- Serve as Parliamentarian for the Panhellenic Council
- Perform all other duties as assigned

C. The Vice President of Recruitment shall:

- Select, along with the College Panhellenic Association elected Executive Officers and Panhellenic Advisor, the Recruitment Assistants
- Be responsible for the overall coordination of the Florida Atlantic University College Panhellenic Association recruitment procedures
- Supervise and assign duties to the of Recruitment Assistants
- Supervise coordination of Recruitment Counselor selection and training
- Preside at meetings of chapter recruitment chairs to discuss regulation, policies and procedural techniques
- Direct all the Panhellenic Recruitment programs in cooperation with the member sororities
- Coordinate all council extension efforts, in conjunction with the Panhellenic Advisor and the NPC Area Advisor
- Reside in the area during summer, and is discouraged from taking vacation within the last three weeks of summer
- Coordinate and host with College Panhellenic Officers a recruitment education seminar that focuses on positive Panhellenic contact, ethical behaviors, and rule understanding, during the spring semester
- Be responsible for maintaining the recruitment bank account, as well as creating a budget for all recruitment expenses. The budget must be submitted to the President

and Vice President of Finance & Administration for review and approval at the start of each semester

- Perform all other duties as assigned

D. The Vice President of Programming shall:

- Coordinate the planning of community wide signature programming
- Serve as a liaison between the College Panhellenic Association and areas of Florida Atlantic University campus programming (student development and activities, intramural sports, program board, etc.)
- Perform all other duties as assigned

E. The Vice President of Philanthropy shall:

- Coordinate a philanthropic program or event to support Circle of Sisterhood, the NPC National philanthropy, at least once a semester, in conjunction with the Vice President of Programming
- Create a master calendar for the Panhellenic community at the start of each semester, in conjunction with the Vice President of Communications
- Oversee the Philanthropy council, holding a meeting every thirty (30) days
- Maintain a strict judicial procedure with the Executive Vice President in the event that an organization does not abide by the Philanthropy Resolutions
- Shall not be the philanthropy chair for her own chapter, serve as a "coach" or have any other special role (different from other chapter members) in relation to her own organizations' philanthropy event/program, nor shall she individually compete in philanthropic competitions hosted by other chapters (though she may participate as part of a team)
- Perform all other duties as assigned

F. The Vice President of Communications shall:

- Be responsible for all public relations and marketing efforts for the College Panhellenic Association, including keeping and maintaining all social media accounts
- Coordinate all recruitment marketing and communication efforts, in conjunction with the Vice President of Recruitment
- Be responsible for communication and correspondence with other Greek councils (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, and Fraternity and Sorority Council)
- Publicize a master calendar for the Panhellenic Community at the start of each semester
- Create and carry out a Panhellenic woman recognition program during each semester
- Perform all other duties as assigned

G. The Vice President of Finance & Administration shall:

- Keep an up-to-date roll of the members of Panhellenic Council
- Record minutes of all meetings of the College 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, Panhellenic Advisor, chapter delegates, chapter presidents, and the Executive Board
- Be familiar with the NPC Manual of Information and all governing documents of this association
- Supervise the finances of the College Panhellenic Association
- Prepare the annual budget and, after its approval by the Panhellenic Council, provide a copy to each College Panhellenic Association member fraternity
- Receive all payments due to the Panhellenic Association, collect all dues, and give receipts
- Pay promptly the annual NPC dues and all bills of the College Panhellenic Association
- 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

H. The Vice President of Health & Wellness shall:

- Educate the community on mental health/wellness, sexual violence, and women empowerment
- Plan and execute programs related to female empowerment and other programs regarding women's health
- Have knowledge and serve as the Panhellenic liaison when working with internal and external resources such as Owls Care, CAPS, Victim Services, and the Women & Gender Equity Resource Center to promote awareness
- Manage any (temporary or permanent) committees that fall under these initiatives.
- Perform all other duties assigned

## Section 9. Appointed Officers Requirements.

### *Recruitment Assistants*

- A. There shall be two Recruitment Assistants, who shall supervise the recruitment counselors, control formal recruitment operations, and assist the Vice President of Recruitment throughout the entire term of office. These assistants shall be appointed in accordance with the process set forth by the Vice President of Recruitment. In order to be eligible for an appointed officer position, the candidate must meet the requirements outlined in Section 1 of this article.
- Each appointed officer must be an active member in good standing of her respective chapter for a minimum of two semesters
  - No appointed officer shall hold an executive or recruitment related position in her respective chapter during her term in office
  - Selection of the appointed officers shall take place after the Executive Board officer elections, but no later than the fourth week of the spring semester
  - All candidates are required to complete and submit the application by the chosen due date, and attend an interview with the Vice President of Recruitment and

Panhellenic Advisor. Selection of the appointed officers shall be conducted in accordance with the process set forth by the Vice President of Recruitment

- At least one director must have served as a previous Recruitment Counselor
- No assistant shall be from the same organization as the Vice President of Recruitment, or be from the same organization for consecutive years, unless approved by the Panhellenic Advisor

#### B. Duties of the Recruitment Assistants

- Attend all recruitment related meetings and any events that are important to gain understanding of the Vice President of Recruitment's duties
- Assist and organize the selection of Recruitment Counselors along with the Vice President of Recruitment and Panhellenic Advisor
- Be present the entire summer term and is discouraged from taking vacation within the last three weeks of summer. Coordinate and assist the Vice President of Recruitment with any pre-recruitment events and trainings
- Coordinate Recruitment Counselor training sessions and retreat during the spring and summer semesters and organization recruitment week schedules and agendas for the Recruitment Counselors
- Assist the Vice President of Recruitment and the Executive Board with all recruitment operations prior to, during, and following recruitment week
- Assist in training the next Recruitment Assistants and evaluate current year procedures to improve recruitment operations for the following week. Perform all other duties as assigned

## **Article V. The Panhellenic Council**

### Section 1. Authority

The governing body of the College 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 College Panhellenic Association including, but not limited to: annually review the parameters as adopted in the recruitment rules for the automatic adjustment of total; determine dues; approve the annual budget; consider extension; set a calendar of events; determine programming; and establish 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 fraternities.

### Section 2. Composition and Privileges

The College Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Florida Atlantic 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 fraternity, providing her 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 fraternity affected to select a replacement within two weeks and to notify the College Panhellenic Association Vice President of Finance & Administration of her name, address and telephone numbers

### Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at 4:30 pm each Wednesday or on a day/time that is established at the beginning of each academic term. Regular meetings will be held each week of the semester, except during formal recruitment, days on which the University is closed, and as the executive council deems necessary. There shall be no fewer than two meetings of the Panhellenic Council in any given month.

### Section 6. Annual Meeting

The annual meeting of the Panhellenic Council shall be held during the month of November. The purpose of the annual meeting shall be for the election of officers and any other business that may properly come before the delegates.

### Section 7. Special Meetings

Special meetings of the Panhellenic Council may be called by the president when necessary and shall be called by her upon the written request of no fewer than one-fourth of the member women's fraternities of the College 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 fraternities of the College 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 of 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.

#### Section 10. Delegate Accountability

- A. Delegates are expected to relay accurate messages and announcements back to their chapters and will be held accountable for doing so. Delegates shall also be held responsible for:
  - a. Knowledge of voting procedures and regular business
  - b. Consistent attendance and proper attire
  - c. Their chapter's alternate delegate's attendance when the regular delegate is absent, and notifying the Vice President of Finance & Administration beforehand.
- B. Any sorority who has 2 or more absences at the weekly general meeting per semester will be charged \$50 per unexcused absence, after but not including the first two absences.
- C. If the delegate does not fulfil her duties, she will first receive a warning from the Executive Vice President. If delinquency continues, the delegate's chapter president will be notified and recommendation for replacement will be made.

## **Article VI. The Executive Board**

#### Section 1. Composition

The composition of the Executive Board shall be the President, Executive Vice President, Vice President of Recruitment, Vice President of Programming, Vice President of Philanthropy, Vice President of Communications, Vice President of Finance & Administration, and Vice President of Health & Wellness.

#### Section 2. Office Hours

All officers of the Executive Board are to complete three hours a week of office hours with the exception of the President who is to complete five hours a week. These office hours may be regularly scheduled, by appointment, or as requested.

#### 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 Finance & Administration, 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. Having any unexcused or more than 2 excused absences from Full Council meetings per semester or having any unexcused or more than 2 excused absences from Panhellenic executive board meetings per semester will result in probationary action (reference Article IV, Section 6).

### Section 4. Special Meetings

Special meetings of the Executive Board may be called by the President when necessary and shall be called by her 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 College Panhellenic Association shall be one of the Office of Fraternity & Sorority Life staff members. At least one advisor must be a full-time faculty, AMP or SP staff member at Florida Atlantic University.

### Section 2. Authority

The Panhellenic advisor shall serve in an advisory capacity to the College 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 College Panhellenic Association shall be the Judicial Board, the Nominating Committee, extension committee, and Membership Recruitment Committee.

- B. Term. The standing committees shall serve for a term of one year, which shall coincide with the term of officers.

### Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairmen 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 the Executive Vice President as chairman and two members from each chapter of the College Panhellenic member groups. The Panhellenic advisor shall serve as a nonvoting ex-officio member. The Judicial Board members shall participate in 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. The Judicial Board shall educate member fraternities about the Panhellenic judicial procedure. It shall be the Judicial Board's duty to hold a hearing to adjudicate all alleged violations of the NPC Unanimous Agreements and the bylaws, code of ethics, standing rules and membership recruitment regulations of the Florida Atlantic University College Panhellenic Association that are not settled informally or through mediation. The hearing shall be conducted by the entire Judicial Board unless Panhellenic Council adopts rules for the hearing to be conducted by a committee of the Judicial Board. The members of the Judicial Board shall maintain confidentiality throughout and upon completion of the judicial process.

### Section 4. Membership Recruitment Committee

The Membership Recruitment Committee shall consist of a chairman, and one representative from each regular, provisional, and associate member chapter. A member of each chapters' recruitment team is recommended to be the representative for that chapter. Alumnae advisors may attend meetings of the committee. The alumnae advisors shall have voice but no vote. This committee shall review and develop membership recruitment rules and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. After each membership recruitment period, the chairman of this committee shall present a full report, including recommendations, to the Panhellenic Council based on an analysis of the recruitment statistics and recruitment evaluations from the new members, potential new members who withdrew, each member group and the chapter advisor

## **Article IX. Finances**

### Section 1. Fiscal Year

The fiscal year of the College Panhellenic Association shall be from July 1st to June 30th of the respective year.

## Section 2. Contracts

Dual signatures of the Panhellenic President and Panhellenic advisor shall be required to bind the College Panhellenic Association on any contract.

## Section 3. Checks

All checks issued on behalf of the College Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: President, Vice President of Finance & Administration, and Vice President of Recruitment. Panhellenic advisor may request signatory authority in case of an emergency.

## Section 4. Payments

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

## Section 5. Dues

- A. 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. The dues shall be \$15 per member and \$17 per new member levied upon each Panhellenic member chapter each semester, unless otherwise discounted by Panhellenic.
- C. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of that year.
- D. The dues of each Panhellenic Association member fraternity shall be payable on or before the deadline set forth by the Vice President of Finance & Administration. After the deadline, a ten percent compounded fine shall be assessed to the chapter daily until the dues have been paid or a payment schedule has been arranged.

## Section 6. Fees and Assessments

The Panhellenic Council shall have the authority to determine fees and assessments as may be considered necessary.

## Section 7. Savings

At the end of each semester, 20% of the remaining budget will be transferred into a savings account to be used for future philanthropies such as the Circle of Sisterhood School Build, emergencies, special projects, or other unforeseen costs.

## **Article X. Extension**

### Section 1. Extension

Extension is the process of adding an NPC women's fraternity. The College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the Manual of Information. When an extension committee is needed, the Panhellenic Executive Board will work in coordination with the Office of Fraternity & Sorority Life and Area Advisor, and will consult Florida Atlantic University's Office of Fraternity & Sorority Life's Organizational Growth Policy.

### 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 College Panhellenic Association shall be considered a violation.

- A. Proper Reporting Authority. Infractions, excluding recruitment infractions, must be reported and signed by the President of a member group on behalf of her chapter.
- B. Recruitment Infractions may be reported and signed by any of the following: President of the member group on behalf of her chapter, Vice President of Recruitment, Recruitment Counselor, Potential New Member, or Panhellenic Advisor

### Section 2. Informal Discussion

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

### Section 3. Judicial process



If informal discussions are unsuccessful, the judicial process will be set in motion by filing a report of the alleged violation. The College Panhellenic Association shall follow all mediation guidelines found in the Manual of Information.

- A. Mediation. Mediation is the first step of the judicial process. The Executive Vice President shall appoint a neutral party to serve as the mediator, who is not an undergraduate student. The College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the judicial process found in the Manual of Information.
  
- B. Judicial Board hearing. When a violation is not settled informally or through mediation, the Judicial Board shall resolve the issue in a Judicial Board hearing. The Panhellenic Council shall adopt procedures in the standing rules for this purpose that are consistent with the NPC Unanimous Agreements.
  - a. The hearing shall proceed as follows:
    - i. Called to order by the Executive Vice President
    - ii. Introduction of the hearing panel
    - iii. Presentation of the charge from the College Panhellenic Association Advisor
    - iv. Charged organization presentation, followed by questions from the Judicial Board
    - v. Presentations of witnesses, followed by questions from the Judicial Board, and the the charged organization
    - vi. Charged organization final statement
    - vii. Judicial Board deliberation
    - viii. The Executive Vice President will deliver a decision in writing to the charged organization, which may include sanctions levied
  
- C. Appeal of Judicial Board decision. A decision of the Judicial Board may be appealed by any involved party to the NPC College Panhellenic Judicial Appeal Committee. An appeal shall be filed with the College Panhellenic Association President using the College Panhellenic Notice of Appeal, within one week of the decision. The College Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

## **Article XII. Hazing**

Per the Unanimous Agreements, the National Panhellenic Conference supports all efforts to eliminate hazing. All forms of hazing shall be banned. Any action or situation, which occurs on or off university property, that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any University student organization or group whether or not officially recognized by the university. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective. Hazing includes, but is not limited to 1. Pressuring or coercing a student into

violating state or federal law; 2. any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; 3. Any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. 4. The perpetuation or furtherance of a tradition or ritual of any university student organization or group whether or not officially recognized by the university.

### **Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the College Panhellenic Association in all cases to which they are applicable and in which they are not inconsistent with the NPC Unanimous Agreements, these bylaws and any special rules of order the College Panhellenic Association may adopt.

### **Article XIV. Amendment of Bylaws**

These bylaws may be amended at any regular or special meeting of the College 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 XV. Dissolution**

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

### **Article XVI. Sweethearts**

Per NPC Unanimous Agreement X, Panhellenic members are prohibited from engaging in any activity, formal or informal, where they are competing for the title of "sweetheart" of a men's fraternity. Furthermore, Panhellenic chapters shall not create or host activities that in any way encourage, promote or create competition amongst men to become their sweetheart. Panhellenic women may still be considered a fraternity's sweetheart, and men can still be considered a sorority's sweetheart, but neither the individual considered the sweetheart nor the host organization should create, engage in or allow any types of competitive activities that result in such title.

## **STANDING RULES**

The Florida Atlantic University College Panhellenic Association has adopted the following Standing Rules, which are to be abided by in addition to these bylaws. The Standing Rules include:

- Code of Ethics (Appendix A)
- Recruitment Rules
- Philanthropy Resolutions

Standing Rules may be amended and approved by a two-thirds vote of the member chapters of the College Panhellenic Association.

## **APPENDIX A**

### **FLORIDA ATLANTIC UNIVERSITY COLLEGE PANHELLENIC ASSOCIATION**

#### **CODE OF ETHICS**

We, the members of the Florida Atlantic University Panhellenic Association, agree to promote honesty, respect, and sisterhood through reverent adherence to the National Panhellenic Council Unanimous Agreements and all its amendments. This code of ethics is designed to create a spirit of cooperation among our members, reinforce exemplary conduct for all member chapters, and promote values-based leadership to enrich the sorority and Panhellenic experience.

We, as College Panhellenic members of Florida Atlantic University agree on and commit to:

- Uphold and demonstrate the Panhellenic Spirit in thought, word, and action collectively through our chapters as well as individual members.
- Demonstrate ethical behavior and conduct ourselves in a manner consistent with the mission and values of the College Panhellenic, each inter/national organization, and the institution.
- Respectfully adhere to the Unanimous Agreements and all policies established by the National Panhellenic Conference (NPC)
- Regardless of affiliation, seek to achieve a greater sense of community through the acknowledgement of each individual's ability to contribute to Greek life unity.
- No rankings or statistics shall be upheld that may promote rivalry or animosity among organizations, in order to consider ourselves as equals that have come together for a common good.
- Avoid disparaging remarks about any sorority or collegiate member and refrain from discussing Panhellenic matters with nonmembers
- Provide an equitable and inclusive sorority experience for all women who are interested at the institution.
- Strive to maintain and encourage positive relations between Greek and non-Greek students to demonstrate the importance of friendship and community.
- Stand for academic excellence, social accountability, leadership, civility, and service to our college campus and community.

- Plan recruitment events that provide opportunities for the greatest possible number of women to become sorority members while protecting the rights and privileges of individuals and chapters.
- Provide a safe, positive and enriching recruitment experience, understanding that membership is a social experience arrived at by mutual selection.
- Strive to be truthful, honorable, open and friendly to all potential new members during all recruitment events.
- Be respectful of the rights of every potential new member to make a personal choice, including but not limited to: not joining the sorority community at a specific time, intentional single preference or preference all sorority chapters.

We, as College Panhellenic members of Florida Atlantic University, also agree on and commit to:

- Respectfully adhere to the bylaws and recruitment rules of the College Panhellenic Association
- Abide by all local and federal laws and NPC inter/national Unanimous Agreements, policies, and best practices.
- Hold one another accountable to this code of ethics, remembering at all times that we represent not only our individual chapters but also the panhellenic community as a whole.
- Earnestly support the betterment of individual women, so that they may benefit the greater community and their alma mater.

These values form the foundation on which we intend to build a continually better image of sorority women on FAU campus. As Panhellenic women and representatives of the Greek community of Florida Atlantic University, these are the tenets by which we strive to live.