

**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 two classes of membership: Regular 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 a voice and vote on all matters.

- B. Provisional Membership. The provisional membership of the Colorado State University College Panhellenic Association shall be composed of all newly established chapters of NPC sororities at Colorado State 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 sorority.
- C. 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 of 40 or more 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, such as but not limited to, but not limited to committee meetings, council meetings, or trainings.
- C. Duty of Financial Payment. Regular and Associate members shall make timely payment of dues and fees required by the Panhellenic Council including, but not limited to, active member dues and new member dues. A chapter with outstanding

dues and fees two weeks after the deadline will have a hearing with their respective Office of Fraternity and Sorority Life (OFSL) advisor and the Director of Finance.

- 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 or an associate member that satisfies the responsibilities of associate membership is in good standing with the Panhellenic Association.

A regular 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 and the Office of Fraternity and Sorority Life, or if it does not fulfill the responsibilities of membership listed in Article III, Section 2 of the Panhellenic Association Constitution. A regular 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, Director of Diversity, Equity, and Inclusion, 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. 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 to run for office. This exception must be extenuating in circumstance and will be reviewed by the slating committee to determine the individual's eligibility.
 - b. Grades will be checked at the beginning of term and beginning of the second semester of term. Officers that do not meet the GPA requirement are required to meet with the Panhellenic advisor and President to develop an academic plan for the semester.
2. Have completed at least 30 credit hours at Colorado State University or any other institution of higher education prior to election.
3. 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 situations: (1) the Panhellenic Director of Finance may not concurrently hold the office of Treasurer in her chapter; (2) the Panhellenic Vice President of

Risk Management may not concurrently hold the office of risk and accountability chairman 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 at least one person for each elected office. The Slating Committee shall consist of the following:

- A. The outgoing Panhellenic President and Executive Vice President shall serve as co-chairs. In the instance that the outgoing Panhellenic President or Executive Vice 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 non-voting, ex-officio member(s).

Section 4. Selection of Panhellenic Association Officers

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.

- A. Election Procedure
 - i. Prior to Panhellenic Association elections
 - i. Applications must be submitted to the Office of Fraternity and Sorority Life by a date scheduled by the current executive board. The Panhellenic advisor(s) or President/chair shall hold the completed application in confidence until being distributed to the Slating Committee for review prior to their meeting.
 - ii. 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.

- iii. The 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 for consideration.
 - iv. In the event that the Slating Committee feels there were not adequate options to fill the executive board, they may choose to reopen applications and conduct additional interviews.
 - v. Challengers to the slate may present a challenge to the slate at the Panhellenic Association 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 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 two-thirds vote in favor of one candidate in order for that person to be added to the slate.
- ii. Panhellenic Association Elections
 - i. The ballot is prepared with the names and offices of those slated by the Slating Committee and any additional nominees put forth by the Panhellenic Association.
 - ii. Under general orders, the Panhellenic President distributes the ballots and the statement of qualifications previously developed by the Slating Committee to each chapter representative.
 - iii. The ballots will be collected and the Panhellenic President shall tally votes to determine if the slate is passed by a majority vote.

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 7. Removal

Any Panhellenic Association officer may be removed for cause by a vote of two-thirds majority 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. If an officer falls below this requirement, a

- mediation will be conducted to come up with an academic plan and the officer will have to meet with the Panhellenic Advisor, President, or Executive Vice President.
- B. Non performance of duties, including unexcused absences from more than two Panhellenic events per semester. If there is a scheduling conflict, alternative arrangements can be made with the President and Executive Vice President.
 - 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 8. Accountability

It must be understood that being an officer in 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 unbecoming 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 and performance. Consequences from the mediation will be determined by the Panhellenic President and/or Panhellenic advisor(s).

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

- A. During a Panhellenic Association meeting, a written motion is provided to the Panhellenic President for removal of the officer, including the reasoning. In the event that the motion is for removal of the Panhellenic 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 through an application process. Once the open position(s) is announced, there will be a period of time for the applications to be read by the Slating Committee for the newly slated officers and top candidates to be selected. If the Panhellenic Executive officers choose to forego the Slating Committee, interviews and selection of top candidates can be determined by the President, Executive Vice President, and up to three other members of the executive board. The top candidates (minimum of one, maximum of three) will attend the Panhellenic Council meeting for a question and answer process with the delegates. Immediately following the question and answer period, a ballot vote will occur to select the final candidate. The 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 (as applicable) and the Fraternity and Sorority Leadership Institute. Failure to attend these retreats is cause for removal from office.

Panhellenic Association Executive Board 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. Executive board meetings will consist of the Panhellenic advisor, President, and the five vice presidents. Cabinet meetings will consist of the Panhellenic advisor, President, five vice presidents, and the eight directors. Unexcused absences from more than two Panhellenic events per semester is grounds for removal from office. Excusal is granted by the Panhellenic President or Executive Vice President, or, in the event of their absence, by the Panhellenic advisor(s). If the officer finds that she is unable to attend mandatory meetings for an approved excuse, she may work with the President and Executive Vice President. To obtain excusal, notification must be given at least 48 hours prior to the meeting or event from which the absence will occur via email, barring emergencies when a text message is appropriate. Mandatory Panhellenic events must be communicated via email at least two weeks prior to an event, unless otherwise determined by the executive officers. 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 and Executive Vice President.

General duties of all Panhellenic Association Executive Board positions include meeting with the Panhellenic advisor(s), completing two officer hours per week in the Office of Fraternity and Sorority Life, and participating in Officer Workshops, as applicable. All communication between Panhellenic Association officers shall be conducted in a professional and timely manner via email. Other professional communication platforms, such as 'GroupMe', may be used as an informal way of communication between officers, advisors, Panhellenic delegates, and council volunteers. Other forms of communication (i.e., Snapchat or other social media) are not considered an appropriate method of notification of important events.

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

A. 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
- Serve as an ex-officio, non-voting member of the Fort Collins Area Alumnae Panhellenic.
- Attend monthly Presidents Forums.
- Attend the Association of Fraternal Leadership & Values (AFLV) conference in the spring semester.
- Attend Ascend meetings.
- Communicate regularly with the NPC Area Advisor.
- Be familiar with the NPC Manual of Information and all governing documents of the National Panhellenic Conference.
- 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 and communicate regularly with the Panhellenic advisor(s).

- Meet and communicate with Panhellenic executive board vice presidents.
- Meet as necessary with Panhellenic directors.
- 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. 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, and Cabinet meetings.
- Type and distribute weekly minutes to Panhellenic Association officers, chapter presidents, chapter Panhellenic delegates and the NPC area advisor.
- Maintain an up-to-date file of all Panhellenic Council meeting minutes and governing documents.
- Serve as the Panhellenic Chair for the Joint Judicial Board and serve on the All University Hearing Board.
- Oversee the Director of Finance to ensure finances are in order.
- Be familiar with the NPC Manual of Information and Unanimous Agreements, all governing documents of the Panhellenic Association, the Joint Policy on Risk Management, The Joint Policy on Philanthropy and Fundraising, the CSU Student Conduct Code, and other relevant university, local, and state laws.
- Update bylaws as needed and for passage by the Panhellenic Council.
- 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 bi-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.
- Assist the Vice President of Community Development with Panhellenic delegate training and sisterhood events.
- Perform all other duties as assigned.

C. The Panhellenic Vice President of Recruitment shall:

- Maintain overall responsibility for the planning and implementation of fall primary Recruitment and spring/ongoing recruitment processes.
- Serve as chair of the Recruitment Management Team.

- Plan and implement fall pre-recruitment events with the Recruitment Management Team.
- Serve as signatory on the recruitment bank 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.
- Conduct post-recruitment meetings and surveys to obtain suggestions and comments for the following year's fall primary recruitment.
- Be available to work a necessary amount of hours in the Office of Fraternity and Sorority Life during the summer of elected term and receive compensation for work.
- Meet with the Director of PNM Experiences, Director of Recruitment Coaches, Director of Recruitment Promotion, and Director of Recruitment Operations regularly for meetings and serve as support and team help to all recruitment director activities as well as assist and intervene when their duties are not fulfilled.
- Serve as a Fraternity and Sorority Life Ambassador, including participating in spring training and working in the summer.
- Coordinate education and programming initiatives on the best practices of continuous open bidding.
- Coordinate the spring meet and greet recruitment event with the Recruitment Management Team.
- Assist all associate chapters with year-round recruitment efforts.
- Meet and communicate regularly with the Panhellenic President and advisor(s).
- Manage all chapter forms and requirements including recruitment round/expense breakdown.
- Assist in selection and training of recruitment coaches.
- 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. The Panhellenic Vice President of Community Development shall:

- Serve as a liaison to the Fraternity and Sorority Programming Board.
- Plan and implement Panhellenic council delegate training, including the review of Robert's Rules of Order.
- 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.

- Plan and oversee the Sonia Margolin ImMasche Kindness Summit.
- Plan and implement Panhellenic sisterhood events.
- Oversee and meet regularly with the Director of Scholarship, the Director of Community Service and Philanthropy, and the Director of Diversity, Equity, and Inclusion.
- Meet 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. 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 Conduct Code of Conduct, the Joint Policy on Risk Management, individual chapter risk management policies, and other relevant university, local, and state laws.
- Assist the Office of Fraternity and Sorority Life in conducting risk management training, including officer workshops.
- Partner with others on educational programs about risk management and prevention, such as National Hazing Prevention Week, National Collegiate Alcohol Awareness Week, and Sexual Assault Awareness Month.
- Serve on the Harm Reduction and Risk Management Workgroup.
- Meet as necessary with other council risk management officers.
- 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 of social event registration forms to ensure compliance with the Joint Policy on Risk Management.
- Meet 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. The Panhellenic Vice President of 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 college and local media for all major Panhellenic Association events and programming.

- Have experience or interest in social media marketing, graphic design applications, and other design processes.
- Meet as necessary with chapter public relations officers to discuss effective chapter marketing strategies and provide public relations resources, as well as provide information on the Panhellenic community public relations and marketing strategy.
- Monitor college news and media sources for fraternity and sorority life exposure.
- Work cohesively with the Director of Recruitment Promotion 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 Fraternity & Sorority Life Ambassador.
- Assist with planning and implementing officer workshops for external relations officers, as necessary.
- Develop, plan, and implement a public relations and marketing strategy for the Welcome Back Block Party.
- Meet 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.
- Monitor and develop posts (including stories) and engage with users for all Panhellenic social media platforms and coordinate Wear 'Em Wednesday.
- Perform all other duties as assigned.

G. The Panhellenic Director of Finance shall:

- Oversee the financial management of the Panhellenic general account with the Panhellenic advisor(s), including the preparation of the annual Panhellenic budget.
- Manage the collection of member dues according to the Panhellenic financial outline, prompt payment of all Panhellenic Association bills, and reconciliation of the Panhellenic accounts to the bank statements. This includes the assessment of late fees.
- After the approval of the budget by the Panhellenic Association, provide a copy of the Panhellenic Association budget to each Colorado State Panhellenic Association member 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.
- Balance the Panhellenic checkbook monthly.

- Meet and communicate regularly with the Panhellenic advisor(s) and Executive Vice President.
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Perform all other duties that arise.

H. The Panhellenic Director of PNM Experiences shall:

- Perform the duties of the Vice President of Recruitment in her absence.
- Serve as a member of the Recruitment Management Team.
- Assist in coordinating all online system operations for fall primary Panhellenic recruitment.
- Assist PNMs in the withdrawal process from primary recruitment and input all withdrawal forms.
- Manage bid day.
- Coordinate and execute any potential new member abbreviated schedules/excuses for primary recruitment.
- Be available to work a necessary amount of hours in the Office of Fraternity and Sorority Life during the summer of elected term and receive compensation for that work.
- Serve as a Fraternity and Sorority Life Ambassador, including participating in spring training and working in the summer.
- Respond to any and all emails related to interest in joining the Panhellenic community.
- Assist the Director of Recruitment Coaches with spring training, preparation week, and fall training of recruitment coaches.
- Assist the Director of Recruitment Promotion with putting together and ordering PNM booklets.
- Plan and implement orientation sessions for potential new members during fall primary recruitment.
- Complete at least two regularly scheduled office hours each week in the Office of Fraternity and Sorority Life.
- Coordinate and support chapters in Continuous Open Bidding and spring recruitment efforts.
- Perform all other duties that arise and apply.

I. The Panhellenic Director of Recruitment Coaches shall:

- Assist the Vice President of Recruitment with fall primary recruitment planning and implementation.

- Coordinate the selection and training of recruitment coaches.
- Conduct post-recruitment meetings and evaluations with recruitment coaches to obtain suggestions and comments for the following year's fall primary recruitment.
- Serve as a member of the Recruitment Management Team.
- Must have previously served as a recruitment coach.
- Coordinate with and manage recruitment coaches during fall primary recruitment.
- Meet 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.

J. The Panhellenic Director of Recruitment Operations shall:

- Oversee all recruitment finances and be a signatory on the Panhellenic recruitment account.
- Ensure the recruitment account is in order and create and manage a budget.
- Coordinate transportation, reservations, and catering for fall primary recruitment.
- Serve as the recruitment headquarters coordinator and manage Recruitment Operation Specialists.
- Serve as a member of the Recruitment Management Team.
- Meet 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. The Panhellenic Director of Recruitment Promotion shall:

- Must have experience with InDesign, Illustrator, and/or other graphic design applications.
- Assist the Vice President of Public Relations to develop, plan, and implement a comprehensive year-round public relations and marketing strategy.
- Work with the Recruitment Management Team to develop a recruitment theme.
- Design a recruitment logo.
- Work with the Vice President of Public Relations to develop a campaign across all Panhellenic social media platforms.
- Develop and order fall primary recruitment promotional items.
- Develop, plan, and implement public relations and marketing for Panhellenic recruitment; specifically, coordinate the pre-recruitment marketing strategy.

- Serve as a member of the Recruitment Management Team.
- Conduct post-recruitment meetings and evaluations with recruitment officers to obtain suggestions and comments for the following year's fall primary recruitment marketing efforts.
- Coordinate with the Vice President of Public Relations to ensure council and community marketing efforts and branding are consistent for the Panhellenic Association.
- Attend Recruitment Management Team meetings.
- 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.

L. The Panhellenic Director of Scholarship shall:

- Meet individually with chapter scholarship officers of chapters below the all-women's grade point average each semester regarding 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.
- Meet as necessary with other council scholarship officers.
- Meet and communicate regularly with the OFSL staff member overseeing scholarship.
- Plan and implement faculty appreciation.
- Plan and implement scholarship officer workshops, as needed.
- Plan and implement Panhellenic scholarship programming initiatives.
- Meet and communicate regularly with the Vice President of Community Development and Panhellenic advisor(s).
- Attend regular meetings with the Community Development Team.
- Share campus and community resources to support academic success with chapter scholarship officers for them to distribute to their members.
- 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.

M. 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.

- Review Panhellenic chapter philanthropy and fundraising events and communicate with chapter officers to ensure all Panhellenic chapter philanthropy events are registered following relevant policies and procedures.
- Assist in the promotion of all Panhellenic chapter philanthropy events.
- Share best practices and coordinate community wide service efforts.
- Provide information about opportunities and experiences for service, and serve as a liaison between outside service events and the Panhellenic community.
- Plan and implement community service and philanthropy officer workshops, as needed.
- Meet and communicate regularly with the Vice President of Community Service and Development and advisor(s).
- Attend regular meetings with the Community Development Team.
- Meet with other council community service and philanthropy officers, as needed.
- Meet and communicate regularly with the OFSL staff member overseeing community service and philanthropy.
- 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.

N. The Panhellenic Director of Diversity, Equity, and Inclusion shall:

- Meet as necessary with chapter Diversity, Equity, and Inclusion (DEI) representatives to discuss effective DEI programming, promotion of campus resources, and Panhellenic community DEI initiatives.
- Plan and provide facilitation resources for chapter DEI representatives to use when presenting information to their chapters regarding, but not limited to privilege, oppression, diversity, implicit biases, sexual orientation and preference, and cultural appropriation.
- Host a DEI workshop for Panhellenic officers and volunteers, such as ~~the~~ Recruitment Coaches, to provide information on being identity conscious and discuss ideas to help minimize biases and stigmas revolving around the fraternity and sorority experience.
- Host, share, and/or promote DEI events occurring throughout the fraternity and sorority and CSU community.
- Be a source of information for other Panhellenic officers to use when planning Panhellenic-wide events to ensure DEI efforts are being considered; support and challenge other Panhellenic officers to be conscious of how DEI plays a role in their own council positions.

- Meet and communicate regularly with the Vice President of Community Development and Panhellenic advisor(s).
- Attend regular meetings with the Community Development Team.
- 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 and provisional group, while associate member groups are required one delegate, at Colorado State University as identified in Article III of the Panhellenic Association Bylaws. The delegates shall be the voting members of the Panhellenic Council except as otherwise provided in Article III of the Panhellenic Association 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. 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 delegates 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 sorority affected to select a replacement within two weeks and to notify the President, Executive Vice President, and Panhellenic advisor of the name, address, email and telephone number of the new delegate. 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. Duties and Responsibilities

Panhellenic delegate duties and responsibilities

- Must attend all Panhellenic Council meetings.
- Must support NPC Unanimous Agreements, policies and procedures.
- Must understand local College Panhellenic Association policies and procedures.
- Should know when to consult member sorority's chief panhellenic officer for assistance and advice regarding College Panhellenic concerns.
- Should be prepared and knowledgeable about College Panhellenic concerns, the views of the member organization and chapter and how to voice concerns to the Panhellenic Council.
- Should present regular College Panhellenic Association reports at chapter meetings.

Section 6. Regular Meetings

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

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 electronic or written request of no fewer than one-fourth of the member women's fraternities of the Colorado State University 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 Colorado State University Panhellenic Association shall constitute a quorum for the transaction of business.

Section 9. Vote Requirements

- All other votes, unless specified in these bylaws, shall require a majority vote for adoption.
- A two-thirds vote of the Panhellenic Council shall be required to approve extension votes. A majority vote is required to approve a re-establishment agreement.
- 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.

ARTICLE VI. THE EXECUTIVE BOARD AND CABINET

Section 1. Duties

The council officers 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 council 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 or cabinet may be called by the president when necessary and shall be called upon the electronic or written request of three members of the Executive Board. Electronic or written notice of each special meeting of the Executive Board shall be sent to each member of the Executive Board at least 24 hours prior to convening the meeting; however, such notice may be waived, and attendance at such meeting shall constitute waiver of said notice.

Section 4. Quorum

A majority of Executive Board or cabinet 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 Joint Judicial Board and the Recruitment Management Team as outlined in Article VII 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 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 Joint Policy on Risk Management and Joint Policy on Fundraising and Philanthropy and adjudicates all violations of this policy in conjunction with the Interfraternity Council, the Multicultural Greek Council, and the National Pan-Hellenic Council. The Executive Vice President will serve as the Panhellenic chair and will appoint through an application process a minimum of three Panhellenic members. The Executive Vice President and members 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 Operations, Director of Recruitment Promotion, and President. 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 proceeding the membership recruitment period. Finally, the Recruitment Management Team shall conduct a post-recruitment evaluation, including recommendations for the following year.

Section 5. 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 and Elevation Events

Mandatory events and events required for Elevation credit 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 credit 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. 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), and others as needed.

Section 3. Payments

Officers will provide itemized receipts to the Director of Finance or Director of Recruitment Operations (depending on the account in question) 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 officer who made the purchase or transaction will be held responsible and liable for the purchase made or financial transaction. All financial decisions and transactions will be communicated to the Director of Finance or Director of Recruitment Operations 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 annually 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. A late payment fee of 10% of the total invoice amount shall be assessed for every week that a payment to the Panhellenic Council is late. Payments shall be due within two weeks of the invoice date. This fee will not be assessed if the chapter representative has communicated a plan for payment with the Director of Finance or Director of Recruitment Operations.

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, or another Panhellenic council officer she appoints in the case that she cannot attend the Programming Board meetings.
- A. The programming board shall receive four dollars (\$4) per member at the beginning of each semester. This would be done without raising funds and would be solidified in the financial outline document.

- B. Any invoices from the Programming Board to chapters must be done through the Director of Finance. The Programming Board shall not invoice chapters directly. Online shirt orders shall be an exception.
- C. Activities planned and implemented by the Programming Board could include, but are not limited to the following:
- F/S Fest
 - Homecoming
 - Community-Wide Speakers
 - Ritual Appreciation Week
 - Sexual Assault Awareness Month
 - National Hazing Prevention Week
- A. It is up to the discretion of the Panhellenic Council if they are to include a member of the Programming Board at conferences such as FSLI, AFLV, etc. 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 council and be a member from within the Panhellenic Association.
- A. The Programming Board shall present their internal budget and expenses once per semester to the Panhellenic Council with dates to be determined by the Panhellenic Council.

ARTICLE X. EXTENSION

Section 1. NPC Extension Process

Extension is the process of adding an NPC women's fraternity to the community. The Colorado State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC extension guidelines.

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 a non-NPC organization who does not participate in fall primary 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 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, the Panhellenic Association 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

The Colorado State University College Panhellenic Association shall follow all NPC Unanimous Agreements and NPC guidelines for the judicial process 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).

Article XII. Inclusion Statement

The Colorado State University College Panhellenic Association does not categorically deny membership to an individual, based on race, color, religion, sex*, national origin, age, disability, marital status, military or veteran status or political affiliation.

*Pursuant to 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities may limit membership on the basis of sex.

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

These bylaws 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 most recently amended on November 27, 2023.]