

**Colorado State University
Panhellenic Association Bylaws**

ARTICLE I. NAME

The name of this organization shall be the Colorado State University Panhellenic Association.

ARTICLE II. PURPOSE

The purpose 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 doing so to:

- Consider the goals and ideals of member groups as continually applicable to campus and personal life.
- Promote superior scholarship and basic intellectual development.
- Cooperate with member women's fraternities and the university administration in concern for and maintenance of high social and moral standards.
- Act in accordance with the National Panhellenic Conference (NPC) Unanimous Agreements, resolutions, and policies.
- Act in accordance with all such rules established by the Panhellenic Council, as to not violate the sovereignty, rights, and privileges of member women's fraternities.

ARTICLE III. MEMBERSHIP

The Colorado State University Panhellenic Association shall be composed of all initiates and new members of chapters and colonies recognized by the Colorado State University Panhellenic Council and the Office of Fraternity and Sorority Life. The Panhellenic Association shall not deny membership to any student on the basis of race, color, age, religion, national origin, disability, sexual orientation, gender, marital status or veteran status.

Section 1. Membership Classes

There shall be three classes of membership: Regular, Provisional, and Associate.

- A. Regular Membership. The regular membership of the Colorado State University Panhellenic Association shall be composed of all chapters of NPC fraternities at Colorado State 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. Associate Membership. Local sororities or national or regional non-NPC member groups may apply for associate membership of the Colorado State University Panhellenic Association. The membership eligibility requirements and the process for submitting an application and approval of the application shall be 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. Associate members of the College Panhellenic Council shall pay dues as determined by the College Panhellenic Council.

Section 2. Responsibilities of Membership

- A. Duty of Compliance. All members, including associate members, shall comply with all NPC Unanimous Agreements and be subject to the Colorado State University 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. Duty of Participation. All members, without regard to membership class, shall have at least two representatives for chapters over 40 members and one representative for chapters under 40 members in attendance at Panhellenic Council meetings. Representatives may include, but are not limited to, the chapter's Panhellenic delegate, assistant Panhellenic delegate, or president. All members, without regard to membership class, shall also reasonably participate in Panhellenic Association activities, programs, and events.
- C. Duty of Financial Payment. Regular members and Associate members shall make timely payment of dues and fees required by the Panhellenic Council and the Office of Fraternity and Sorority Life including, but not limited to, Panhellenic Council dues and new member dues.
- D. Duty of Membership Record Maintenance. All members, without regard to membership class, shall maintain an updated chapter file in the Office of Fraternity and Sorority Life, including a list of active, inactive, and new members and student ID numbers, a list of officers and contact information, and other chapter and member information as required.

Section 3. Membership Standing

A regular member that satisfies the responsibilities of regular membership, a provisional member that satisfies the responsibilities of provisional membership, or an associate member that satisfies the responsibilities of associate membership is in good standing with the Panhellenic Association.

A regular, provisional, or associate member may lose good standing status with the Panhellenic Association if found in violation of any rules or regulations set forth by the Colorado State University Office of Fraternity and Sorority Life, if it does not fulfill the responsibilities of membership listed in Article III, Section 2 of the Panhellenic Association Constitution, or the Joint Risk Management Policy. A regular, provisional, or associate member in good standing upholds the duties set forth by the Panhellenic Association, shall be in compliance with the rules, regulations, and expectations set forth in the Panhellenic Association bylaws. A member not in good standing is subject to judicial review and action by the appropriate governing body.

ARTICLE IV. OFFICERS AND DUTIES

Section 1. Panhellenic Association Officers

- A. The executive officers of the Colorado State University Panhellenic Association shall be the President, Executive Vice President, Director of Finance, Vice President of Recruitment, Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Operations, Director of Recruitment Promotion, Vice President of Community Development, Director of Scholarship, Director

of Community Service and Philanthropy, Vice President of Risk Management, and Vice President of Public Relations.

- B. The directors of the Colorado State University Panhellenic Association shall report to the appropriate Vice President.

Section 2. Eligibility

Eligibility to serve as an officer shall depend on the class of membership:

- A. Regular Membership. Members from women's fraternities holding regular membership in the Colorado State University Panhellenic Association shall be eligible to serve as any officer.
- B. Provisional Membership. Members from women's fraternities holding provisional membership in the Colorado State University Panhellenic Association shall not be eligible to serve as an officer.
- C. Associate Membership. Members from women's fraternities holding associate membership in the Colorado State Panhellenic Association shall be eligible to serve as any officer, except President, Vice President of Recruitment, Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Operations, and Director of Recruitment Promotion.

To be eligible for a Panhellenic Association Officer position, a member must:

- (1) Hold a cumulative GPA of 2.8 or higher while in office and to run for office;
 - a. If a candidate does not have the required GPA to run for office, they may submit a grade exception. This exception must be extenuating in circumstance and will be reviewed by the slating committee to determine the individual's eligibility.
- (2) Obtain a semester GPA of 2.5 or higher in the previous semester and while in office;
- (3) Have completed at least 30 credit hours at Colorado State University or any other institution of higher learning prior to election; and
- (4) Be in good standing with their respective chapter.

No more than four members from the same women's fraternity shall hold office during the same term.

No Panhellenic Association officer may hold an equivalent position within her chapter, executive or otherwise, concurrent with her term as a Colorado State University Panhellenic Association officer.

No Panhellenic Association officer may hold a position in her chapter that she is required to oversee as outlined by the duties of her Panhellenic Association officer position. This includes, but is not limited to, the following conflicts of interest: (1) the Panhellenic Vice President of Risk Management may not concurrently hold the office of Social Chairman in her chapter; (2) the Panhellenic Director of PNM Experiences may not concurrently hold the office of New Member Educator in her chapter.

Section 3. Slating Committee

The slating committee shall consider the qualifications of all candidates for elected executive board officer positions and shall nominate one name for each elected office. The slating committee shall consist of the following:

- A. The outgoing Panhellenic president, who shall serve as chair. In the instance that the outgoing Panhellenic president is seeking an executive board officer position, the outgoing Panhellenic executive board shall select from among themselves an individual who is not seeking an executive board officer position to serve as chair of the slating committee.
- B. One initiated member in good standing from each regular and associate member chapter, selected by each chapter through an internal process determined by that chapter. Member chapter representatives must not be seeking an Executive Board officer position.
- C. The Panhellenic Advisor(s) shall serve as a nonvoting, ex-officio member(s).

Section 4. Selection of Panhellenic Association Officers

A. Election Procedure

Panhellenic Association Executive Board Officers must be elected by the Panhellenic Association with officer installation and officer training occurring as soon after the election as possible.

i. Prior to Panhellenic Association Elections

- a. Applications must be turned in to the Office of Fraternity and Sorority Life by a date scheduled by the slating committee. The Panhellenic Advisor or President/chair shall hold the completed application in confidence until being distributed to the slating committee for review prior to their meeting.
- b. Between the application due date and Panhellenic Association elections, the slating committee reviews completed applications, conducts interviews with candidates, and matches each executive board office to the most qualified candidate. Immediately following, a representative of the slating committee contacts each slated candidate in person or by phone for permission to place her name on the slate, reminding each candidate of the confidentiality of the slated position. Once all slated candidates have granted permission for their name to be placed on the slate, all remaining applicants will be notified that they were not slated for a position and the slate will be made public and available to the Panhellenic Association.
- c. Slating committee prepares a statement of qualifications for each person slated. This document is shared with the Panhellenic delegates. At a Panhellenic Association meeting the slate will be formally presented to be passed.
- d. Should one or multiple Executive Board positions on the slate not be slated, the Panhellenic Council may offer challenges to the slate. Nominees must have previously submitted applications and be present when voting on the slate.
- e. Challengers to the slate may present a challenge to the slate at the Panhellenic council meeting immediately following when the slate is presented. Challengers must have previously submitted applications, and must be nominated by a Panhellenic delegate. They will be given the opportunity to read their qualifications and explain why they would be better suited for their chosen position. The slated individual will then be given the opportunity to defend their position on the slate. Delegates will then do a vote by ballot to indicate whether they would like to choose the slated representative or the challenger and there must be a 2/3 vote.

ii. Panhellenic Association Elections

- a. The ballots are prepared with the names and offices of those slated by the Slating Committee and any additional nominees put forth by the Panhellenic Council.
- b. Under general orders, the Panhellenic president distributes the ballots and the statement of qualifications previously developed by the slating committee to each chapter representative.
- c. Election by majority vote begins with the President and Vice Presidents and is conducted in the following order:
 - i. President
 - ii. Executive Vice President
 - iii. Vice President of Recruitment
 - iv. Vice President of Community Development
 - v. Vice President of Risk Management
 - vi. Vice President of Public Relations
- d. Director positions as the cabinet of the Executive Board shall then be elected.
 - i. Director of Finance
 - ii. Director of PNM Experiences Chair
 - iii. Director of Recruitment Coaches
 - iv. Director of Operations
 - v. Director of Recruitment Promotion
 - vi. Director of Scholarship
 - vii. Director of Community Service and Philanthropy

Section 5. Term

The Panhellenic Association officers shall serve a term of one calendar year or until their successors are installed. The term of office will begin upon installation.

Section 6. Removal

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

- A. Failure to maintain the required academic standing, as defined as maintaining a 2.80 cumulative grade point average and 2.5 semester grade point average.
- B. Nonperformance of duties, including unexcused absences from more than two Panhellenic Council or two executive board meetings.
- C. Noncompliance with any governing document of the Panhellenic Association.
- D. Personal behavior that does not reflect the values and purpose of the Panhellenic Association.

Section 7. Accountability

It must be understood that being an officer on the Panhellenic Association should be a primary time commitment and requires excellent character throughout the officer's term. Failure to maintain dedication to the officer position, improvement when requested, or character becoming of a Panhellenic officer will call into question the officer's eligibility to stay in office. If an officer is not fulfilling the duties of their position, as determined by the bylaws, the Panhellenic President and advisors have the power to request a mediation to

discuss the officer's duties. Consequences from this mediation will be determined by the Panhellenic President and/or Panhellenic advisors.

Any Panhellenic delegate or Panhellenic Association officer may initiate the removal from office process. The steps for removal of office are as follows:

- A. During a Panhellenic Association meeting, a written motion is provided to the Panhellenic Association president for removal of the officer, including the reasoning. In the event that the motion is for removal of the Panhellenic Association president, the written motion is provided to the executive vice president. The motion for removal of office is automatically held for one week.
- B. At the following Panhellenic Council meeting, the motion initiator shall present their reasoning and the Panhellenic Association officer in question shall have a chance to respond. In addition, all Panhellenic delegates and Panhellenic Association officers will have a chance to provide insight.
- C. Following debate, a vote on the removal will occur. The officer may only be removed from office by a two-thirds vote of the full membership of the Panhellenic Association.

Section 9. Vacancies

Should there be a vacancy after the initial election process, the position will be filled as soon as possible by an application and question and answer period to the Panhellenic Council process with no slate presented. All applicants are able to participate. Once the open position(s) are announced, there will be a period of time for the applications to be read by the slating committee or the newly slated officers and top candidates to be selected. The top candidates will attend the Panhellenic Council meeting for a question and answer process with delegates. Immediately following the question and answer period, the following council meeting the delegates will perform a ballot vote to select the final candidate. Candidate must be determined by two thirds vote.

Section 10. Panhellenic Association Officer Duties

All Panhellenic Association officers shall maintain a complete and current file that includes a copy of the Colorado State University Panhellenic Association Constitution and Bylaws, Panhellenic Association budget, recent NPC resolutions and unanimous agreements, correspondence for the past year, and all other information pertinent to the position.

All Panhellenic Association officers shall attend the leadership programs organized by Office of Fraternity and Sorority Life including the Association of Fraternal Leadership and Values conference and Fraternity and Sorority Life Institute. Failure to attend these retreats is cause for removal from office.

Panhellenic Association Executive Officers shall attend all meetings of the Panhellenic Council and all Executive Board meetings. When the Executive Board or Cabinet meets will be at the discretion of the Panhellenic President. The Executive Board meeting will consist of the President and the five Vice President positions. The Cabinet meeting will consist of the President, five Vice President positions, and the seven Director positions. Unexcused absence from more than two Panhellenic Council meetings, or more than two Executive Board meetings, or Cabinet meetings, is grounds for removal from office. Excusal is granted by the Panhellenic Council President, or Executive Vice President, or in the event of their absence, by the Panhellenic Advisor(s). To obtain excusal, notification must be given at least 48 hours prior to the meeting or event from which the

absence will occur. Classes required to complete degree requirements which are only offered at the time of Panhellenic Council meetings will be excused, if proper notice is given to the Panhellenic President.

General duties of all Panhellenic Association executive officers include meeting with the Panhellenic advisor(s), completing a minimum of two office hours per week, and participating in the Officer Workshop Series, as applicable, in addition to all other duties assigned.

Furthermore, it shall be the responsibility of all Panhellenic Association officers to maintain and uphold the Colorado State University Panhellenic Constitution and Bylaws.

A. President. The Panhellenic President shall:

- Maintain overall responsibility for the operation of the Colorado State University Panhellenic Association and serve as the Panhellenic Association representative to the campus and community.
- Preside at all meetings of the Panhellenic Council.
- Preside at all meetings of the Panhellenic executive board and cabinet.
- Meet as necessary with chapter presidents to discuss community issues and keep chapters updated on relevant information.
- Serve as a member of the Recruitment Management Team during formal membership recruitment and disassociate.
- Serve as an ex-officio, non-voting member of the Fort Collins Area Alumnae Panhellenic.
- Meet regularly with the Interfraternity Council President, Multicultural Greek Council President, and the National Pan-Hellenic Council President, also known as Ascend meeting.
- Communicate regularly with the NPC Area Advisor.
- Be familiar with the NPC Manual of Information and all governing documents of the National Panhellenic Association.
- Complete the NPC Annual Report, as well as ensure all other NPC reports are completed.
- Serve as signatory on General and Recruitment bank accounts.
- Meet regularly and communicate regularly with the Panhellenic advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

B. Executive Vice President. The Panhellenic Executive Vice President shall:

- Perform duties of interim Panhellenic President in the case of her absence or removal.
- Compile agenda, call roll, and take minutes at all Panhellenic Council, Executive Board meetings, and Cabinet.
- Type and distribute weekly minutes to Panhellenic Association officers, chapter presidents and chapter Panhellenic delegates.
- Maintain an up-to-date file of all Panhellenic Council Meeting Minutes and governing documents.
- Oversee Director of Finance and ensure finances are in order.
- Serve as the Panhellenic Chair for the Joint Judicial Board and serve on the All University Hearing Board.
- Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the Joint Risk Management Policy the CSU Student Code of Conduct, and other relevant university, local, state, and federal laws.

- Update bylaws as needed and passed by the Panhellenic Council.
- Plan and implement Officer Workshop Series.
- Meet as necessary with chapter judicial officers to provide training on the Joint Judicial Board and All-University Hearing Board process, as well as share relevant information on judicial/accountability processes and educational sanctioning.
- Meet weekly and communicate regularly with the President and Panhellenic Advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

C. Vice President of Recruitment. The Panhellenic Vice President of Recruitment shall:

- Maintain overall responsibility for the planning and implementation of the formal membership recruitment and spring/ongoing recruitment processes according to the Code of Ethics and Panhellenic Recruitment Rules.
- Serve as chair of the Recruitment Management Team and disassociate during formal membership recruitment.
- Plan and implement fall pre-recruitment events with the Recruitment Management Team
- Serve as signatory on the recruitment account.
- Meet as necessary with chapter recruitment chairs and recruitment advisors to finalize recruitment rules and schedules, as well as keep chapters updated on recruitment information through roundtable.
- Conduct post-recruitment meetings and surveys to obtain suggestions and comments for the following year's formal membership recruitment.
- Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term and will receive compensation.
- Meet with Directors of PNM Experiences, Recruitment Coaches, Recruitment Promotion, and Recruitment Operations regularly for one on one meetings and serve as support and team help to all recruitment director activities.
- Serve as a Fraternity and Sorority Life Ambassador in the summer during term.
- Coordinate education and programming initiatives on the best practices of continuous open bidding, when necessary such as, but not limited to, planning the spring meet and greet with the Recruitment Management Team.
- Assist all associate chapters with their year round recruitment efforts
- Meet regularly and communicate regularly with the Panhellenic president and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

D. Vice President of Community Development. The Panhellenic Vice President of Community Development shall:

- Serve as a liaison for the Fraternity and Sorority Programming Board.
- Plan and implement Panhellenic council delegate training, review Robert's Rules of Order with the Delegates and with the Panhellenic officers
- Plan and implement National Ritual Appreciation Week.
- Plan and implement senior programming.

- Plan and implement leadership and educational development opportunities for chapter membership.
- Meet as necessary with chapter programming officers to discuss leadership and educational programming initiatives
- Oversee and advise the Sisterhood Coalition.
- Plan and implement Panhellenic sisterhood events.
- Assist in planning Sexual Assault Awareness Month
- Oversee Director of Scholarship and Director of Community Service and Philanthropy.
- Meet regularly and communicate regularly with the Panhellenic president and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

E. Vice President of Risk Management. The Panhellenic Vice President of Risk Management shall:

- Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the CSU Student Code of Conduct, the Joint Risk Management Policy, individual chapter risk management policies, and other relevant university, local, and state laws.
- Assist the Office of Fraternity and Sorority Life Staff in conducting risk management training, including Officer Workshop Series.
- Plan and implement educational programs on risk management and prevention, including National Hazing Prevention Week, National Collegiate Alcohol Awareness Week, and Sexual Assault Awareness Month.
- Serve on the Risk Management Task Force.
- Meet as necessary with chapter risk management officers to discuss effective risk prevention strategies and provide resources, as well as provide information on the Panhellenic community risk management policy and risk prevention efforts.
- Conduct an ongoing review and confirmation/denial of event registration forms to ensure compliance with all Panhellenic governing documents.
- Meet regularly and communicate regularly with the Panhellenic president and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

F. Vice President of Public Relations. The Vice President of Panhellenic Public Relations shall:

- Develop, plan, and implement a comprehensive year-round public relations and marketing strategy for the Panhellenic Association.
- Prepare and send news releases to the college and local media for all major Panhellenic Association events and programming.
- Monitor college news and media sources for Fraternity and Sorority Life exposure.
- Meet as necessary with chapter public relations officers to discuss the effective chapter marketing strategies and provide public relations resources, as well as provide information on the Panhellenic community public relations and marketing strategy.
- Work cohesively with Director of Recruitment Promotions to follow branding standards of the Panhellenic Association.

- Assist Panhellenic Association officers and chapters in the promotion, advertising, and publicity of their events.
- Serve as an FSL Ambassador for the orientation programs as a Panhellenic representative and complete all required training.
- Oversee and manage all Panhellenic Association social media efforts.
- Plan and implement Officer Workshop Series.
- Develop, plan, and implement a public relations and marketing strategy for the Welcome Week Block Party.
- Meet regularly and communicate regularly with the Panhellenic president and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

G. Director of Finance. The Panhellenic Director of Finance shall:

- Manage all finances, and budget.
- Provide a budget breakdown for the chapters and Panhellenic officers.
- Oversee the financial management of the Panhellenic general account and savings account with the Panhellenic Advisor, including the preparation of the annual panhellenic budget, collection of member dues according to the Panhellenic Financial Outline, prompt payment of all Panhellenic Association bills, and reconciling of the Panhellenic Accounts to the bank statements.
- Collect dues from each Panhellenic Association chapter.
- Serve as signatory on the Panhellenic general account.
- Provide a financial report during Panhellenic Council meetings on the invoice schedule.
- Meet as necessary with chapter financial officers to discuss the Panhellenic Financial Outline, and other relevant Panhellenic financial topics.
- Specifically balance the Panhellenic checkbook monthly as statements come in.
- Meet regularly and communicate regularly with the Executive Vice President and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

H. Director of PNM Experiences. The Panhellenic Director of PNM Experiences shall:

- Perform the duties of the Vice President of Recruitment in her absence.
- Assist in coordinating all ICS system operations for formal membership recruitment.
- Assist PNMs in the withdrawal process and input all withdrawal forms.
- Assist any concerned PNMs on Bid Day.
- Coordinate and execute any potential new member abbreviated schedules for formal membership Recruitment.
- Be available to work necessary amount of hours in Office of Fraternity and Sorority Life during the summer of elected term and will receive compensation.
- Respond to any and all emails related to interest in joining Panhellenic community.
- Communicate with chapters about abbreviated schedules.
- Ensure the PNM experience runs smoothly during process when problems and/or scenarios arise.

- Serve as a member of the Recruitment Management Team and disassociate during formal membership recruitment.
- Meet regularly and communicate regularly with the Vice President of Recruitment and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

I. Director of Recruitment Coaches. The Panhellenic Director of Recruitment Coaches shall:

- Assist the Vice President of Recruitment with formal membership recruitment planning and implementation.
- Coordinate the selection and training of Recruitment Coaches according to the Code of Ethics and Panhellenic Recruitment Rules.
- Conduct post-recruitment meetings and evaluations with recruitment coaches to obtain suggestions and comments for the following year's formal membership recruitment.
- Serve as a member of the Recruitment Management Team and disassociate during formal membership recruitment.
- Must have previously served as a Recruitment Coach.
- Coordinate with and manage Recruitment Coaches during formal recruitment.
- Serve as a member of the Recruitment Management Team and disassociate during formal membership recruitment.
- Meet regularly and communicate regularly with the Vice President of Recruitment and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.
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J. Director of Recruitment Operations The Panhellenic Director of Recruitment Operations shall:

- Oversee all recruitment finances and be a signatory on the Panhellenic recruitment account
- Work with the Director of Finance to ensure all Panhellenic accounts are in order and create and manage a Budget.
- Coordinate transportation, reservations, and catering for formal membership recruitment.
- Coordinate all ICS system operations for formal membership recruitment.
- Follow through with and plan all logistical aspects of formal membership recruitment.
- Serve as the recruitment headquarters chair and manage ROPs.
- Serve as a member of the Recruitment Management Team and disassociate during formal membership recruitment.
- Meet regularly and communicate regularly with the Vice President of Recruitment and Panhellenic Advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties that arise and apply.

K. Director of Recruitment Promotion The Panhellenic Director of Recruitment Promotion shall:

- Develop, plan, and implement a comprehensive year-round public relations and marketing strategy for all Panhellenic recruitment events. Specifically, coordinate the pre-recruitment marketing

strategy.

- Conduct post-recruitment meetings and evaluations with recruitment officers to obtain suggestions and comments for the following year's formal membership recruitment marketing efforts.
- Coordinate with Vice President of Public Relations to ensure council and community marketing efforts and branding are consistent for the Panhellenic Association.
- Participate in joint efforts with the Vice President of Public Relations for any social media posts about recruitment events.
- Attend Recruitment Management Team meetings.
- Meet weekly with the Vice President of Recruitment and Panhellenic advisor.
- Develop the potential new member booklet.
- Serve as the project team lead on all planning efforts including recruitment apparel, summer giveaways, nametags, etc.
- Oversee all marketing initiatives for Panhellenic recruitment with the Vice President of Public Relations
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Serve as a member of the Recruitment Management Team and disassociate during formal Serve as an FSL Ambassador for the spring, summer, and fall orientation programs as a Panhellenic representative with the Vice President of Recruitment and complete all required training.
- Meet regularly and communicate regularly with the Vice President of Recruitment and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

K. Director of Scholarship. The Panhellenic Director of Scholarship shall:

- Meet individually with scholarship officers of chapters below the All Panhellenic average each semester regarding grade reports and academic action plans to determine areas of achievement and areas of needed improvement.
- Meet as necessary with chapter scholarship officers to discuss effective academic programming and campus resources, as well as the Panhellenic Community scholarship initiatives.
- Plan and implement an honorary and appreciation event for faculty.
- Plan and implement Officer Workshop Series.
- Meet regularly and communicate regularly with the Vice President of Community Service and Development and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

L. Director of Community Service and Philanthropy. The Panhellenic Director of Community Service and Philanthropy shall:

- Meet as necessary with chapter community service and philanthropy officers to discuss effective community service and philanthropy programming and campus resources.

- Meet with the Community Service and Philanthropy Council Officers and Fraternity and Sorority Life Advisor regularly.
- Ensure all Panhellenic chapters' philanthropy events are registered and submitted to the Fraternity and Sorority Life calendar prior to the event occurring.
- Assist in the promotional of all Panhellenic chapters' philanthropy events.
- Share best practices and coordinate community wide service efforts.
- Attend all chapters' philanthropy events, if able, and help promote.
- Provide information about opportunities and experiences for service, and serve as a liaison between outside service events and the Panhellenic community.
- Plan and implement Officer Workshop Series.
- Meet regularly and communicate regularly with the Vice President of Community Service and Development and advisor(s).
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties as assigned.

ARTICLE V. THE PANHELLENIC COUNCIL

Section 1. Authority

The governing body of the Colorado State University 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 Colorado State University Panhellenic Association including, but not limited to: annually review and adjust total as needed; 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 Colorado State University Panhellenic Council shall be composed of one delegate and one alternate delegate from each regular, provisional and associate member group at Colorado State University as identified in Article III of the Panhellenic Association Constitution. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of the Panhellenic Association Constitution. 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 alternative are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented to the Association President. Should the delegates miss more than two council meetings, the chapter will be asked to discuss reasons and future options with the Panhellenic President and the Advisor.

Section 3. Selection of Delegates and Alternates

Delegates and alternate to the Colorado State University Panhellenic Council shall be selected by their respective women's fraternity chapters to serve a term of one year corresponding to the term of the Panhellenic Association Officers.

Section 4. Delegate Vacancies

When a delegate vacancy occurs, it shall be the responsibility of the women's fraternity concerned to select a replacement within two weeks and notify the Panhellenic Vice President of Administration of her name and contact information. If a meeting of the Panhellenic Council occurs while a delegate vacancy exists, the alternate delegate or other member of the fraternity concerned shall fulfill the duties of the delegate.

Section 5. Regular Meetings

Regular meetings of the Panhellenic Council shall be held at a time and place established at the beginning of each semester.

Section 6. 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 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 7. Quorum

Two-thirds of the delegates from the member fraternities of the Colorado State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 8. Vote Requirements

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 on the issue.

A two-thirds vote of the Panhellenic Council shall be required to approve a re-colonization plan and for all extension-related votes. All other votes, unless specified in these bylaws, shall require a majority vote for adoption.

ARTICLE VI. THE EXECUTIVE BOARD AND CABINET

Section 1. 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, the Executive Board shall also report all action it has taken and, through the Panhellenic Executive Vice President, record the action in the minutes of the meeting.

Section 2. Regular Meetings

Regular meetings of the Executive Board and Cabinet shall be held at a time and place established at the beginning of each academic term.

Section 3. 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 4. Quorum

A majority of the Executive Board members shall constitute a quorum for the transaction of business.

ARTICLE VII. COMMITTEES

Section 1. Standing Committees

The standing committees of the Colorado State University Panhellenic Association shall be the Panhellenic Joint Judicial Board, Recruitment Management Team, Slating Committee, Sisterhood Coalition, and the Community Development Team, as outlined in Article IX of the Panhellenic Association Bylaws. The standing committees shall serve a term of one year, which shall coincide with the term of the Panhellenic Association officers.

Section 2. Appointment of Committee Membership

The Executive Board shall appoint members and chairs of all standing and special committees, with approval of the Panhellenic Council, except as provided otherwise in the Panhellenic Association Constitution or Bylaws; and, in making these appointments, recognize fair representation from all member women fraternities as much as possible.

Section 3. Joint Judicial Board

The Joint Judicial Board upholds the Fraternity and Sorority Joint Risk Management Policy and adjudicates all violations of this policy in conjunction with the Intrafraternity Council and the Multi-Cultural Greek Council. The Executive Vice President of the Panhellenic Executive Board will serve as the Panhellenic chair and will appoint through an application process three Panhellenic justices. The Executive Vice President and justices are subject to the rules, regulations, processes, and stipulations set forth in the Joint Judicial Board Procedures document.

Section 4. Recruitment Management Team

The Recruitment Management Team shall consist of the Vice President of Recruitment, Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment. The Vice President of Recruitment shall serve as chair of the committee. The Recruitment Management Team shall review and develop the Panhellenic Recruitment Rules annually and submit them for discussion and approval to the Panhellenic Council before the end of the academic term preceding the membership recruitment period. Finally, the Recruitment Management Team shall conduct a post-recruitment evaluation, including recommendations for the following year.

Section 5. Sisterhood Coalition

The Panhellenic Vice President of Community Development shall serve as the chair of the Sisterhood Coalition. Membership will consist of two representatives from each chapter with more than 40 members and chapters with 40 members or less only need one. The Sisterhood Coalition will assist members of the community in discussing difficult topics.

Section 6. Other Committees

Other such committees, standing or special, shall be appointed as deemed necessary by the Executive Board, with approval of the Panhellenic Council.

ARTICLE VIII. MANDATORY EVENTS

Section 1: Notification of Mandatory Events

Mandatory events will be announced at least three weeks prior to their occurrence at a regularly scheduled Panhellenic Council meeting. Failure to give proper notice of a mandatory event or event for Elevation points negates the attendance requirement.

ARTICLE IX. FINANCES

Section 1. Fiscal Year

The fiscal year of the Colorado State University Panhellenic Association shall be from January 1 to December 31 inclusive.

Section 2. Contracts

Dual signatures of the Panhellenic President and Panhellenic Advisor shall be required to bind the Colorado State University Panhellenic Association on any contract.

Section 3. Checks

All checks issued on behalf of the Colorado State University Panhellenic Association shall bear dual signatures. The following shall be authorized to be one of the two required signatures: Panhellenic President, Panhellenic Director of Finance, Director of Recruitment Operations (involving recruitment account), Vice President of Recruitment (involving recruitment account), Panhellenic Advisor, and Director of Fraternity and Sorority Life.

Section 4. Payments

Executive officers will provide itemized receipts to the Director of Finance on all transactions in addition to filling out an expense/reimbursement form stating the purchase or financial transaction request, amount, and the item or reason for transaction. If itemized receipts are not made available, then the executive officer who made the purchase or transaction will be held responsible and liable for purchase made or financial transaction. All financial decisions and transactions will be communicated to the Director of Finance before purchase is made.

Section 5. Dues

- A. NPC College Panhellenic Dues. NPC College Panhellenic dues shall be paid yearly as invoiced by the NPC office.
- B. Panhellenic Association Member Dues. Panhellenic Association membership dues shall be an assessment per member and new member each semester. The amount of such dues for the next academic year shall be determined by the Panhellenic Council no later than February of the year. The dues of each Panhellenic Association member fraternity shall be payable on or before a date determined annual by the Panhellenic Director of Finance.

Section 6. Fees and Assessments

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

Section 7. Programming Board Financial Policy

- A. The Programming Board shall maintain a liaison through the Panhellenic Association Executive Board before funds can be released to the Programming Board. The liaison shall be the Vice President of Community Development.
- B. The programming board shall receive four dollars (\$4) per member of the PHA dues at the beginning of each semester. This is collected without raising funds from current dues and is solidified in the Financial Outline document. Funds shall be released to the board as soon as possible each semester.
- C. Any invoices from the Programming Board to chapters must be done through the Director of Finances. The Programming Board shall not invoice chapters directly. Online shirt orders shall be an exception.
- D. Funds for the Programming Board could include, but is not limited to the following:
 - F/S Fest
 - Homecoming Week
 - Speakers
 - Ritual Appreciation Week
 - Sexual Assault Awareness Month

- National Hazing Prevention Week

- E. It is up to the discretion of the Panhellenic Executive Board if they are to include a member of the Programming Board at conferences such as FSLI, AFLV, etc. through council funds. If a member of the Programming Board is to attend one of these events through the Panhellenic Association Budget, that member must meet the eligibility requirements of the Executive Board and be a member from within the Panhellenic Association.
- F. The Programming Board shall present their internal budget and expenses once per semester at the Panhellenic Council. Dates to be determined by the Panhellenic Executive Board.

ARTICLE X. CHAPTER TOTAL

The median chapter size (ACS), rounded down to the nearest whole number, will automatically reset no later than 72 hours following bid distribution, per NPC unanimous committee in the fall and in the first two weeks of the spring.

ARTICLE XI. EXTENSION

Section 1. NPC Extension Process

Extension is the process of adding an NPC women's fraternity. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines found on the NPC website and in the NPC Manual of Information. The Panhellenic Association shall seek approval from the Colorado State University administration for the establishment of a new chapter when the strength of present chapters and University enrollment warrant the addition of a new group. A new chapter shall be organized through establishment by an NPC women's fraternity, or through a local sorority, which may petition an NPC group for a chapter.

Section 2. Voting Rights on NPC Extension

Only regular members of the Panhellenic Council shall vote on extension matters.

Section 3: Non-NPC and Associate Chapter Recognition

Any member group who wishes to join the Panhellenic Association as non-NPC organization who does not participate in formal recruitment and is not part of the NPC shall follow the associate chapter recognition process. This process shall include a majority vote by all recognized organizations in the Panhellenic Association.

Section 4: Voting Rights on Associate Chapter Recognition

Every recognized organization in the Panhellenic Association shall have a vote on extending recognition to a non-NPC organization.

ARTICLE XII. 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, the Panhellenic Association Constitution and Bylaws, the Panhellenic Code of Ethics, Panhellenic Standing Rules and/or Panhellenic Membership Recruitment Rules shall be considered a violation.

Section 2. Informal Resolution

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 Colorado State University Panhellenic Association shall follow all mediation guidelines found in the NPC Manual of Information. The Panhellenic Judicial Board, in this instance, shall be defined as the Panhellenic justices serving on the Joint Judicial Board along with appropriate university officials or accountability specialists and Panhellenic advisor(s).

- A. Mediation. Mediation is the first step of the judicial process. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the mediation process found in the NPC Manual of Information.
- B. Judicial Board Hearing. When a violation is not settled informally or through mediation, the Panhellenic Judicial Board shall resolve the issue in a judicial board hearing, as outlined in the Colorado State University Panhellenic Judicial Procedures.
- C. Appeal of Judicial Board Decision. A decision of the judicial board may be appealed by any involved party to the NPC and non-NPC College Panhellenic's Judicial Appeal Committee, as outlined in the NPC Judicial Procedures. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements concerning the appeals process found in the Manual of Information.

ARTICLE XIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Colorado State University 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 Colorado State University Panhellenic Association may adopt.

ARTICLE XIV. AMENDMENTS OF BYLAWS

This constitution may be amended at any regular or special meeting of the Colorado State University Panhellenic Association 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 Colorado State 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.

[Passed by the Panhellenic Council, and subsequently amended on October 6, 2011 by Resolution 2011/05, on November 17, 2011 by Resolution 2011/09, on October 18, 2012 by Resolution 2012/05, on November 16, 2012 by Resolution 2012/09, on September 26, 2013 by Resolution 2013/07, and on October 17, 2013 by Resolution 2013/08, and on October 27, 2014 by Amendment 2014/05]